SANTA CRUZ CITY SCHOOLS DISTRICT
MEETING OF THE BOARD OF EDUCATION
FOR THE ELEMENTARY AND SECONDARY DISTRICTS
WEDNESDAY, APRIL 25, 2018
OPEN SESSION BEGINS AT 6:30 P.M.
COUNTY OFFICE OF EDUCATION BOARD ROOM
400 ENCINAL STREET, SANTA CRUZ, CA.

DATE:
TIME:
LOCATION:
EMPLOYEE:

AGENDA

	Item	Purpose / Support
	Agenda	
1.	**Convene Closed Session**	**5:30 p.m.**
1.1.	Roll Call	
1.2.	Public Comments prior to Closed Session	Members of the public may comment on items that ARE listed on the Closed Session Agenda
2.	**Closed Session Items**	
2.1.	Certificated/Classified/Management Leaves, Retirements, Resignations & Appointments	Information for possible action
2.2.	Public Employee Discipline/Dismissal/Release/Complaint (Govt. Code Section 54957)	Information for possible action
2.3.	Conference with Labor Negotiators (Govt. Code Section 54957.6)	SCCS Negotiator Parks will provide an update to and receive direction from the Trustees regarding negotiations with the SCCCE for 2017-18.
2.4.	Public Employee Performance Evaluation (Govt. Code Section 54957)	Title: Superintendent
2.5.	Public Employee Performance Evaluation (Govt. Code Section 54957)	Title: Board of Education Self-Evaluation
3.	**Convene Open Session**	**6:30 p.m.**
3.1.	Welcome and Pledge of Allegiance	
3.2.	Agenda changes, additions or deletions	

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4.	**Public Comments**	For presentations of matters ***not*** on the Agenda. 3 minutes for individuals; 15 minutes per subject. ***Note to Members of the Public: Thank you for taking the time to attend this meeting. Santa Cruz City School Board Members appreciate your presence and your comments regarding items not on the agenda are valued. Per Santa Cruz City Schools Board Bylaw protocols, Trustees will not comment on Public Comments during this time.***
5.	**Superintendent's and Student Representatives' Reports**	
5.1.	Superintendent's Report	
5.2.	Student Representatives' Reports	
6.	**Board Members' Reports**	
6.1.	Board Members' Reports	
6.2.	Board President's Report	
7.	**Approval of Minutes**	There are no available minutes for review/approval for this meeting.
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	
8.1.4.	Warrant Register	
8.1.5.	Budget Transfers	

AGENDA

	Item	Purpose / Support
8.1.6.	Out of State Travel: Soquel HS	
8.1.7.	Disposition of Surplus Property	
8.1.8.	Gifts	
8.2.	**Consent Agenda: General Contracts & Agreements**	There are no consent agenda general contracts and/or agreements submitted for approval on 4/25/18.
8.3.	**Consent Agenda: Bond Projects Contracts, Agreements, Proposals, Bids and Change Orders**	
8.3.1.	Proposal & Standard Contract: Enviroplex: Soquel HS	
8.3.2.	Proposal & Standard Contract: Inplant DSA Inspector: Harbor HS concession building	
8.3.3.	Proposal & Standard Contract: M3 Asbestos Abatement: Gault ES Roofing	
8.3.4.	Proposal & Standard Contract: M3 Asbestos Abatement: Harbor HS Roofing	
8.3.5.	Bid & Contract: Andy's Roofing: Mission Hill MS and Gault ES	
8.3.6.	Contract: Andy's Roofing: Branciforte MS	
8.3.7.	Proposal & Standard Contract: Sierra School Equipment: Harbor HS replacement lockers	
8.3.8.	Butano Geotechnical Engineering Proposal and Standard Contract: Testing & Inspection Harbor HS Field Project	
8.3.9.	Bid & Agreement: O.C. McDonald-Domestic Water Piping/Replacement @ Santa Cruz HS	

AGENDA

	Item	Purpose / Support
8.3.10.	Contract Change Order: Butano Geotechnical C.O. #1 - Harbor HS Pool project	
8.3.11.	Contract Change Order: Butano Geotechnical C.O. #2 - Harbor HS Pool project	
8.4.	**Report of Closed Session Actions**	
8.4.1.	Report of Actions Taken in Closed Session	
8.5.	**Items to Be Transacted and/or Discussed**	
8.5.1.	**Educational Services**	
8.5.1.1.	Staff Report: District English Learner Advisory Committee (DELAC)	Staff will provide an update on the District English Language Advisory Committee (DELAC), a committee of parents and staff, which is charged with advising the Board about the needs of English Learners in Santa Cruz City Schools.
8.5.1.2.	Staff Report: Career Technical Education (CTE)	Staff will provide an update on SCCS Career Technical Education
8.5.1.3.	Staff Report: English Learner/Update on English Learner Master Plan	Staff will present an update regarding ongoing district efforts to advance quality instruction/achievement for English Learners.
8.5.1.4.	New Business: Secondary Title I Budget Shift: Curriculum, Intervention & Assessment (CIA)	Recommendation: Approve the School-Wide Program (SWP) Title I waivers for Mission Hill Middle School, Soquel High School, Santa Cruz High School and Ark Independent Studies.
8.5.2.	**Business Services**	
8.5.2.1.	New Business: Revised Agreement: Lease/Leaseback Swinerton Builders-Soquel HS modernization project pre-construction	Recommendation: Approve the revised lease/leaseback agreement with Swinerton Builders for preconstruction services on the Soquel High School modernization project

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	Item	Purpose / Support
8.5.2.2.	New Business: Agreement Amendment: Belli Architects-Soquel HS Pool project	Recommendation: Approve Belli Architectural Group revised agreement amendment for design and construction administration services for the Soquel High School pool/facility project
8.5.3.	**Human Resources**	
8.5.3.1.	New Business: Revised Classified Job Descriptions - Final Reading and Approval	Recommendation: Approve the revised Classified job descriptions for final reading and approval
8.5.3.2.	New Business: Resolution 18-17-18 Classified Reductions for 2018-19	Recommendation: Approve Resolution 18-17-18 Classified Reductions for 2018-19 as submitted
8.5.4.	**Governance/Superintendent**	
8.5.4.1.	New Business: Board Policies: CSBA December 2017 Updates: 1st Reading	Recommendation: Approve the submitted revised board policies for first and/or final reading
8.5.4.2.	New Business: Resolution 19-17-18 in Support of MESD Bond Measure for the June 2018 Ballot	Recommendation: Approve Resolution 19-17-18 in support of Mountain ESD Bond Measure for the June 2018 Ballot
9.	**Adjournment**	
10.	**Return to Closed Session (if necessary)**	
11.	**Closed Session Action Report (if necessary)**	
12.	**Adjournment**	

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 or may be viewed at the District Office, Superintendent's Office, Room 303, 405 Old San Jose Road, Soquel, CA.

Public Participation:

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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 9, 2018, 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 Self-Evaluation/Study Session re: Budget: May Revise on May 23, 2018, 6:00 p.m., will be held in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.
3. The Regular Meeting on June 13, 2018, 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 20, 2018, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Certificated Personnel Actions

DATE: April 25, 2018

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.

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

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

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

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

EXTRA WORK AGREEMENTS:

Certificated:

Judith Grijalva, Home & Hospital Teacher, Student Services, 4/16/18 - 6/7/18, not to exceed 55 hours

Penny Matteis, ELPAC Testing for Elementary Students, Curriculum, Intervention & Assessment, 4/11/18 - 5/30/18, not to exceed 32 hours

Henry Wilson, Music Enrichment Provider, Gault Elementary, 3/21/18 - 6/1/18, not to exceed 157 hours

Noreen Winkler, ELPAC Testing for Elementary Students, Curriculum, Intervention & Assessment, 4/11/18 - 5/30/18, not to exceed 12 hours

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Classified Personnel Actions

MEETING DATE: April 25, 2018

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.

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

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

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

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

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Keneé Houser 4/18/2018

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

None

Promotion:

None

Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service:

None

Additional FTE/Position:

None

39-Mo Reinstatement:

None

39-Mo Reinstatement w/Increase in FTE:

None

63-Mo Reinstatement:

None

Transfer:

None

Transfer W/Increase FTE:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

None

Retirement:

None

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

New Temporary Employees/EWA:

Parks, Lucy, Clerical Assistant - HR, not to exceed 32hrs, 2/21/18 to 6/30/18

Existing Temporary Employees/EWA:

Blyston, Jason, Groundskeeper I - MO, not to exceed 100hrs, 3/30/18 to 6/30/18

Crone, Jennifer, Sub Custodian - MO, not to exceed 40hrs, 3/21/18 - 6/8/18

Mayo, Darrell, Sub Custodian - MO, not to exceed 40hrs, 4/11/18 to 6/30/18

Existing Regular Employees/EWA:

None

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

Routh, Patricia, Campus Security - SMSC, not to exceed 7hrs, 3/20/18

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

None

•Eligibility Lists Established•

Instructional Technician - Positive Behavior Support

Instructional Technician - Elementary Intervention

Secretary III

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Purchase Orders, Quotes and Bids

MEETING DATE: April 25, 2018

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 $90,200 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 $90,200 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

April 25, 2018

PURCHASE ORDERS OVER $2500

PO/REQ NO.	SITE	DOLLAR AMOUNT	VENDOR	MATERIALS, SERVICES, ETC.
18-03810	Soquel High	$32,500.00	AP Exams	Open Order for AP Exams. Student Payments
18-03800	Santa Cruz High	$10,556.76	AV Now	Widescreen Projector. Facility Use Fees.
18-00946	Transportation	$4,340.00	AZ Bus Sales	Change Order to Lease Bus #22 from 5/1/18 to 7/1/18. Transportation – Home to School
18-00947	Transportation	$4,340.00	AZ Bus Sales	Change Order to Lease Bus #22 from 5/1/18 to 7/1/18. Transportation – Special Ed.
18-03763	B40 Middle	$34,886.62	Apple Computer	iPads, AppleCare and Covers. Title I, Facility Use Fees, Donations.
18-03773	Santa Cruz	$3,957.00	AVID Center	Conference Registration fee for five (5). LCFF.
18-03768	B40 Middle	$30,700.00	Belli Architectural	Parking Lot Improvements Project. Bond, Measure A.
18-03802	Santa Cruz High	$4,055.68	Bookshop Santa Cruz	Books. Donations.
18-01299	Harbor High	$9,000.00	Bowman & Williams	Change Order – Amendment #1, Map of Pool Area. Bond, Measure A.
18-03767	Soquel High	$7,500.00	Continental Athletic	Confirming for Payment – Football Equipment Reconditioning. Unrestricted.
18-03803	IT Dept.	$3,557.10	Convergeone, Inc.	Four (4) HP ProBooks. Unrestricted.
18-00693	Finance	$3,500.00	Crowe Horwath LLP	Change Order to cover District Audit. Unrestricted.
18-00106	Food Service	$35,000.00	Danielsen Co.	Change Order to cover Food items. Cafeteria Fund.
18-00107	Food Service	$5,000.00	Danielsen Co.	Change Order to cover the purchase of Paper/Supplies. Cafeteria Fund.
18-03750	Harbor High	$3,750.00	Future Path Prep	SAT Prep Course. College Readiness Block Grant.

Approved by:_____ Approval Date:_____

BOARD OF EDUCATION

April 25, 2018

PURCHASE ORDERS OVER $2500

PO/REQ NO.	SITE	DOLLAR AMOUNT	VENDOR	MATERIALS, SERVICES, ETC.
18-03799	Student Services	$8,000.00	Gonzalez, Persephone	CSA for Therapy Services. City of SC – Set Aside.
18-03772	Soquel High	$3,373.15	Guitar Center Stores	Speakers, Microphone, Accessories. Measure O.
18-01175	Soquel High	$3,000.00	Ifland Engineers	Change Order – Survey and Mapping services – Modernization Project. Bond, Measure A.
18-03809	Bay View	$24,000.00	Ifland Engineers	Survey and Mapping services – Modernization Project. Bond, Measure B.
18-03764	IT Dept.	$16,852.50	Infinite Campus	Confirming for Payment – Licenses, Prorated Support, Data Extract, Custom Reports. Unrestricted.
18-03765	Soquel High	$227,500.00	Madi Group	Site Infrastructure. Bond, Measure A.
18-03766	Soquel High	$115,199.98	Madi Group	Interim Housing. Bond, Measure A.
18-03762	Mission Hill	$6,268.50	Music in the Parks	Registration for Music Festival. Student Payments, Donations.
18-00136	Food Service	$16,000.00	Producers Dairy	Change Order to cover Milk products. Cafeteria Fund.
18-03808	Business Services	$11,000.00	RDV Consulting	CSA for E-Rate Consulting services. Unrestricted – Core Budget.
18-03748	Soquel High	$4,799.90	San Jose Charters	GMEC Field Trip to Burney Falls. Partnership Academies Program.
18-03215	Westlake	$29,704.00	Santa Cruz COE	Confirming for Payment – SCCOSS Attendance. Donations.
18-03753	Westlake	$4,625.88	Scholastic Magazines	Magazines for 18/19. Lottery.
18-00138	Food Service	$2,500.00	Watsonville Coast Produce	Change Order to cover Food items. Cafeteria.

Approved by:_____ Approval Date:_____

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Warrant Register

MEETING DATE: April 25, 2018

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 4/6/18 – 4/12/18. Hard copies of the report are available for public review at the Board Meeting.

AGENDA ITEM: 8.1.4

NON - DIRECT DEPOSIT

CHECK #	DATE PAID	PAID TO	AMOUNT
938248	04/12/2018	A-Z BUS SALES INC	$80.43
938249	04/12/2018	ABA BUILDING SERVICES	$11,299.00
938250	04/12/2018	ACE PORTABLE SERVICES	$373.55
938251	04/12/2018	Adrienne J Borders	$33.83
938252	04/12/2018	ALPHAGRAPHICS SANTA CRUZ	$595.10
938253	04/12/2018	AMAZON	$12.19
938254	04/12/2018	AMERICAN RED CROSS	$112.00
938255	04/12/2018	ANIMAL DAMAGE MANAGMENT	$1,025.00
938256	04/12/2018	Anna M Gonzales	$109.94
938257	04/12/2018	APED	$99.55
938258	04/12/2018	APPI	$21.79
938259	04/12/2018	AT&T MOBILITY	$6,788.35
938260	04/12/2018	B & B SMALL ENGINE REPAIR	$804.06
938261	04/12/2018	BALANCE4KIDS	$55,848.79
938262	04/12/2018	BANDIT PEST CONTROL	$2,050.00
938263	04/12/2018	BATTERIES PLUS	$175.44
938264	04/12/2018	BAY PLUMBING SUPPLY	$256.31
938265	04/12/2018	Beatriz E Lambert	$1,456.56
938266	04/12/2018	Benjamin P Centanni	$150.00
938267	04/12/2018	BREWER, MARK	$3,094.00
938268	04/12/2018	CALIFORNIA PREMIER RESTORATION	$5,978.21
938269	04/12/2018	CAROLINA BIOLOGICAL	$2,236.54
938270	04/12/2018	CAROLYN R POST	$800.00
938271	04/12/2018	CENGAGE LEARNING	$50.00
938272	04/12/2018	CENGAGE LEARNING (aka: Nat'l Geographic)	$128.90
938273	04/12/2018	CENTRAL HOME SUPPLY	$37.66
938274	04/12/2018	Christopher Andrews	$43.62
938275	04/12/2018	CITY OF SANTA CRUZ	$1,716.54
938276	04/12/2018	CITY OF SANTA CRUZ	$4,542.17
938277	04/12/2018	CLIFFORD MOSS LLC	$10,000.00
938278	04/12/2018	COAST PAPER & SUPPLY	$1,485.13
938279	04/12/2018	COLLEGE ENTRANCE EXAMINATION BOARD	$508.00
938280	04/12/2018	COMCAST	$431.52
938281	04/12/2018	COMICOPOLIS	$516.01
938282	04/12/2018	COUNTY OF SANTA CRUZ	$150.00
938283	04/12/2018	DANIELSEN CO.	$4,090.72
938284	04/12/2018	Desiree A Dominguez	$332.98

938285	04/12/2018	DICK BLICK CO	$1,041.34
938286	04/12/2018	DIESELWORKS	$6,328.24
938287	04/12/2018	EARLY BIRD SHUTTLE	$444.00
938288	04/12/2018	Elizabeth T Lindsley	$67.09
938289	04/12/2018	Erin E Asamoto	$170.44
938290	04/12/2018	ETR ASSOCIATES INC	$470.88
938291	04/12/2018	EWING IRRIGATION PRODUCTS	$317.00
938292	04/12/2018	FAGEN FRIEDMAN & FULFROST LLP	$1,240.00
938293	04/12/2018	FARMER BROS CO	$206.25
938294	04/12/2018	FLYERS ENERGY LLC	$64.20
938295	04/12/2018	FOLLETT SCHOOL SOLUTIONS INC	$1,063.93
938296	04/12/2018	FRANCISCAN GLASS COMPANY INC	$850.73
938297	04/12/2018	GOLD STAR FOODS	$3,434.64
938298	04/12/2018	GOPHER SPORT	$70.08
938299	04/12/2018	GRAY'S MUSICAL INSTRUMENTS	$20.00
938300	04/12/2018	GREENWASTE RECOVERY INC	$190.88
938301	04/12/2018	HOME DEPOT CREDIT SERVICES	$507.08
938302	04/12/2018	HOME DEPOT INC	$14.05
938303	04/12/2018	INDEPENDENT ELECTRIC SUPPLY IN	$411.48
938304	04/12/2018	INFINITE CAMPUS INC	$750.00
938305	04/12/2018	Jory V Berdan	$146.61
938306	04/12/2018	Julia R Hodges	$61.97
938307	04/12/2018	JUNIOR LIBRARY GUILD	$503.59
938308	04/12/2018	JW PEPPER & SON, INC.	$712.81
938309	04/12/2018	KAPLAN EARLY LEARNING CO	$241.68
938310	04/12/2018	Karin E Wanless	$43.58
938311	04/12/2018	Kelly A Paulsen	$64.55
938312	04/12/2018	KIRAN GREWAL	$86.16
938313	04/12/2018	LEARNING WITHOUT TEARS	$1,778.38
938314	04/12/2018	Leif L Rovick	$78.28
938315	04/12/2018	LIBRARIAN'S BOOK EXPRESS	$376.30
938316	04/12/2018	Lindsay E Behr	$163.00
938317	04/12/2018	LORENE EUERLE	$792.20
938318	04/12/2018	Lysa H Tabachnick	$810.69
938319	04/12/2018	M3 ENVIRONMENTAL CONSULTING LLC	$2,500.00
938320	04/12/2018	Margarita P Barranco	$106.17
938321	04/12/2018	Martin J Aubry	$15.00
938322	04/12/2018	Molly C Parks	$1,504.31
938323	04/12/2018	MOTION INDUSTRIES	$165.28
938324	04/12/2018	NAPA SANTA CRUZ	$6,894.45
938325	04/12/2018	NEWSELA INC	$1,000.00

938326	04/12/2018	PACIFIC AP INSTITUTE	$1,900.00
938327	04/12/2018	PALACE ART & OFFICE SUPPLY	$8,204.72
938328	04/12/2018	PERMA BOUND DIVISION INC	$908.73
938329	04/12/2018	PHOENIX CERAMICS SUPPLY	$158.19
938330	04/12/2018	PILLA ZARGAR	$79.35
938331	04/12/2018	PRODUCERS DAIRY FOODS INC	$2,063.63
938332	04/12/2018	RAY MORGAN COMPANY	$278.26
938333	04/12/2018	REAL GOOD FISH	$110.00
938334	04/12/2018	RIVERSIDE LIGHTING	$77.00
938335	04/12/2018	ROBERT HALF INTERNATIONAL INC	$6,569.01
938336	04/12/2018	Rossell P Bocaletti	$19.34
938337	04/12/2018	Roxana E Jimenez	$364.11
938338	04/12/2018	SAFEWAY STORES INC	$17.86
938339	04/12/2018	SAGE PUBLICATIONS INC	$97.80
938340	04/12/2018	SAILAJA SURESH	$114.19
938341	04/12/2018	SAN LORENZO LUMBER & HOME CTR	$2,362.41
938342	04/12/2018	SAN LORENZO VALLEY HIGH	$150.00
938343	04/12/2018	SANTA CRUZ COUNTY SOCCER REFEREE ASSOC	$655.00
938344	04/12/2018	SANTA CRUZ ELECTRONICS	$129.93
938345	04/12/2018	SANTA CRUZ FIRE EQUIPMENT	$125.00
938346	04/12/2018	SANTA CRUZ MUNICIPAL UTILITIES	$31,254.51
938347	04/12/2018	SANTA CRUZ RECORDS MANAGEMENT	$683.00
938348	04/12/2018	SANTA CRUZ TELEPHONE	$483.35
938349	04/12/2018	Sarah E Bennett	$157.98
938350	04/12/2018	SCCOE	$29,704.00
938351	04/12/2018	SCHOOL SPECIALTY INC	$281.18
938352	04/12/2018	Seth E Wilson	$60.00
938353	04/12/2018	Shannon T Greene	$289.83
938354	04/12/2018	SHOUT POINT INC	$1,978.32
938355	04/12/2018	SILKE COMMUNICATIONS INC	$1,005.92
938356	04/12/2018	SISC	$1,097,406.40
938357	04/12/2018	SKILLPATH SEMINARS	$199.00
938358	04/12/2018	Solange B Nascimento	$75.95
938359	04/12/2018	SOQUEL CREEK WATER DISTRICT	$4,687.08
938360	04/12/2018	SPORT SCOPE INC	$4,795.02
938361	04/12/2018	STATE BOARD OF EQUALIZATION	$894.90
938362	04/12/2018	SUPER DUPER INC.	$72.40
938363	04/12/2018	SURTEC INC	$162.25
938364	04/12/2018	SYSCO FOOD SERVICES OF SF	$3,399.49
938365	04/12/2018	THE BULK BOOK STORE	$568.75

938366	04/12/2018	THE HARTFORD	$4,919.00
938367	04/12/2018	THE HARTFORD	$3,528.31
938368	04/12/2018	Thomas K Bentley	$199.95
938369	04/12/2018	Tracey A Runeare	$180.13
938370	04/12/2018	TRUMPET BEHAVIORAL HEALTH LLC	$12,335.00
938371	04/12/2018	UC REGENTS-CCWP	$3,600.00
938372	04/12/2018	VIRCO INC	$227.04
938373	04/12/2018	WATSONVILLE COAST PRODUCE INC	$2,713.55
938374	04/12/2018	WOODWIND AND BRASSWIND	$1,531.80
938375	04/12/2018	YADIRA ZAPATA	$111.45
COUNT :	**128**	**TOTAL :**	**$1,385,031.30**

Fund Type	**Amount**
01	$1,326,921.74
11	$6,867.01
13	$48,592.55
21	$2,650.00
TOTAL:	$1,385,031.30

GRAND TOTAL : **$1,385,031.30**

TOTAL COUNT : **128**

NON - DIRECT DEPOSIT

CHECK #	DATE PAID	PAID TO	AMOUNT
938376	04/12/2018	THE ABRITE ORGANIZATION	$213,055.68

COUNT : 1 **TOTAL :** **$213,055.68**

Fund Type	Amount
01	$213,055.68
TOTAL:	$213,055.68

GRAND TOTAL : **$213,055.68**

TOTAL COUNT : **1**

NON - DIRECT DEPOSIT

CHECK #	DATE PAID	PAID TO	AMOUNT
938377	04/12/2018	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	$2,473.42

COUNT : 1 **TOTAL :** **$2,473.42**

Fund Type	Amount
01	$2,473.42
TOTAL:	$2,473.42

GRAND TOTAL : **$2,473.42**

TOTAL COUNT : **1**

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approval of Budget Transfers

MEETING DATE: April 25, 2018

FROM: Patrick Gaffney, Assistant Superintendent of Business

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
It is recommended that the Board of Education approve 2017-2018 budget transfers dated from 3/1/18 through 3/31/18, BE#147508– 153722. The report follows. Hard copy of the report is available for public review at the Board Meeting.

BACKGROUND:
Ed Code 42600 requires that the Board approve budget transfers that are made between major expense object codes, or from reserves.

FISCAL IMPACT:
None.

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.

Note	Account	Decrease	Increase
BE 147508	**Applied: 03/07/2018**	**Created: 02/24/2018**	
ST-Correct AH BT	01-9016-0-1250-1000-4300-032-3263	$0.00	$510.00
ST-Correct AH BT	01-9016-0-1110-1000-4300-032-3263	$510.00	$0.00
	BE 147508 Total	**$510.00**	**$510.00**
BE 147520	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-AMB-ELEM NPA/NPS BUDGET REVISIONS	01-6500-0-5750-1180-5800-220-0000	$0.00	$7,737.00
BGT-AMB-ELEM NPA/NPS BUDGET REVISIONS	01-6500-0-5730-1180-5800-220-0000	$119.00	$0.00
BGT-AMB-ELEM NPA/NPS BUDGET REVISIONS	01-6500-0-5750-1190-5800-220-0000	$5,961.00	$0.00
BGT-AMB-ELEM NPA/NPS BUDGET REVISIONS	01-6500-0-5770-1110-5800-220-0000	$413.00	$0.00
BGT-AMB-ELEM NPA/NPS BUDGET REVISIONS	01-6500-0-5770-1190-5200-220-0000	$1,244.00	$0.00
	BE 147520 Total	**$7,737.00**	**$7,737.00**
BE 147521	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-AMB-SEC NPA/NPS BUDGET REVISION	01-6500-0-5750-1180-5800-230-0000	$0.00	$2,500.00
BGT-AMB-SEC NPA/NPS BUDGET REVISION	01-6500-0-5750-1110-5200-230-0000	$2,500.00	$0.00
	BE 147521 Total	**$2,500.00**	**$2,500.00**
BE 147524	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-SCHOLARSHIPS	73-0974-0-8100-5900-5800-000-0000	$0.00	$1,000.00
BGT-SCHOLARSHIPS	73-0974-0-0000-0000-9790-000-0000	$1,000.00	$0.00
	BE 147524 Total	**$1,000.00**	**$1,000.00**
BE 147533	**Applied: 03/01/2018**	**Created: 02/26/2018**	
ST-Add budget for MTSS (SUMS) local grant	01-9010-0-0000-2130-4395-600-6767	$0.00	$500.00
ST-Add budget for MTSS (SUMS) local grant	01-9010-0-0000-2130-4300-600-6767	$0.00	$24,500.00
ST-Add budget for MTSS (SUMS) local grant	01-9010-0-0000-0000-8699-600-6767	$0.00	$25,000.00
	BE 147533 Total	**$0.00**	**$50,000.00**
BE 147537	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-EWA#14184 J.BROWN NGSS LEADERSHIP TEAM	01-6264-0-1110-1000-1130-530-0030	$0.00	$1,320.00
BGT-EWA#14184 J.BROWN NGSS LEADERSHIP TEAM	01-6264-0-1110-1000-3101-530-0030	$0.00	$191.00
BGT-EWA#14184 J.BROWN NGSS LEADERSHIP TEAM	01-6264-0-1110-1000-3331-530-0030	$0.00	$20.00
BGT-EWA#14184 J.BROWN NGSS LEADERSHIP TEAM	01-6264-0-1110-1000-3501-530-0030	$0.00	$1.00
BGT-EWA#14184 J.BROWN NGSS LEADERSHIP TEAM	01-6264-0-1110-1000-3601-530-0030	$0.00	$24.00
BGT-EWA#14184 J.BROWN NGSS LEADERSHIP TEAM	01-6264-0-1110-1000-4399-530-0030	$1,556.00	$0.00
	BE 147537 Total	**$1,556.00**	**$1,556.00**
BE 147558	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-AH-PALACE	01-9016-0-0000-2700-4300-032-3263	$0.00	$600.00
BGT-AH-PALACE	01-9016-0-1110-1000-4300-032-3263	$600.00	$0.00
	BE 147558 Total	**$600.00**	**$600.00**
BE 147559	**Applied: 03/01/2018**	**Created: 02/26/2018**	

Note	Account	Decrease	Increase
BGT-MPB-REQ#49251 WALKIE TALKIES	01-0000-0-1110-1000-4300-023-0000	$5.00	$0.00
BGT-MPB-REQ#49251 WALKIE TALKIES	01-0000-0-0000-8300-4300-023-0000	$0.00	$5.00
	BE 147559 Total	**$5.00**	**$5.00**
BE 147671	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-BL-SAFEWAY	01-0000-0-0000-2700-4300-035-0000	$0.00	$300.00
BGT-BL-SAFEWAY	01-0000-0-1110-1000-4300-035-0000	$300.00	$0.00
	BE 147671 Total	**$300.00**	**$300.00**
BE 147680	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-MPB-BOOKS	01-6300-0-1110-1000-4300-523-0000	$1,000.00	$0.00
BGT-MPB-BOOKS	01-6300-0-1110-1000-4200-523-0000	$0.00	$1,000.00
	BE 147680 Total	**$1,000.00**	**$1,000.00**
BE 147681	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-PS-PROJECTORS	01-3010-0-1110-1000-4400-433-0000	$0.00	$1,043.00
BGT-PS-PROJECTORS	01-3010-0-1110-1000-4300-433-0000	$1,043.00	$0.00
	BE 147681 Total	**$1,043.00**	**$1,043.00**
BE 147685	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-RB-ESGI LICENSE	01-6300-0-1110-1000-5800-527-0000	$0.00	$434.00
BGT-RB-ESGI LICENSE	01-6300-0-1110-1000-4300-527-0000	$434.00	$0.00
	BE 147685 Total	**$434.00**	**$434.00**
BE 147686	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-AH-TRANSPORTATION TO MUSIC FESTIVAL	01-9016-0-1250-1000-5800-032-3266	$0.00	$2,923.00
BGT-AH-TRANSPORTATION TO MUSIC FESTIVAL	01-9016-0-1250-1000-4300-032-3266	$2,923.00	$0.00
	BE 147686 Total	**$2,923.00**	**$2,923.00**
BE 147692	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-BL-TENNIS/VB UNIFORMS	01-0000-0-1400-4200-5800-035-0807	$0.00	$750.00
BGT-BL-TENNIS/VB UNIFORMS	01-0000-0-1400-4200-4300-035-0807	$750.00	$0.00
	BE 147692 Total	**$750.00**	**$750.00**
BE 147693	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-PS-CAMERA	01-3550-0-6000-1000-4400-433-0000	$0.00	$888.00
BGT-PS-CAMERA	01-3550-0-6000-1000-4300-433-0000	$888.00	$0.00
	BE 147693 Total	**$888.00**	**$888.00**
BE 147694	**Applied: 03/01/2018**	**Created: 02/26/2018**	
BGT-EWA#14193 S.WATERS CODING ENRICHMENT	01-0000-0-1460-1000-2130-831-0807	$0.00	$1,056.00
BGT-EWA#14193 S.WATERS CODING ENRICHMENT	01-0000-0-1460-1000-3312-831-0807	$0.00	$66.00
BGT-EWA#14193 S.WATERS CODING ENRICHMENT	01-0000-0-1460-1000-3332-831-0807	$0.00	$16.00
BGT-EWA#14193 S.WATERS CODING ENRICHMENT	01-0000-0-1460-1000-3502-831-0807	$0.00	$1.00
BGT-EWA#14193 S.WATERS CODING ENRICHMENT	01-0000-0-1460-1000-3602-831-0807	$0.00	$20.00
BGT-EWA#14203 A.GONZALES ARTS & CRAFTS ENRICHMENT	01-0000-0-1120-1000-2130-831-0807	$0.00	$792.00
BGT-EWA#14203 A.GONZALES ARTS & CRAFTS ENRICHMENT	01-0000-0-1120-1000-3312-831-0807	$0.00	$50.00
BGT-EWA#14203 A.GONZALES ARTS	01-0000-0-1120-1000-3332-831-0807	$0.00	$12.00

Note	Account	Decrease	Increase
& CRAFTS ENRICHMENT			
BGT-EWA#14203 A.GONZALES ARTS & CRAFTS ENRICHMENT	01-0000-0-1120-1000-3502-831-0807	$0.00	$1.00
BGT-EWA#14203 A.GONZALES ARTS & CRAFTS ENRICHMENT	01-0000-0-1120-1000-3602-831-0807	$0.00	$15.00
BGT-EWA#14203/14193	01-0000-0-1110-1000-2130-831-0807	$2,029.00	$0.00
	BE 147694 Total	**$2,029.00**	**$2,029.00**
BE 147738	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-EWA #14220/14221 C. OATEY	01-6264-0-1110-1000-1130-520-0020	$0.00	$759.00
BGT-EWA #14220/14221 C. OATEY	01-6264-0-1110-1000-3101-520-0020	$0.00	$110.00
BGT-EWA #14220/14221 C. OATEY	01-6264-0-1110-1000-3331-520-0020	$0.00	$11.00
BGT-EWA #14220/14221 C. OATEY	01-6264-0-1110-1000-3501-520-0020	$0.00	$1.00
BGT-EWA #14220/14221 C. OATEY	01-6264-0-1110-1000-3601-520-0020	$0.00	$14.00
BGT-EWA #14220/14221 C. OATEY	01-6264-0-1110-1000-4399-520-0020	$895.00	$0.00
	BE 147738 Total	**$895.00**	**$895.00**
BE 147739	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-EWA#14219 ASST PRINC SUB	01-0000-0-0000-2700-1340-835-0000	$0.00	$534.00
BGT-EWA#14219 ASST PRINC SUB	01-0000-0-0000-2700-3332-835-0000	$0.00	$8.00
BGT-EWA#14219 ASST PRINC SUB	01-0000-0-0000-2700-3502-835-0000	$0.00	$1.00
BGT-EWA#14219 ASST PRINC SUB	01-0000-0-0000-2700-3602-835-0000	$0.00	$10.00
BGT-EWA#14219 ASST PRINC SUB	01-0000-0-0000-0000-9790-000-0000	$553.00	$0.00
	BE 147739 Total	**$553.00**	**$553.00**
BE 147744	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-EWA#14202/14204 RODNEY-SHARP/ROBLES TRUJILLO ENRICHMENT	01-0000-0-1260-1000-2130-831-0807	$0.00	$1,947.00
BGT-EWA#14202/14204 RODNEY-SHARP/ROBLES TRUJILLO ENRICHMENT	01-0000-0-1260-1000-3312-831-0807	$0.00	$121.00
BGT-EWA#14202/14204 RODNEY-SHARP/ROBLES TRUJILLO ENRICHMENT	01-0000-0-1260-1000-3332-831-0807	$0.00	$29.00
BGT-EWA#14202/14204 RODNEY-SHARP/ROBLES TRUJILLO ENRICHMENT	01-0000-0-1260-1000-3502-831-0807	$0.00	$1.00
BGT-EWA#14202/14204 RODNEY-SHARP/ROBLES TRUJILLO ENRICHMENT	01-0000-0-1260-1000-3602-831-0807	$0.00	$36.00
BGT-EWA#14202/14204 RODNEY-SHARP/ROBLES TRUJILLO ENRICHMENT	01-0000-0-1110-1000-2130-831-0807	$2,134.00	$0.00
	BE 147744 Total	**$2,134.00**	**$2,134.00**
BE 147745	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-EWA#14201 J.CULVER COOKING ENRICHMENT	01-0000-0-1130-1000-2130-831-0807	$0.00	$990.00
BGT-EWA#14201 J.CULVER COOKING ENRICHMENT	01-0000-0-1130-1000-3312-831-0807	$0.00	$62.00
BGT-EWA#14201 J.CULVER COOKING ENRICHMENT	01-0000-0-1130-1000-3332-831-0807	$0.00	$15.00
BGT-EWA#14201 J.CULVER COOKING ENRICHMENT	01-0000-0-1130-1000-3502-831-0807	$0.00	$1.00
BGT-EWA#14201 J.CULVER COOKING ENRICHMENT	01-0000-0-1130-1000-3602-831-0807	$0.00	$19.00

Note	Account	Decrease	Increase
BGT-EWA#14201 J.CULVER COOKING ENRICHMENT	01-0000-0-1110-1000-2130-831-0807	$1,087.00	$0.00
	BE 147745 Total	**$1,087.00**	**$1,087.00**
BE 147746	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-LO-BOOKS	01-9016-0-1110-1000-4300-031-3156	$400.00	$0.00
BGT-LO-BOOKS	01-9016-0-1110-1000-4200-031-3156	$0.00	$400.00
	BE 147746 Total	**$400.00**	**$400.00**
BE 147747	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-AH-PALACE	01-9010-0-0000-2700-4300-032-0088	$0.00	$600.00
BGT-AH-PALACE	01-9010-0-1110-1000-4300-032-0088	$600.00	$0.00
	BE 147747 Total	**$600.00**	**$600.00**
BE 147748	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-GM-RETURN TO 4300	01-0700-0-3100-1000-4300-025-0000	$0.00	$450.00
BGT-GM-RETURN TO 4300	01-0700-0-3100-1000-4400-025-0000	$450.00	$0.00
	BE 147748 Total	**$450.00**	**$450.00**
BE 147749	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-PS-CAMERA	01-3550-0-6000-1000-4400-433-0000	$0.00	$1,088.00
BGT-PS-CAMERA	01-3550-0-6000-1000-4300-433-0000	$1,088.00	$0.00
	BE 147749 Total	**$1,088.00**	**$1,088.00**
BE 147751	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-EWA#14209 M.SINGLETERRY WOOD ENRICHMENT	01-0000-0-1530-1000-2130-831-0807	$0.00	$1,188.00
BGT-EWA#14209 M.SINGLETERRY WOOD ENRICHMENT	01-0000-0-1530-1000-3312-831-0807	$0.00	$74.00
BGT-EWA#14209 M.SINGLETERRY WOOD ENRICHMENT	01-0000-0-1530-1000-3332-831-0807	$0.00	$18.00
BGT-EWA#14209 M.SINGLETERRY WOOD ENRICHMENT	01-0000-0-1530-1000-3502-831-0807	$0.00	$1.00
BGT-EWA#14209 M.SINGLETERRY WOOD ENRICHMENT	01-0000-0-1530-1000-3602-831-0807	$0.00	$22.00
BGT-EWA#14209 M.SINGLETERRY WOOD ENRICHMENT	01-0000-0-1110-1000-2130-831-0807	$1,303.00	$0.00
	BE 147751 Total	**$1,303.00**	**$1,303.00**
BE 147752	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-EWA#14207 S.SCHNAAR BIKE ENRICHMENT	01-0000-0-1533-1000-2130-831-0807	$0.00	$792.00
BGT-EWA#14207 S.SCHNAAR BIKE ENRICHMENT	01-0000-0-1533-1000-3312-831-0807	$0.00	$50.00
BGT-EWA#14207 S.SCHNAAR BIKE ENRICHMENT	01-0000-0-1533-1000-3332-831-0807	$0.00	$12.00
BGT-EWA#14207 S.SCHNAAR BIKE ENRICHMENT	01-0000-0-1533-1000-3502-831-0807	$0.00	$1.00
BGT-EWA#14207 S.SCHNAAR BIKE ENRICHMENT	01-0000-0-1533-1000-3602-831-0807	$0.00	$15.00
BGT-EWA#14207 S.SCHNAAR BIKE ENRICHMENT	01-0000-0-1110-1000-2130-831-0807	$870.00	$0.00
	BE 147752 Total	**$870.00**	**$870.00**
BE 147899	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-SCHOLARSHIPS	73-0992-0-8100-5900-5800-000-0000	$0.00	$1,000.00
BGT-SCHOLARSHIPS	73-0988-0-8100-5900-5800-000-0000	$0.00	$2,000.00
BGT-SCHOLARSHIPS	73-0974-0-8100-5900-5800-000-0000	$0.00	$500.00

Note	Account	Decrease	Increase
BGT-SCHOLARSHIPS	73-0992-0-0000-0000-9790-000-0000	$1,000.00	$0.00
BGT-SCHOLARSHIPS	73-0988-0-0000-0000-9790-000-0000	$2,000.00	$0.00
BGT-SCHOLARSHIPS	73-0974-0-0000-0000-9790-000-0000	$500.00	$0.00
	BE 147899 Total	**$3,500.00**	**$3,500.00**
BE 147905	**Applied: 03/01/2018**	**Created: 02/27/2018**	
ST-Gault Field Trip pd frm Parent Club	01-9016-0-1110-1000-4300-024-0051	$0.00	$488.00
ST-Gault Field Trip pd frm Parent Club	01-9016-0-0000-0000-8699-024-0051	$0.00	$488.00
	BE 147905 Total	**$0.00**	**$976.00**
BE 147907	**Applied: 03/01/2018**	**Created: 02/27/2018**	
ST-FT 12/15/17 Aquarium	01-9016-0-1110-1000-5710-024-0051	$0.00	$488.00
ST-FT 12/15/17 Aquarium	01-9016-0-1110-1000-4300-024-0051	$488.00	$0.00
ST-FT 12/15/17 Aquarium	01-0723-0-0000-3600-5710-048-0000	$488.00	$0.00
ST-FT 12/15/17 Aquarium	01-0723-0-0000-0000-8980-030-0000	$488.00	$0.00
ST-FT 12/15/17 Aquarium	01-0000-0-0000-0000-8980-000-0000	$0.00	$488.00
ST-FT 12/15/17 Aquarium	01-0000-0-0000-0000-9790-000-0000	$0.00	$488.00
	BE 147907 Total	**$1,464.00**	**$1,464.00**
BE 147909	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-JB-BUS	01-0000-0-1400-4200-5800-034-0807	$0.00	$800.00
BGT-JB-BUS	01-0000-0-1400-4200-4300-034-0807	$800.00	$0.00
	BE 147909 Total	**$800.00**	**$800.00**
BE 147910	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-PS-LIBRARY BOOKS	01-3010-0-1110-1000-4200-433-0000	$0.00	$1,090.00
BGT-PS-LIBRARY BOOKS	01-3010-0-1110-1000-4300-433-0000	$1,090.00	$0.00
	BE 147910 Total	**$1,090.00**	**$1,090.00**
BE 147915	**Applied: 03/01/2018**	**Created: 02/27/2018**	
BGT-EWA#14212 M.PIERA VIDEOS FOR WEBSITE	01-9016-0-0000-2700-2930-034-3457	$0.00	$550.00
BGT-EWA#14212 M.PIERA VIDEOS FOR WEBSITE	01-9016-0-0000-2700-3312-034-3457	$0.00	$35.00
BGT-EWA#14212 M.PIERA VIDEOS FOR WEBSITE	01-9016-0-0000-2700-3332-034-3457	$0.00	$8.00
BGT-EWA#14212 M.PIERA VIDEOS FOR WEBSITE	01-9016-0-0000-2700-3502-034-3457	$0.00	$1.00
BGT-EWA#14212 M.PIERA VIDEOS FOR WEBSITE	01-9016-0-0000-2700-3602-034-3457	$0.00	$10.00
BGT-EWA#14212 M.PIERA VIDEOS FOR WEBSITE	01-9016-0-1110-1000-4300-034-3457	$604.00	$0.00
	BE 147915 Total	**$604.00**	**$604.00**
BE 147926	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-JKB-L.WILSON HHS MACBOOK PRO	01-6387-0-6000-1000-4399-430-0000	$3,100.00	$0.00
BGT-JKB-L.WILSON HHS MACBOOK PRO	01-6387-0-6000-1000-4400-433-0000	$0.00	$3,100.00
	BE 147926 Total	**$3,100.00**	**$3,100.00**
BE 147950	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-JKB-COVER NEGATIVES	01-6387-0-6000-1000-4399-430-0000	$379.00	$0.00
BGT-JKB-COVER NEGATIVES	01-6387-0-6000-1000-4300-433-0000	$0.00	$249.00
BGT-JKB-COVER NEGATIVES	01-6387-0-6000-1000-4300-434-0000	$0.00	$130.00
	BE 147950 Total	**$379.00**	**$379.00**

Note	Account	Decrease	Increase
BE 147951	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-DB-COVER INVOICES	13-5310-0-0000-3700-5600-046-0000	$4,000.00	$0.00
BGT-DB-COVER INVOICES	13-5310-0-0000-3700-5800-046-0000	$0.00	$4,000.00
	BE 147951 Total	**$4,000.00**	**$4,000.00**
BE 147962	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-MOVE LEGAL BUDGET	01-0000-0-0000-7110-5800-053-5313	$0.00	$6,014.00
BGT-MOVE LEGAL BUDGET	01-0000-0-0000-7110-5800-053-0000	$6,014.00	$0.00
	BE 147962 Total	**$6,014.00**	**$6,014.00**
BE 147963	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-BW-SUPERIOR ALARM SQHS TESTING	01-8150-0-0000-8110-5600-049-0000	$1,500.00	$0.00
BGT-BW-SUPERIOR ALARM SQHS TESTING	01-8150-0-0000-8110-5800-049-0000	$0.00	$1,500.00
	BE 147963 Total	**$1,500.00**	**$1,500.00**
BE 147964	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-PAYROLL CONCEPTS SEMINAR CASBO	01-0000-0-0000-7300-5200-058-0000	$0.00	$500.00
BGT-PAYROLL CONCEPTS SEMINAR CASBO	01-0000-0-0000-0000-9790-000-0000	$500.00	$0.00
	BE 147964 Total	**$500.00**	**$500.00**
BE 147988	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-EWA#14164 R.KLIMPTON	01-9016-0-0000-2700-2430-025-2561	$0.00	$368.00
BGT-EWA#14164 R.KLIMPTON	01-9016-0-0000-2700-3202-025-2561	$0.00	$59.00
BGT-EWA#14164 R.KLIMPTON	01-9016-0-0000-2700-3312-025-2561	$0.00	$23.00
BGT-EWA#14164 R.KLIMPTON	01-9016-0-0000-2700-3332-025-2561	$0.00	$6.00
BGT-EWA#14164 R.KLIMPTON	01-9016-0-0000-2700-3502-025-2561	$0.00	$1.00
BGT-EWA#14164 R.KLIMPTON	01-9016-0-0000-2700-3602-025-2561	$0.00	$7.00
BGT-EWA#14164 R.KLIMPTON	01-9016-0-3100-1000-4300-025-2561	$464.00	$0.00
	BE 147988 Total	**$464.00**	**$464.00**
BE 147993	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-BL-BARCODE LABELS	01-9010-0-1110-1000-5800-035-FACU	$0.00	$162.00
BGT-BL-BARCODE LABELS	01-9010-0-1110-1000-4300-035-FACU	$162.00	$0.00
	BE 147993 Total	**$162.00**	**$162.00**
BE 147996	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-BL-AVID CONFERENCE	01-7338-0-1110-1000-5200-535-0000	$0.00	$3,000.00
BGT-BL-AVID CONFERENCE	01-7338-0-1110-1000-4399-535-0000	$3,000.00	$0.00
	BE 147996 Total	**$3,000.00**	**$3,000.00**
BE 148006	**Applied: 03/01/2018**	**Created: 02/28/2018**	
BGT-EWA#14218 DE SANTA ANNA PRINC SUB	01-0000-0-0000-2700-1340-824-0000	$0.00	$572.00
BGT-EWA#14218 DE SANTA ANNA PRINC SUB	01-0000-0-0000-2700-3331-824-0000	$0.00	$9.00
BGT-EWA#14218 DE SANTA ANNA PRINC SUB	01-0000-0-0000-2700-3501-824-0000	$0.00	$1.00
BGT-EWA#14218 DE SANTA ANNA PRINC SUB	01-0000-0-0000-2700-3601-824-0000	$0.00	$10.00
BGT-EWA#14218 DE SANTA ANNA PRINC SUB	01-0000-0-0000-0000-9790-000-0000	$592.00	$0.00
	BE 148006 Total	**$592.00**	**$592.00**
BE 148017	**Applied: 03/01/2018**	**Created: 02/28/2018**	

Note	Account	Decrease	Increase
BGT-COPY PAPER & COV NEG	01-0000-0-0000-7200-4300-899-0000	$0.00	$6,583.00
BGT-COPY PAPER & COV NEG	01-0000-0-0000-0000-9790-000-0000	$6,583.00	$0.00
	BE 148017 Total	**$6,583.00**	**$6,583.00**
BE 148068	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BGT-ED-PRINTERS AMAZON	01-0700-0-1110-1000-4300-024-0000	$482.00	$0.00
BGT-ED-PRINTERS AMAZON	01-0700-0-1110-1000-4400-024-0000	$0.00	$482.00
	BE 148068 Total	**$482.00**	**$482.00**
BE 148069	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BGT-BL-PRINTING	01-0000-0-1110-1000-5800-035-0000	$0.00	$1,116.00
BGT-BL-PRINTING	01-0000-0-1110-1000-4300-035-0000	$1,116.00	$0.00
	BE 148069 Total	**$1,116.00**	**$1,116.00**
BE 148070	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BGT-PS-DIESELWORKS	01-0724-0-5750-3600-5600-048-0000	$0.00	$4,003.00
BGT-PS-DIESELWORKS	01-0724-0-5750-3600-4300-048-0000	$4,003.00	$0.00
	BE 148070 Total	**$4,003.00**	**$4,003.00**
BE 148071	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BGT-AMB-PER SO: REV TO COV ASSESS ORDERS	01-6500-0-5770-1190-4300-220-0000	$0.00	$6,681.00
BGT-AMB-PER SO: REV TO COV ASSESS ORDERS	01-6500-0-5730-1110-4300-220-0000	$1,339.00	$0.00
BGT-AMB-PER SO: REV TO COV ASSESS ORDERS	01-6500-0-5770-1190-4200-220-0000	$342.00	$0.00
BGT-AMB-PER SO: REV TO COV ASSESS ORDERS	01-6500-0-5750-1180-5800-220-0000	$5,000.00	$0.00
	BE 148071 Total	**$6,681.00**	**$6,681.00**
BE 148082	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BD-EWA#14213 Da Silva	01-3010-0-1270-1000-2130-433-0000	$0.00	$429.00
BD-EWA#14213 Da Silva	01-3010-0-1270-1000-3312-433-0000	$0.00	$27.00
BD-EWA#14213 Da Silva	01-3010-0-1270-1000-3332-433-0000	$0.00	$7.00
BD-EWA#14213 Da Silva	01-3010-0-1270-1000-3502-433-0000	$0.00	$1.00
BD-EWA#14213 Da Silva	01-3010-0-1270-1000-3602-433-0000	$0.00	$8.00
BD-EWA#14213 Da Silva	01-3010-0-1110-1000-4300-433-0000	$472.00	$0.00
	BE 148082 Total	**$472.00**	**$472.00**
BE 148083	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BD-EWA#14190 Sanguinetti, #141189 Lammerding	01-3010-0-1110-1000-1130-431-0000	$0.00	$1,188.00
BD-EWA#14190 Sanguinetti, #141189 Lammerding	01-3010-0-1110-1000-3101-431-0000	$0.00	$172.00
BD-EWA#14190 Sanguinetti, #141189 Lammerding	01-3010-0-1110-1000-3331-431-0000	$0.00	$18.00
BD-EWA#14190 Sanguinetti, #141189 Lammerding	01-3010-0-1110-1000-3501-431-0000	$0.00	$1.00
BD-EWA#14190 Sanguinetti, #141189 Lammerding	01-3010-0-1110-1000-3601-431-0000	$0.00	$21.00
BD-EWA#14190 Sanguinetti, #141189 Lammerding	01-3010-0-1110-1000-4300-431-0000	$1,400.00	$0.00
	BE 148083 Total	**$1,400.00**	**$1,400.00**
BE 148084	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BD-EWA#14194 Cameron, #14195 Stepps, #14196 Sanguinetti, #14197Hedgecock, 14198 Noone.	01-3010-0-1110-1000-1130-431-0044	$0.00	$5,445.00

Note	Account	Decrease	Increase
BD-EWA#14194 Cameron, #14195 Stepps, #14196 Sanguinetti, #14197Hedgecock, 14198 Noone.	01-3010-0-1110-1000-3101-431-0044	$0.00	$786.00
BD-EWA#14194 Cameron, #14195 Stepps, #14196 Sanguinetti, #14197Hedgecock, 14198 Noone.	01-3010-0-1110-1000-3331-431-0044	$0.00	$79.00
BD-EWA#14194 Cameron, #14195 Stepps, #14196 Sanguinetti, #14197Hedgecock, 14198 Noone.	01-3010-0-1110-1000-3501-431-0044	$0.00	$3.00
BD-EWA#14194 Cameron, #14195 Stepps, #14196 Sanguinetti, #14197Hedgecock, 14198 Noone.	01-3010-0-1110-1000-3601-431-0044	$0.00	$96.00
BD-EWA#14194 Cameron, #14195 Stepps, #14196 Sanguinetti, #14197Hedgecock, 14198 Noone.	01-3010-0-1110-1000-4300-431-0044	$6,409.00	$0.00
	BE 148084 Total	**$6,409.00**	**$6,409.00**
BE 148088	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BGT-SCHOLARSHIPS	73-0974-0-8100-5900-5800-000-0000	$0.00	$1,500.00
BGT-SCHOLARSHIPS	73-0992-0-8100-5900-5800-000-0000	$0.00	$500.00
BGT-SCHOLARSHIPS	73-0997-0-8100-5900-5800-000-0000	$0.00	$1,000.00
BGT-SCHOLARSHIPS	73-0974-0-0000-0000-9790-000-0000	$1,500.00	$0.00
BGT-SCHOLARSHIPS	73-0992-0-0000-0000-9790-000-0000	$500.00	$0.00
BGT-SCHOLARSHIPS	73-0997-0-0000-0000-9790-000-0000	$1,000.00	$0.00
	BE 148088 Total	**$3,000.00**	**$3,000.00**
BE 148089	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BD- 17-18 SC/SVNTP	01-4035-0-0000-2110-5800-920-0000	$0.00	$25,488.00
BD- 17-18 SC/SVNTP	01-4035-0-1110-1000-4399-920-0000	$25,488.00	$0.00
BD- 17-18 SC/SVNTP	01-3010-0-0000-2110-5800-430-0000	$0.00	$39,465.00
BD- 17-18 SC/SVNTP	01-3010-0-1110-1000-4399-430-0000	$39,465.00	$0.00
BD- 17-18 SC/SVNTP	01-3010-0-0000-2110-5800-420-0000	$0.00	$14,810.00
BD- 17-18 SC/SVNTP	01-3010-0-1110-1000-4399-420-0000	$12,310.00	$0.00
BD- 17-18 SC/SVNTP	01-3010-0-1110-1000-4300-420-0000	$2,500.00	$0.00
	BE 148089 Total	**$79,763.00**	**$79,763.00**
BE 148091	**Applied: 03/01/2018**	**Created: 03/01/2018**	
BGT-CSA WD FOUNDATION	01-9016-0-3100-2140-5800-038-0051	$0.00	$500.00
BGT-CSA WD FOUNDATION	01-9016-0-3100-1000-4300-038-0051	$500.00	$0.00
	BE 148091 Total	**$500.00**	**$500.00**
BE 148092	**Applied: 03/01/2018**	**Created: 03/01/2018**	
2nd Interim Adj	21-9733-0-0000-8500-6250-033-POOL	$0.00	$234,248.10
2nd Interim Adj	21-9733-0-0000-8500-6220-033-POOL	$0.00	$122,100.00
2nd Interim Adj	21-9733-0-0000-8500-6220-035-POOL	$0.00	$122,100.00
2nd Interim Adj	21-9733-0-0000-8500-6250-031-B305	$0.00	$90,360.00
2nd Interim Adj	21-9733-0-0000-8500-6250-033-B305	$0.00	$83,360.00
2nd Interim Adj	21-9733-0-0000-8500-6250-032-B301	$0.00	$52,800.00
2nd Interim Adj	21-9733-0-0000-8500-6170-033-B309	$0.00	$21,128.00
2nd Interim Adj	21-9733-0-0000-8500-6250-031-B301	$0.00	$17,160.61
2nd Interim Adj	21-9733-0-0000-8500-6250-033-B301	$0.00	$12,430.00
2nd Interim Adj	21-9733-0-0000-8500-6210-033-B301	$0.00	$4,586.40
2nd Interim Adj	21-9733-0-0000-8500-6250-031-9121	$0.00	$3,000.00

Note	Account	Decrease	Increase
2nd Interim Adj	21-9733-0-0000-8500-6210-035-B301	$0.00	$1,293.60
2nd Interim Adj	21-9733-0-0000-8500-6200-000-0000	$764,566.70	$0.00
2nd Interim Adj	21-9733-0-0000-0000-9790-000-0000	$0.01	$0.00
	BE 148092 Total	**$764,566.71**	**$764,566.71**
BE 148093	**Applied: 03/01/2018**	**Created: 03/01/2018**	
bd-Reimbrusement Adriana Lugo	01-3010-0-1110-2420-4200-433-0000	$0.00	$122.00
bd-Reimbrusement Adriana Lugo	01-3010-0-1110-1000-4300-433-0000	$122.00	$0.00
	BE 148093 Total	**$122.00**	**$122.00**
BE 148298	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-AH-AMAZON	01-9016-0-0000-2700-4300-032-3263	$0.00	$1,200.00
BGT-AH-AMAZON	01-9016-0-1110-1000-4300-032-3263	$1,200.00	$0.00
	BE 148298 Total	**$1,200.00**	**$1,200.00**
BE 148299	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-AH-CHROMBOOK CART	01-0700-0-1110-1000-4400-032-0000	$0.00	$1,200.00
BGT-AH-CHROMBOOK CART	01-0700-0-1110-1000-4300-032-0000	$1,200.00	$0.00
	BE 148299 Total	**$1,200.00**	**$1,200.00**
BE 148300	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-JB-MESA	01-0700-0-1110-1000-5800-034-0000	$0.00	$1,607.00
BGT-JB-MESA	01-0700-0-1110-1000-4300-034-0000	$1,607.00	$0.00
	BE 148300 Total	**$1,607.00**	**$1,607.00**
BE 148306	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-RB-OSS WESTLAKE 17.18	01-9016-0-1150-1000-5800-027-2706	$0.00	$28,346.00
BGT-RB-OSS WESTLAKE 17.18	01-9016-0-1150-1000-4300-027-2706	$28,346.00	$0.00
	BE 148306 Total	**$28,346.00**	**$28,346.00**
BE 148307	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-AH-PALACE	01-9010-0-0000-2700-4300-032-0088	$0.00	$310.00
BGT-AH-PALACE	01-9010-0-1110-1000-4300-032-0088	$310.00	$0.00
	BE 148307 Total	**$310.00**	**$310.00**
BE 148308	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-BL-BB WORKSHOPS	01-0000-0-1110-1000-5200-035-0000	$0.00	$200.00
BGT-BL-BB WORKSHOPS	01-0000-0-1110-1000-4300-035-0000	$200.00	$0.00
	BE 148308 Total	**$200.00**	**$200.00**
BE 148317	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-LO-CONFERENCE	01-3010-0-1110-1000-4300-431-0044	$5,000.00	$0.00
BGT-LO-CONFERENCE	01-3010-0-1110-1000-5200-431-0044	$0.00	$5,000.00
	BE 148317 Total	**$5,000.00**	**$5,000.00**
BE 148323	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-SPORTS LEAGUE FEES	01-0000-0-1400-4200-5800-838-0807	$0.00	$3,200.00
BGT-SPORTS LEAGUE FEES	01-0000-0-1110-1000-4399-058-0807	$3,200.00	$0.00
	BE 148323 Total	**$3,200.00**	**$3,200.00**
BE 148348	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-AH-AVID CONFERENCE	01-0700-0-1110-1000-5200-032-0000	$0.00	$6,000.00
BGT-AH-AVID CONFERENCE	01-0700-0-1110-1000-4300-032-0000	$6,000.00	$0.00
	BE 148348 Total	**$6,000.00**	**$6,000.00**
BE 148350	**Applied: 03/02/2018**	**Created: 03/02/2018**	
BGT-BSU CONVENTION BUS	01-9010-0-1110-1000-5800-834-0080	$0.00	$7,500.00

Note	Account	Decrease	Increase
BGT-BSU CONVENTION BUS	01-9010-0-0000-0000-9790-000-0000	$7,500.00	$0.00
	BE 148350 Total	**$7,500.00**	**$7,500.00**
BE 148365	**Applied: 03/05/2018**	**Created: 03/05/2018**	
ST-MOVE #918 DEPOSIT TO 3060 - NO SS THIS YR PER BD	01-3061-0-7110-1000-4300-405-0000	$2,942.00	$0.00
ST-MOVE #918 DEPOSIT TO 3060 - NO SS THIS YR PER BD	01-3061-0-7110-7210-7310-420-0000	$168.00	$0.00
ST-MOVE #918 DEPOSIT TO 3060 - NO SS THIS YR PER BD	01-3060-0-7110-1000-4300-420-0000	$0.00	$2,942.00
ST-MOVE #918 DEPOSIT TO 3060 - NO SS THIS YR PER BD	01-3060-0-7110-7210-7310-420-0000	$0.00	$168.00
ST-MOVE #918 DEPOSIT TO 3060 - NO SS THIS YR PER BD	01-3061-0-0000-0000-8285-420-0000	$3,110.00	$0.00
ST-MOVE #918 DEPOSIT TO 3060 - NO SS THIS YR PER BD	01-3060-0-0000-0000-8285-420-0000	$0.00	$3,110.00
	BE 148365 Total	**$6,220.00**	**$6,220.00**
BE 148581	**Applied: 03/05/2018**	**Created: 03/05/2018**	
ST-DB-COVER NEGATIVES	13-5310-0-0000-3700-5600-046-0000	$500.00	$0.00
ST-DB-COVER NEGATIVES	13-5310-0-0000-3700-5800-046-0000	$0.00	$500.00
ST-ML-EXPENSE VOUCHER	01-9010-0-0000-3140-4300-600-0061	$364.00	$0.00
ST-ML-EXPENSE VOUCHER	01-9010-0-0000-3110-4395-600-0050	$0.00	$364.00
ST-JB-CINFERENCE-ANDREWS	01-9010-0-1110-1000-5200-634-0061	$0.00	$1,182.00
ST-JB-CINFERENCE-ANDREWS	01-9010-0-1110-1000-4300-634-0061	$1,182.00	$0.00
ST-NL-SURVERY MONKEY MEMBERSHIP	01-0000-0-0000-7150-5300-053-0000	$60.00	$0.00
ST-NL-SURVERY MONKEY MEMBERSHIP	01-0000-0-0000-7110-5300-053-0000	$0.00	$60.00
ST-JKB-KLEIN MATH MINDSETS ONLINE	01-6264-0-1110-1000-4399-520-0020	$99.00	$0.00
ST-JKB-KLEIN MATH MINDSETS ONLINE	01-6264-0-1110-1000-5200-520-0020	$0.00	$99.00
	BE 148581 Total	**$2,205.00**	**$2,205.00**
BE 148586	**Applied: 03/05/2018**	**Created: 03/05/2018**	
ST-Adj to allocation 3/5/18	01-4203-0-0000-0000-8290-420-0000	$0.00	$2,649.00
ST-Adj to allocation 3/5/18	01-4203-0-0000-7210-7310-420-0000	$0.00	$556.00
ST-Adj to allocation 3/5/18	01-4203-0-1110-1000-4300-430-0000	$0.00	$2,093.00
ST-Adj to allocation 3/5/18	01-0000-0-0000-7210-7310-899-0000	$556.00	$0.00
ST-Adj to allocation 3/5/18	01-0000-0-0000-0000-9790-000-0000	$0.00	$556.00
	BE 148586 Total	**$556.00**	**$5,854.00**
BE 148587	**Applied: 03/05/2018**	**Created: 03/05/2018**	
ST-Move to 420 from 430	01-4203-0-1110-1000-4300-420-0000	$0.00	$2,093.00
ST-Move to 420 from 430	01-4203-0-1110-1000-4300-430-0000	$2,093.00	$0.00
	BE 148587 Total	**$2,093.00**	**$2,093.00**
BE 148600	**Applied: 03/05/2018**	**Created: 03/05/2018**	
ST-Incr to new allocation 3/5/18	01-3550-0-0000-0000-8290-430-0000	$0.00	$6,394.00
ST-Incr to new allocation 3/5/18	01-3550-0-6000-7210-7310-430-0000	$0.00	$304.00
ST-Incr to new allocation 3/5/18	01-3550-0-6000-1000-4399-430-0000	$0.00	$6,090.00
ST-Incr to new allocation 3/5/18	01-0000-0-0000-7210-7310-899-0000	$304.00	$0.00
ST-Incr to new allocation 3/5/18	01-0000-0-0000-0000-9790-000-0000	$0.00	$304.00
	BE 148600 Total	**$304.00**	**$13,092.00**

Note	Account	Decrease	Increase
BE 148607	**Applied: 03/05/2018**	**Created: 03/05/2018**	
ST-LO-ONLINE SUBSCRIPTION	01-3010-0-1110-1000-5800-431-0000	$0.00	$1,000.00
ST-LO-ONLINE SUBSCRIPTION	01-3010-0-1110-1000-4300-431-0000	$1,000.00	$0.00
	BE 148607 Total	**$1,000.00**	**$1,000.00**
BE 148631	**Applied: 03/05/2018**	**Created: 03/05/2018**	
ST-AH-BAND MATERIALS	01-9010-0-1250-1000-4300-032-0088	$0.00	$469.00
ST-AH-BAND MATERIALS	01-9010-0-1110-1000-4300-032-0088	$469.00	$0.00
ST-JKB-MAR MILEAGE FEB	01-0000-0-0000-2110-5200-520-0000	$0.00	$13.00
ST-JKB-MAR MILEAGE FEB	01-0000-0-0000-2140-5200-520-0000	$13.00	$0.00
ST-JKB-MAR CISC CONF	01-0000-0-0000-2130-5800-500-0000	$171.00	$0.00
ST-JKB-MAR CISC CONF	01-0000-0-0000-2130-5200-500-0000	$0.00	$171.00
ST-JKB-JH AVID SAN DIEGO	01-0000-0-0000-2130-5200-500-0000	$0.00	$261.00
ST-JKB-JH AVID SAN DIEGO	01-0000-0-0000-2130-5800-500-0000	$261.00	$0.00
	BE 148631 Total	**$914.00**	**$914.00**
BE 148674	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BD-EWA#14210 Saunders	01-3010-0-1110-1000-1130-424-0000	$0.00	$132.00
BD-EWA#14210 Saunders	01-3010-0-1110-1000-3101-424-0000	$0.00	$19.00
BD-EWA#14210 Saunders	01-3010-0-1110-1000-3331-424-0000	$0.00	$2.00
BD-EWA#14210 Saunders	01-3010-0-1110-1000-3501-424-0000	$0.00	$1.00
BD-EWA#14210 Saunders	01-3010-0-1110-1000-3601-424-0000	$0.00	$3.00
BD-EWA#14210 Saunders	01-3010-0-1110-1000-4300-424-0000	$157.00	$0.00
	BE 148674 Total	**$157.00**	**$157.00**
BE 148675	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BD-EWA#14226 Zarrow PBIS	01-3010-0-1110-1000-1130-431-0044	$0.00	$495.00
BD-EWA#14226 Zarrow PBIS	01-3010-0-1110-1000-3101-431-0044	$0.00	$72.00
BD-EWA#14226 Zarrow PBIS	01-3010-0-1110-1000-3331-431-0044	$0.00	$8.00
BD-EWA#14226 Zarrow PBIS	01-3010-0-1110-1000-3501-431-0044	$0.00	$1.00
BD-EWA#14226 Zarrow PBIS	01-3010-0-1110-1000-3601-431-0044	$0.00	$9.00
BD-EWA#14226 Zarrow PBIS	01-3010-0-1110-1000-4300-431-0044	$585.00	$0.00
	BE 148675 Total	**$585.00**	**$585.00**
BE 148676	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-EWA#14237 G.ASHTON	01-0700-0-3200-1000-2130-036-0000	$0.00	$454.00
BGT-EWA#14237 G.ASHTON	01-0700-0-3200-1000-3202-036-0000	$0.00	$72.00
BGT-EWA#14237 G.ASHTON	01-0700-0-3200-1000-3312-036-0000	$0.00	$29.00
BGT-EWA#14237 G.ASHTON	01-0700-0-3200-1000-3332-036-0000	$0.00	$7.00
BGT-EWA#14237 G.ASHTON	01-0700-0-3200-1000-3502-036-0000	$0.00	$1.00
BGT-EWA#14237 G.ASHTON	01-0700-0-3200-1000-3602-036-0000	$0.00	$8.00
BGT-EWA#14237 G.ASHTON	01-0700-0-3200-1000-4300-036-0000	$571.00	$0.00
	BE 148676 Total	**$571.00**	**$571.00**
BE 148679	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BD-Reimbursement	01-4035-0-1110-1000-5200-530-0000	$0.00	$821.00
BD-Reimbursement	01-4035-0-1110-1000-4399-930-0000	$821.00	$0.00
	BE 148679 Total	**$821.00**	**$821.00**
BE 148680	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-LO-CODING LIC	01-3010-0-1110-1000-4300-431-0000	$1,000.00	$0.00
BGT-LO-CODING LIC	01-3010-0-1110-1000-5800-431-0000	$0.00	$1,000.00

Note	Account	Decrease	Increase
	BE 148680 Total	**$1,000.00**	**$1,000.00**
BE 148681	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-ML-BUSINESS CARDS KELLY	01-0000-0-0000-3140-4300-600-0000	$27.00	$0.00
BGT-ML-BUSINESS CARDS KELLY	01-0000-0-0000-3140-5800-600-0000	$0.00	$27.00
	BE 148681 Total	**$27.00**	**$27.00**
BE 148682	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-JKB-MINDSET MATH BOOKS GR 4	01-6264-0-1110-1000-4399-520-0020	$350.00	$0.00
BGT-JKB-MINDSET MATH BOOKS GR 4	01-6264-0-1110-1000-4200-520-0020	$0.00	$350.00
	BE 148682 Total	**$350.00**	**$350.00**
BE 148683	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BD-Reimbrusements Hodges	01-3010-0-0000-2110-5200-430-0000	$0.00	$102.00
BD-Reimbrusements Hodges	01-3010-0-1110-1000-4399-430-0000	$102.00	$0.00
	BE 148683 Total	**$102.00**	**$102.00**
BE 148684	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-EWA#14240 K.RUCKER SPECIAL ASSIGN.	01-0000-0-0000-7300-2330-858-0000	$0.00	$4,453.00
BGT-EWA#14240 K.RUCKER SPECIAL ASSIGN.	01-0000-0-0000-7300-3202-858-0000	$0.00	$704.00
BGT-EWA#14240 K.RUCKER SPECIAL ASSIGN.	01-0000-0-0000-7300-3312-858-0000	$0.00	$276.00
BGT-EWA#14240 K.RUCKER SPECIAL ASSIGN.	01-0000-0-0000-7300-3332-858-0000	$0.00	$65.00
BGT-EWA#14240 K.RUCKER SPECIAL ASSIGN.	01-0000-0-0000-7300-3502-858-0000	$0.00	$3.00
BGT-EWA#14240 K.RUCKER SPECIAL ASSIGN.	01-0000-0-0000-7300-3602-858-0000	$0.00	$78.00
BGT-EWA#14240 K.RUCKER SPECIAL ASSIGN.	01-0000-0-0000-0000-9790-000-0000	$5,579.00	$0.00
	BE 148684 Total	**$5,579.00**	**$5,579.00**
BE 148686	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BD- PO#18-02777	01-3010-0-1110-1000-5200-423-0044	$0.00	$950.00
BD- PO#18-02777	01-3010-0-1110-1000-4300-423-0044	$950.00	$0.00
	BE 148686 Total	**$950.00**	**$950.00**
BE 148688	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-EWA#14241 P.SIERRA AFTERSCHOOL TUTORIING	01-9016-0-3100-1000-2130-025-0051	$0.00	$820.00
BGT-EWA#14241 P.SIERRA AFTERSCHOOL TUTORIING	01-9016-0-3100-1000-3202-025-0051	$0.00	$130.00
BGT-EWA#14241 P.SIERRA AFTERSCHOOL TUTORIING	01-9016-0-3100-1000-3312-025-0051	$0.00	$51.00
BGT-EWA#14241 P.SIERRA AFTERSCHOOL TUTORIING	01-9016-0-3100-1000-3332-025-0051	$0.00	$12.00
BGT-EWA#14241 P.SIERRA AFTERSCHOOL TUTORIING	01-9016-0-3100-1000-3502-025-0051	$0.00	$1.00
BGT-EWA#14241 P.SIERRA AFTERSCHOOL TUTORIING	01-9016-0-3100-1000-3602-025-0051	$0.00	$15.00
BGT-EWA#14241 P.SIERRA AFTERSCHOOL TUTORIING	01-9016-0-3100-1000-4300-025-0051	$1,029.00	$0.00
	BE 148688 Total	**$1,029.00**	**$1,029.00**
BE 148695	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-COVER REIMB E.BROWN FOOD	01-9010-0-0000-3110-4395-600-0061	$0.00	$365.00

Note	Account	Decrease	Increase
TRAINING			
BGT-COVER REIMB E.BROWN FOOD TRAINING	01-9010-0-0000-3110-5200-600-0061	$365.00	$0.00
	BE 148695 Total	**$365.00**	**$365.00**
BE 148696	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-COVER REIMB B.RUTH ADD'L NEEDED	01-4035-0-1110-1000-5200-530-0000	$0.00	$37.00
BGT-COVER REIMB B.RUTH ADD'L NEEDED	01-4035-0-1110-1000-4399-930-0000	$37.00	$0.00
	BE 148696 Total	**$37.00**	**$37.00**
BE 148697	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-SCHOLARSHIPS	73-0961-0-8100-5900-5800-000-0000	$0.00	$1,000.00
BGT-SCHOLARSHIPS	73-0974-0-8100-5900-5800-000-0000	$0.00	$750.00
BGT-SCHOLARSHIPS	73-0988-0-8100-5900-5800-000-0000	$0.00	$1,280.00
BGT-SCHOLARSHIPS	73-0992-0-8100-5900-5800-000-0000	$0.00	$500.00
BGT-SCHOLARSHIPS	73-0961-0-0000-0000-9790-000-0000	$1,000.00	$0.00
BGT-SCHOLARSHIPS	73-0974-0-0000-0000-9790-000-0000	$750.00	$0.00
BGT-SCHOLARSHIPS	73-0988-0-0000-0000-9790-000-0000	$1,280.00	$0.00
BGT-SCHOLARSHIPS	73-0992-0-0000-0000-9790-000-0000	$500.00	$0.00
	BE 148697 Total	**$3,530.00**	**$3,530.00**
BE 148708	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-GM-TRANSFER BACK TO INSTRUCTION	01-0000-0-3100-1000-4300-025-0000	$0.00	$178.00
BGT-GM-TRANSFER BACK TO INSTRUCTION	01-0000-0-3100-2700-4300-025-0000	$178.00	$0.00
	BE 148708 Total	**$178.00**	**$178.00**
BE 148709	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-PS-HEALTH OFFICE	01-0000-0-1110-3140-4300-033-0000	$0.00	$12.00
BGT-PS-HEALTH OFFICE	01-0000-0-1110-1000-4300-033-0000	$12.00	$0.00
	BE 148709 Total	**$12.00**	**$12.00**
BE 148710	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-GM-TEXTBOOKS	01-0700-0-3300-1000-4100-837-0000	$0.00	$435.00
BGT-GM-TEXTBOOKS	01-0700-0-3300-1000-4200-837-0000	$435.00	$0.00
	BE 148710 Total	**$435.00**	**$435.00**
BE 148766	**Applied: 03/06/2018**	**Created: 03/06/2018**	
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1120-1000-2130-832-0807	$0.00	$660.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1120-1000-3312-832-0807	$0.00	$41.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1120-1000-3332-832-0807	$0.00	$10.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1120-1000-3502-832-0807	$0.00	$1.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1120-1000-3602-832-0807	$0.00	$12.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1516-1000-2130-832-0807	$0.00	$660.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1516-1000-3312-832-0807	$0.00	$41.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1516-1000-3332-832-0807	$0.00	$10.00
BGT-EWAS 14227/14228/14229	01-0000-0-1516-1000-3502-832-0807	$0.00	$1.00

Note	Account	Decrease	Increase
ENRICHMENT			
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1516-1000-3602-832-0807	$0.00	$12.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1110-1000-2130-832-0807	$1,448.00	$0.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1400-4200-2130-032-0807	$0.00	$660.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1400-4200-3312-032-0807	$0.00	$41.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1400-4200-3332-032-0807	$0.00	$10.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1400-4200-3502-032-0807	$0.00	$1.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1400-4200-3602-032-0807	$0.00	$12.00
BGT-EWAS 14227/14228/14229 ENRICHMENT	01-0000-0-1270-4100-2130-032-0807	$724.00	$0.00
	BE 148766 Total	**$2,172.00**	**$2,172.00**
BE 148768	**Applied: 03/06/2018**	**Created: 03/06/2018**	
AAG-SCIENCE CAMP 1 OF 7	01-9016-0-1150-1000-5800-023-0201	$0.00	$2,650.00
AAG-SCIENCE CAMP 1 OF 7	01-9016-0-0000-0000-8699-023-0201	$0.00	$2,650.00
AAG-WE-COLUMBIA TRIP 1 OF 5	01-9016-0-1110-1000-4300-027-2710	$0.00	$2,810.00
AAG-COLUMBIA TRIP 1 OF 5	01-9016-0-0000-0000-8699-027-2710	$0.00	$2,810.00
AAG-DONATION	01-9016-0-1110-1000-4300-031-3156	$0.00	$1,850.00
AAG-DONATION	01-9016-0-0000-0000-8699-031-3156	$0.00	$1,850.00
AAG-ARTS ACADEMY	01-9016-0-1110-1000-4300-031-3160	$0.00	$1,280.00
AAG-ARTS ACADEMY	01-9016-0-0000-0000-8699-031-3160	$0.00	$1,280.00
AAG-DONATIONS	01-9016-0-1110-1000-4300-031-3156	$0.00	$1,000.00
AAG-DONATIONS	01-9016-0-0000-0000-8699-031-3156	$0.00	$1,000.00
AAG-SCIENCE	01-9016-0-1150-1000-4300-031-0051	$0.00	$48.00
AAG-SCIENCE	01-9016-0-0000-0000-8699-031-0051	$0.00	$48.00
AAG-WORLD LANG	01-9016-0-1180-1000-4300-033-0051	$0.00	$20.00
AAG-WORLD LANG	01-9016-0-0000-0000-8699-033-0051	$0.00	$20.00
AAG-TRANSCRIPTS	01-9010-0-0000-3110-4300-033-0088	$0.00	$15.00
AAG-TRANSCRIPTS	01-9010-0-0000-0000-8699-033-0088	$0.00	$15.00
AAG-CSF	01-9010-0-0000-3110-5300-033-0009	$0.00	$185.00
AAG-CSF	01-9010-0-0000-0000-8699-033-0009	$0.00	$185.00
AAG-PARKING	01-9010-0-0000-8300-4300-033-0088	$0.00	$22.00
AAG-PARKING	01-9010-0-0000-0000-8699-033-0088	$0.00	$22.00
AAG-PS-LOST TXTBKS	01-9010-0-1110-1000-4100-033-0089	$0.00	$23.00
AAG-PS-LOST TXTBKS	01-9010-0-0000-0000-8689-033-0089	$0.00	$23.00
AAG-PS-PE	01-9010-0-1140-1000-5800-033-0088	$0.00	$5.00
AAG-PS-PE	01-9010-0-0000-0000-8699-033-0088	$0.00	$5.00
AAG-JB-INST TECH SAL	01-9016-0-1250-1000-4300-034-3473	$0.00	$14,795.00
AAG-JB-INST TECH SAL	01-9016-0-0000-0000-8699-034-3473	$0.00	$14,795.00
AAG-JB-WIRELESSMIC	01-9016-0-1110-1000-4300-034-3415	$0.00	$5,665.00
AAG-JB-WIRELESSMIC	01-9016-0-0000-0000-8699-034-3415	$0.00	$5,665.00
AAG-BL-DONATION	01-9016-0-1170-1000-4300-035-0051	$0.00	$555.00
AAG-BL-DONATION	01-9016-0-0000-0000-8699-035-0051	$0.00	$555.00

Note	Account	Decrease	Increase
AAG-BL-DOC/PROJ	01-9016-0-1110-1000-4300-035-0051	$0.00	$3,079.00
AAG-BL-DOC/PROJ	01-9016-0-0000-0000-8699-035-0051	$0.00	$3,079.00
AAG-BL-ACAD	01-9010-0-1294-3160-5800-035-0088	$0.00	$1,974.00
AAG-BL-ACAD	01-9010-0-0000-0000-8699-035-0088	$0.00	$1,974.00
AAG-CB/COMP	01-9010-0-1180-1000-4300-035-0089	$0.00	$620.00
AAG-CB/COMP	01-9010-0-0000-0000-8689-035-0089	$0.00	$620.00
AAG-BL-GUEST FEES	01-9016-0-1110-1000-4300-035-3599	$0.00	$20.00
AAG-BL-GUEST FEES	01-9016-0-0000-0000-8699-035-3599	$0.00	$20.00
AAG-BL-STU ID	01-9016-0-1110-1000-4300-035-3599	$0.00	$110.00
AAG-BL-STU ID	01-9016-0-0000-0000-8699-035-3599	$0.00	$110.00
AAG- ORCA SPORTS	01-9010-0-0000-8200-2290-899-FACU	$0.00	$88.00
AAG- ORCA SPORTS	01-9010-0-0000-0000-8699-899-FACU	$0.00	$88.00
AAG- DANCENTER	01-9010-0-0000-8110-4300-049-FACU	$0.00	$240.00
AAG- DANCENTER	01-9010-0-0000-0000-8699-049-FACU	$0.00	$240.00
AAG- DANCENTER	01-9010-0-0000-8200-2290-899-FACU	$0.00	$176.00
AAG- DANCENTER	01-9010-0-0000-0000-8699-899-FACU	$0.00	$176.00
AAG- GEN DYNAM	01-9010-0-0000-8110-4300-049-FACU	$0.00	$175.00
AAG- GEN DYNAM	01-9010-0-0000-0000-8699-049-FACU	$0.00	$175.00
AAG- GEN DYNAM	01-9010-0-0000-8200-2290-899-FACU	$0.00	$176.00
AAG- GEN DYNAM	01-9010-0-0000-0000-8699-899-FACU	$0.00	$176.00
AAG-SCC SOCCER CLUB	01-9010-0-0000-8110-4300-049-FACU	$0.00	$960.00
AAG-SCC SOCCER CLUB	01-9010-0-0000-0000-8699-049-FACU	$0.00	$960.00
AAG-SCC SOCCER CLUB	01-9010-0-0000-8200-2290-899-FACU	$0.00	$352.00
AAG-SCC SOCCER CLUB	01-9010-0-0000-0000-8699-899-FACU	$0.00	$352.00
AAG-SPEC OLYM	01-9010-0-0000-8110-4300-049-FACU	$0.00	$480.00
AAG-SPEC OLYM	01-9010-0-0000-0000-8699-049-FACU	$0.00	$480.00
	BE 148768 Total	**$0.00**	**$78,746.00**
BE 148808	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BGT-EWA#14245 K.VAN HECKE BSCS CONF	01-6264-0-1110-1000-1130-530-0030	$0.00	$462.00
BGT-EWA#14245 K.VAN HECKE BSCS CONF	01-6264-0-1110-1000-3101-530-0030	$0.00	$67.00
BGT-EWA#14245 K.VAN HECKE BSCS CONF	01-6264-0-1110-1000-3331-530-0030	$0.00	$7.00
BGT-EWA#14245 K.VAN HECKE BSCS CONF	01-6264-0-1110-1000-3601-530-0030	$0.00	$8.00
BGT-EWA#14245 K.VAN HECKE BSCS CONF	01-6264-0-1110-1000-4399-530-0030	$544.00	$0.00
	BE 148808 Total	**$544.00**	**$544.00**
BE 148809	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BD- Book order	01-3010-0-1110-1000-4200-430-0000	$0.00	$170.00
BD- Book order	01-3010-0-1110-1000-4399-430-0000	$170.00	$0.00
	BE 148809 Total	**$170.00**	**$170.00**
BE 148813	**Applied: 03/07/2018**	**Created: 03/07/2018**	
2nd Interim	01-3060-0-7110-1000-2100-420-0000	$0.00	$10,725.00
2nd Interim	01-3060-0-7110-1000-2100-430-0000	$3,535.00	$0.00
2nd Interim	01-3060-0-7110-1000-2130-430-0000	$1,067.00	$0.00
2nd Interim	01-3060-0-7110-1000-3101-430-0000	$0.00	$185.00

Note	Account	Decrease	Increase
2nd Interim	01-3060-0-7110-1000-3202-420-0000	$0.00	$1,666.00
2nd Interim	01-3060-0-7110-1000-3202-430-0000	$756.00	$0.00
2nd Interim	01-3060-0-7110-1000-3312-420-0000	$0.00	$717.00
2nd Interim	01-3060-0-7110-1000-3312-430-0000	$269.00	$0.00
2nd Interim	01-3060-0-7110-1000-3331-430-0000	$115.00	$0.00
2nd Interim	01-3060-0-7110-1000-3332-420-0000	$0.00	$167.00
2nd Interim	01-3060-0-7110-1000-3332-430-0000	$62.00	$0.00
2nd Interim	01-3060-0-7110-1000-3401-430-0000	$0.00	$11.00
2nd Interim	01-3060-0-7110-1000-3402-420-0000	$0.00	$23,616.00
2nd Interim	01-3060-0-7110-1000-3402-430-0000	$10.00	$0.00
2nd Interim	01-3060-0-7110-1000-3502-420-0000	$0.00	$5.00
2nd Interim	01-3060-0-7110-1000-3502-430-0000	$2.00	$0.00
2nd Interim	01-3060-0-7110-1000-3601-430-0000	$32.00	$0.00
2nd Interim	01-3060-0-7110-1000-3602-420-0000	$0.00	$189.00
2nd Interim	01-3060-0-7110-1000-3602-430-0000	$67.00	$0.00
2nd Interim	01-3060-0-7110-1000-4300-420-0000	$1,201.00	$0.00
2nd Interim	01-3060-0-7110-1000-4399-420-0000	$3,580.00	$0.00
2nd Interim	01-3060-0-7110-2110-2400-420-0000	$1,656.00	$0.00
2nd Interim	01-3060-0-7110-2110-2400-430-0000	$1,656.00	$0.00
2nd Interim	01-3060-0-7110-2110-3202-420-0000	$95.00	$0.00
2nd Interim	01-3060-0-7110-2110-3202-430-0000	$95.00	$0.00
2nd Interim	01-3060-0-7110-2110-3312-420-0000	$102.00	$0.00
2nd Interim	01-3060-0-7110-2110-3312-430-0000	$102.00	$0.00
2nd Interim	01-3060-0-7110-2110-3332-420-0000	$24.00	$0.00
2nd Interim	01-3060-0-7110-2110-3332-430-0000	$24.00	$0.00
2nd Interim	01-3060-0-7110-2110-3402-420-0000	$0.00	$285.00
2nd Interim	01-3060-0-7110-2110-3402-430-0000	$0.00	$284.00
2nd Interim	01-3060-0-7110-2110-3502-430-0000	$1.00	$0.00
2nd Interim	01-3060-0-7110-2110-3602-420-0000	$36.00	$0.00
2nd Interim	01-3060-0-7110-2110-3602-430-0000	$36.00	$0.00
2nd Interim	01-3060-0-7110-2495-2200-420-0000	$0.00	$179.00
2nd Interim	01-3060-0-7110-2495-2200-430-0000	$0.00	$179.00
2nd Interim	01-3060-0-7110-2495-2230-420-0000	$2,372.00	$0.00
2nd Interim	01-3060-0-7110-2495-2230-430-0000	$2,388.00	$0.00
2nd Interim	01-3060-0-7110-2495-2290-430-0000	$728.00	$0.00
2nd Interim	01-3060-0-7110-2495-3202-420-0000	$315.00	$0.00
2nd Interim	01-3060-0-7110-2495-3202-430-0000	$1,192.00	$0.00
2nd Interim	01-3060-0-7110-2495-3312-420-0000	$660.00	$0.00
2nd Interim	01-3060-0-7110-2495-3312-430-0000	$694.00	$0.00
2nd Interim	01-3060-0-7110-2495-3332-420-0000	$154.00	$0.00
2nd Interim	01-3060-0-7110-2495-3332-430-0000	$162.00	$0.00
2nd Interim	01-3060-0-7110-2495-3402-420-0000	$7,216.00	$0.00
2nd Interim	01-3060-0-7110-2495-3402-430-0000	$7,216.00	$0.00
2nd Interim	01-3060-0-7110-2495-3502-420-0000	$4.00	$0.00
2nd Interim	01-3060-0-7110-2495-3502-430-0000	$6.00	$0.00
2nd Interim	01-3060-0-7110-2495-3602-420-0000	$214.00	$0.00

Note	Account	Decrease	Increase
2nd Interim	01-3060-0-7110-2495-3602-430-0000	$214.00	$0.00
2nd Interim	01-3060-0-7110-2495-4395-430-0000	$150.00	$0.00
	BE 148813 Total	**$38,208.00**	**$38,208.00**
BE 148815	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BGT-LO-HEALTH SUPPLIES	01-9010-0-1110-1000-4300-631-0061	$300.00	$0.00
BGT-LO-HEALTH SUPPLIES	01-9010-0-0000-3140-4300-631-0061	$0.00	$300.00
	BE 148815 Total	**$300.00**	**$300.00**
BE 148816	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BGT-BL-ED FOR CAREERS CONF	01-7220-7-1451-1000-5200-035-0000	$0.00	$6,650.00
BGT-BL-ED FOR CAREERS CONF	01-7220-7-1451-1000-4300-035-0000	$4,500.00	$0.00
BGT-BL-ED FOR CAREERS CONF	01-7220-7-1451-2700-4300-035-0000	$2,150.00	$0.00
	BE 148816 Total	**$6,650.00**	**$6,650.00**
BE 148846	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BD-Reimbursements	01-3060-0-7110-2495-5200-420-0000	$0.00	$61.00
BD-Reimbursements	01-3060-0-7110-1000-5200-420-0000	$0.00	$43.00
BD-Reimbursements	01-3060-0-7110-1000-4300-420-0000	$104.00	$0.00
	BE 148846 Total	**$104.00**	**$104.00**
BE 148853	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BD-EWA#14251 Storer	01-3060-0-7110-1000-1130-430-0000	$0.00	$380.00
BD-EWA#14251 Storer	01-3060-0-7110-1000-3101-430-0000	$0.00	$55.00
BD-EWA#14251 Storer	01-3060-0-7110-1000-3331-430-0000	$0.00	$6.00
BD-EWA#14251 Storer	01-3060-0-7110-1000-3501-430-0000	$0.00	$1.00
BD-EWA#14251 Storer	01-3060-0-7110-1000-3601-430-0000	$0.00	$7.00
BD-EWA#14251 Storer	01-3060-0-7110-1000-4300-420-0000	$449.00	$0.00
	BE 148853 Total	**$449.00**	**$449.00**
BE 148861	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BGT-MOVE LEGAL BUDGET	01-0000-0-0000-7110-5800-053-5309	$0.00	$1,775.00
BGT-MOVE LEGAL BUDGET	01-0000-0-0000-7110-5800-053-5311	$0.00	$2,673.00
BGT-MOVE LEGAL BUDGET	01-0000-0-0000-7110-5800-053-5312	$0.00	$9,254.00
BGT-MOVE LEGAL BUDGET	01-0000-0-0000-7110-5800-053-0000	$13,702.00	$0.00
	BE 148861 Total	**$13,702.00**	**$13,702.00**
BE 148864	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BD-Book order	01-3010-0-0000-2420-4200-423-0000	$0.00	$851.00
BD-Book order	01-3010-0-1110-1000-4300-423-0000	$851.00	$0.00
	BE 148864 Total	**$851.00**	**$851.00**
BE 148901	**Applied: 03/07/2018**	**Created: 03/07/2018**	
ST-Adj budget for negatives	01-0000-0-0000-3140-5800-600-0000	$0.00	$98.00
ST-Adj budget for negatives	01-0000-0-0000-3600-5800-600-0000	$0.00	$144.00
ST-Adj budget for negatives	01-0000-0-0000-2110-5800-600-0000	$242.00	$0.00
	BE 148901 Total	**$242.00**	**$242.00**
BE 148902	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BGT-EWA#14222 F. JIMENEZ-GONZALEZ	01-0000-0-0000-2700-2490-823-0000	$0.00	$1,030.00
BGT-EWA#14222 F. JIMENEZ-GONZALEZ	01-0000-0-0000-2700-3202-823-0000	$0.00	$163.00
BGT-EWA#14222 F. JIMENEZ-GONZALEZ	01-0000-0-0000-2700-3312-823-0000	$0.00	$64.00

Note	Account	Decrease	Increase
BGT-EWA#14222 F. JIMENEZ-GONZALEZ	01-0000-0-0000-2700-3332-823-0000	$0.00	$15.00
BGT-EWA#14222 F. JIMENEZ-GONZALEZ	01-0000-0-0000-2700-3502-823-0000	$0.00	$1.00
BGT-EWA#14222 F. JIMENEZ-GONZALEZ	01-0000-0-0000-2700-3602-823-0000	$0.00	$18.00
BGT-EWA#14222 F. JIMENEZ-GONZALEZ	01-0000-0-1110-1000-4300-023-0000	$1,291.00	$0.00
	BE 148902 Total	**$1,291.00**	**$1,291.00**
BE 148904	**Applied: 03/07/2018**	**Created: 03/07/2018**	
BGT-JKB-AVID FUNDS FOR HARBOR	01-0700-0-1370-1000-5800-530-0000	$2,000.00	$0.00
BGT-JKB-AVID FUNDS FOR HARBOR	01-0700-0-1370-1000-5800-533-0000	$0.00	$2,000.00
	BE 148904 Total	**$2,000.00**	**$2,000.00**
BE 148955	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BD-Inc. to new allocation	01-3550-0-6000-1000-4300-433-0000	$0.00	$1,706.00
BD-Inc. to new allocation	01-3550-0-6000-1000-4300-434-0000	$0.00	$2,843.00
BD-Inc. to new allocation	01-3550-0-6000-1000-4300-435-0000	$0.00	$3,317.00
BD-Inc. to new allocation	01-3550-0-6000-1000-4399-430-0000	$6,090.00	$0.00
BD-Inc. to new allocation	01-3550-0-6000-1000-5200-430-0000	$62.00	$0.00
BD-Inc. to new allocation	01-3550-0-6000-2110-2490-430-0000	$1,373.00	$0.00
BD-Inc. to new allocation	01-3550-0-6000-2110-3202-430-0000	$213.00	$0.00
BD-Inc. to new allocation	01-3550-0-6000-2110-3312-430-0000	$85.00	$0.00
BD-Inc. to new allocation	01-3550-0-6000-2110-3332-430-0000	$19.00	$0.00
BD-Inc. to new allocation	01-3550-0-6000-2110-3602-430-0000	$24.00	$0.00
	BE 148955 Total	**$7,866.00**	**$7,866.00**
BE 148965	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-COVER MILEAGE	01-0000-0-0000-7700-5200-057-0000	$0.00	$100.00
BGT-COVER MILEAGE	01-0000-0-0000-7700-4300-057-0000	$100.00	$0.00
	BE 148965 Total	**$100.00**	**$100.00**
BE 149015	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-BL-CULINARY ARTS	01-9016-0-1110-1000-5800-035-0051	$0.00	$121.00
BGT-BL-CULINARY ARTS	01-9016-0-1110-1000-4300-035-0051	$121.00	$0.00
	BE 149015 Total	**$121.00**	**$121.00**
BE 149017	**Applied: 03/08/2018**	**Created: 03/08/2018**	
EWa#14249 Sanguinetti, #14248 Brown, #14247 Sandige	01-3010-0-1110-1000-1130-431-0000	$0.00	$396.00
EWa#14249 Sanguinetti, #14248 Brown, #14247 Sandige	01-3010-0-1110-1000-3101-431-0000	$0.00	$58.00
EWa#14249 Sanguinetti, #14248 Brown, #14247 Sandige	01-3010-0-1110-1000-3331-431-0000	$0.00	$6.00
EWa#14249 Sanguinetti, #14248 Brown, #14247 Sandige	01-3010-0-1110-1000-3501-431-0000	$0.00	$1.00
EWa#14249 Sanguinetti, #14248 Brown, #14247 Sandige	01-3010-0-1110-1000-3601-431-0000	$0.00	$7.00
EWa#14249 Sanguinetti, #14248 Brown, #14247 Sandige	01-3010-0-1110-1000-4300-431-0000	$468.00	$0.00
	BE 149017 Total	**$468.00**	**$468.00**
BE 149018	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-BL-VOCAL DEPT FLYERS	01-9016-0-1110-1000-5800-035-0051	$0.00	$127.00
BGT-BL-VOCAL DEPT FLYERS	01-9016-0-1110-1000-4300-035-0051	$127.00	$0.00

Note	Account	Decrease	Increase
	BE 149018 Total	**$127.00**	**$127.00**
BE 149027	**Applied: 03/08/2018**	**Created: 03/08/2018**	
ST-Add'l Illuminate ISI	01-0000-0-0000-7700-5800-857-0000	$0.00	$24,921.00
ST-Add Illuminate DNA	01-0000-0-0000-7700-5800-857-0000	$0.00	$38,000.00
ST-Add Illuminate Trainings	01-0000-0-0000-7700-5800-857-0000	$0.00	$7,500.00
ST-Add ICU	01-0000-0-0000-7700-5800-857-0000	$0.00	$18,353.00
ST-Add'l Illuminate ISI	01-0000-0-0000-0000-9790-000-0000	$88,774.00	$0.00
	BE 149027 Total	**$88,774.00**	**$88,774.00**
BE 149032	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-BL-VOCAL CCS FT	01-0000-0-1270-4100-5800-035-0807	$0.00	$200.00
BGT-BL-VOCAL CCS FT	01-0000-0-1270-4100-4300-035-0807	$200.00	$0.00
	BE 149032 Total	**$200.00**	**$200.00**
BE 149034	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-MAY REVISE WORKSHOP	01-0000-0-0000-7300-5200-058-0000	$0.00	$20.00
BGT-MAY REVISE WORKSHOP	01-0000-0-0000-7300-4300-058-0000	$20.00	$0.00
	BE 149034 Total	**$20.00**	**$20.00**
BE 149069	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-BW-FOR 4300	01-8150-0-0000-8110-5800-049-0000	$3,500.00	$0.00
BGT-BW-FOR 4300	01-8150-0-0000-8110-4300-049-0000	$0.00	$3,500.00
	BE 149069 Total	**$3,500.00**	**$3,500.00**
BE 149070	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-BW-FOR REPAIRS/RENTALS	01-8150-0-0000-8110-6400-049-0000	$3,000.00	$0.00
BGT-BW-FOR REPAIRS/RENTALS	01-8150-0-0000-8110-5600-049-0000	$0.00	$3,000.00
	BE 149070 Total	**$3,000.00**	**$3,000.00**
BE 149071	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-AH-AMAZON	01-9010-0-1250-1000-4300-032-0088	$0.00	$300.00
BGT-AH-AMAZON	01-9010-0-1110-1000-4300-032-0088	$300.00	$0.00
	BE 149071 Total	**$300.00**	**$300.00**
BE 149082	**Applied: 03/08/2018**	**Created: 03/08/2018**	
BGT-EWA#14257/14256 S.LEDESMA/L.PARKS	01-0000-0-0000-7400-2430-854-0000	$0.00	$2,616.00
BGT-EWA#14257/14256 S.LEDESMA/L.PARKS	01-0000-0-0000-7400-3202-854-0000	$0.00	$414.00
BGT-EWA#14257/14256 S.LEDESMA/L.PARKS	01-0000-0-0000-7400-3312-854-0000	$0.00	$163.00
BGT-EWA#14257/14256 S.LEDESMA/L.PARKS	01-0000-0-0000-7400-3332-854-0000	$0.00	$38.00
BGT-EWA#14257/14256 S.LEDESMA/L.PARKS	01-0000-0-0000-7400-3502-854-0000	$0.00	$2.00
BGT-EWA#14257/14256 S.LEDESMA/L.PARKS	01-0000-0-0000-7400-3602-854-0000	$0.00	$46.00
BGT-EWA#14257/14256 S.LEDESMA/L.PARKS	01-0000-0-0000-0000-9790-000-0000	$3,279.00	$0.00
	BE 149082 Total	**$3,279.00**	**$3,279.00**
BE 149083	**Applied: 03/08/2018**	**Created: 03/08/2018**	
AG-FL-DONATION	01-9016-0-1250-1000-2130-021-0052	$0.00	$3,009.00
AG-FL-DONATION	01-9016-0-0000-0000-8699-021-0052	$0.00	$3,009.00
AG-FL-OSS	01-9016-0-1150-1000-5800-021-0201	$0.00	$595.00
AG-FL-OSS	01-9016-0-0000-0000-8699-021-0201	$0.00	$595.00

Note	Account	Decrease	Increase
AG-RB-COLUMBIA 1 OF 3	01-9016-0-1110-1000-4300-027-2710	$0.00	$1,260.00
AG-RB-COLUMBIA 1 OF 3	01-9016-0-0000-0000-8699-027-2710	$0.00	$1,260.00
AG-RB- OSS	01-9016-0-1150-1000-4300-027-2706	$0.00	$295.00
AG-RB- OSS	01-9016-0-0000-0000-8699-027-2706	$0.00	$295.00
AG-RB- DONATION	01-9016-0-1110-1000-4300-027-0051	$0.00	$50.00
AG-RB- DONATION	01-9016-0-0000-0000-8699-027-0051	$0.00	$50.00
AG-LO-LIBRARY	01-9016-0-1110-2420-4300-031-0051	$0.00	$500.00
AG-LO-LIBRARY	01-9016-0-0000-0000-8699-031-0051	$0.00	$500.00
AG-LO-DONATION	01-9016-0-1110-1000-4300-031-3160	$0.00	$50.00
AG-LO-DONATION	01-9016-0-0000-0000-8699-031-3160	$0.00	$50.00
AG-LO-AMER STUD	01-9016-0-1110-1000-4300-031-3111	$0.00	$50.00
AG-LO-AMER STUD	01-9016-0-0000-0000-8699-031-3111	$0.00	$50.00
AG-AH-DONATIONS	01-9010-0-1110-1000-4300-032-0088	$0.00	$9,801.00
AG-AH-DONATIONS	01-9010-0-0000-0000-8699-032-0088	$0.00	$9,801.00
AG-AH-DONATIONS/BAND	01-9016-0-1250-1000-4300-032-3266	$0.00	$450.00
AG-AH-DONATIONS/BAND	01-9016-0-0000-0000-8699-032-3266	$0.00	$450.00
AG-AH-DONATIONS/LIB	01-9016-0-1110-2420-4300-032-0051	$0.00	$1,131.00
AG-AH-DONATIONS/LIB	01-9016-0-0000-0000-8699-032-0051	$0.00	$1,131.00
AG-BL-SHF-DAHLEN	01-9010-0-1180-1000-4300-035-0089	$0.00	$355.00
AG-BL-SHF-DAHLEN	01-9010-0-0000-0000-8689-035-0089	$0.00	$355.00
AG-GM-GEN DON.	01-9016-0-3200-1000-4300-036-0051	$0.00	$250.00
AG-GM-GEN DON.	01-9016-0-0000-0000-8699-036-0051	$0.00	$250.00
AG-PCS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$180.00
AG-PCS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$180.00
AG-ORCA SPORTS-MHMS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$300.00
AG-ORCA SPORTS-MHMS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$300.00
AG-ORCA SPORTS-MHMS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$1,800.00
AG-ORCA SPORTS-MHMS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$1,800.00
AG-ORCA SPORTS-MHMS	01-9010-0-0000-8200-2290-899-FACU	$0.00	$880.00
AG-ORCA SPORTS-MHMS	01-9010-0-0000-0000-8699-899-FACU	$0.00	$880.00
AG-ORCA SPORTS-MHMS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$100.00
AG-ORCA SPORTS-MHMS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$100.00
AG-SCC FTBL CLUB	01-9010-0-0000-8110-4300-049-FACU	$0.00	$50.00
AG-SCC FTBL CLUB	01-9010-0-0000-0000-8699-049-FACU	$0.00	$50.00
AG-ACT-SHS/RENTAL	01-9010-0-0000-8110-4300-049-FACU	$0.00	$1,010.00
AG-ACT-SHS/RENTAL	01-9010-0-0000-0000-8699-049-FACU	$0.00	$1,010.00
	BE 149083 Total	**$0.00**	**$44,232.00**
BE 149153	**Applied: 03/08/2018**	**Created: 03/08/2018**	
GT-Supply Bud Adj	11-0831-0-0000-8200-4300-040-0000	$0.00	$2,080.00
GT-Supply Bud Adj	11-0831-0-0000-0000-9790-000-0000	$2,080.00	$0.00
	BE 149153 Total	**$2,080.00**	**$2,080.00**
BE 149177	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-EWA#14181 D.MORRIS LCAP SURVEYS	01-0000-0-0000-2110-1130-855-0000	$0.00	$2,080.00
BGT-EWA#14181 D.MORRIS LCAP SURVEYS	01-0000-0-0000-2110-3101-855-0000	$0.00	$300.00
BGT-EWA#14181 D.MORRIS LCAP	01-0000-0-0000-2110-3331-855-0000	$0.00	$30.00

Note	Account	Decrease	Increase
SURVEYS			
BGT-EWA#14181 D.MORRIS LCAP SURVEYS	01-0000-0-0000-2110-3501-855-0000	$0.00	$1.00
BGT-EWA#14181 D.MORRIS LCAP SURVEYS	01-0000-0-0000-2110-3601-855-0000	$0.00	$37.00
BGT-EWA#14181 D.MORRIS LCAP SURVEYS	01-0000-0-0000-2110-5800-855-0000	$2,448.00	$0.00
	BE 149177 Total	**$2,448.00**	**$2,448.00**
BE 149184	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-ADD'L NEEDED FOR TOLENTINO 2 EWAS	01-0700-0-4760-2495-2230-034-0000	$0.00	$1,641.00
BGT-ADD'L NEEDED FOR TOLENTINO 2 EWAS	01-0700-0-4760-2495-3202-034-0000	$0.00	$259.00
BGT-ADD'L NEEDED FOR TOLENTINO 2 EWAS	01-0700-0-4760-2495-3312-034-0000	$0.00	$102.00
BGT-ADD'L NEEDED FOR TOLENTINO 2 EWAS	01-0700-0-4760-2495-3332-034-0000	$0.00	$24.00
BGT-ADD'L NEEDED FOR TOLENTINO 2 EWAS	01-0700-0-4760-2495-3502-034-0000	$0.00	$1.00
BGT-ADD'L NEEDED FOR TOLENTINO 2 EWAS	01-0700-0-4760-2495-3602-034-0000	$0.00	$29.00
BGT-ADD'L NEEDED FOR TOLENTINO 2 EWAS	01-0700-0-1110-1000-4300-034-0000	$2,056.00	$0.00
	BE 149184 Total	**$2,056.00**	**$2,056.00**
BE 149187	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-AMB-COV SILKE REQ 50183	01-6500-0-5001-2110-5800-200-0000	$0.00	$100.00
BGT-AMB-COV SILKE REQ 50183	01-6500-0-5001-2110-5200-200-0000	$100.00	$0.00
	BE 149187 Total	**$100.00**	**$100.00**
BE 149188	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-AMB-COV SPEECH REQ 44820	01-6500-0-5770-1190-4300-230-0000	$0.00	$2,200.00
BGT-AMB-COV SPEECH REQ 44820	01-6500-0-5001-3120-4300-230-0000	$2,200.00	$0.00
	BE 149188 Total	**$2,200.00**	**$2,200.00**
BE 149189	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-RB-COLUMBIA TRIP SERVICES	01-9016-0-1110-1000-5800-027-2710	$0.00	$900.00
BGT-RB-COLUMBIA TRIP SERVICES	01-9016-0-1110-1000-4300-027-2710	$900.00	$0.00
	BE 149189 Total	**$900.00**	**$900.00**
BE 149190	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-PS-TEXTBOOKS	01-3010-0-1110-1000-4100-433-0000	$0.00	$3,100.00
BGT-PS-TEXTBOOKS	01-3010-0-1110-1000-4300-433-0000	$3,100.00	$0.00
	BE 149190 Total	**$3,100.00**	**$3,100.00**
BE 149195	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-JB-TISSUES	01-0000-0-0000-3140-4300-034-0000	$0.00	$87.00
BGT-JB-TISSUES	01-0000-0-1110-1000-4300-034-0000	$87.00	$0.00
	BE 149195 Total	**$87.00**	**$87.00**
BE 149196	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-JB-PROJECTOR	01-0000-0-1141-1000-4300-034-0000	$0.00	$485.00
BGT-JB-PROJECTOR	01-0000-0-1110-1000-4300-034-0000	$485.00	$0.00
	BE 149196 Total	**$485.00**	**$485.00**
BE 149201	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-LO-RIO	01-9016-0-1230-1000-4300-031-0051	$500.00	$0.00

Note	Account	Decrease	Increase
BGT-LO-RIO	01-9016-0-1230-1000-5800-031-0051	$0.00	$500.00
	BE 149201 Total	**$500.00**	**$500.00**
BE 149202	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-GM-SUPPLEMENTAL BOOKS/VIDEOS	01-6300-0-3200-1000-4200-536-0000	$0.00	$140.00
BGT-GM-SUPPLEMENTAL BOOKS/VIDEOS	01-6300-0-3200-1000-4300-536-0000	$140.00	$0.00
	BE 149202 Total	**$140.00**	**$140.00**
BE 149292	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-JB-PROJECTOR SOCIAL STUDIES	01-0700-0-1200-1000-4300-034-0000	$0.00	$1,450.00
BGT-JB-PROJECTOR SOCIAL STUDIES	01-0700-0-1110-1000-4300-034-0000	$1,450.00	$0.00
	BE 149292 Total	**$1,450.00**	**$1,450.00**
BE 149293	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-JB-DOCUMENT CAMERA	01-0000-0-1200-1000-4300-034-0000	$0.00	$500.00
BGT-JB-DOCUMENT CAMERA	01-0000-0-1110-1000-4300-034-0000	$500.00	$0.00
	BE 149293 Total	**$500.00**	**$500.00**
BE 149294	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-DB-MOVE FUNDS TO PAY EXPENSES	13-5310-0-0000-3700-4700-046-0000	$5,000.00	$0.00
BGT-DB-MOVE FUNDS TO PAY EXPENSES	13-5310-0-0000-3700-4300-046-0000	$0.00	$5,000.00
	BE 149294 Total	**$5,000.00**	**$5,000.00**
BE 149296	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-BL-HEALTH OFFICE SUPPLIES	01-0000-0-0000-3140-4300-035-0000	$0.00	$169.00
BGT-BL-HEALTH OFFICE SUPPLIES	01-0000-0-1110-1000-4300-035-0000	$169.00	$0.00
	BE 149296 Total	**$169.00**	**$169.00**
BE 149297	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-RB-FUNDS FOR COUNSELING MAT & SUP	01-0000-0-0000-3110-4300-027-0000	$0.00	$32.00
BGT-RB-FUNDS FOR COUNSELING MAT & SUP	01-0000-0-1110-1000-4300-027-0000	$32.00	$0.00
	BE 149297 Total	**$32.00**	**$32.00**
BE 149368	**Applied: 03/09/2018**	**Created: 03/09/2018**	
BGT-RB-REIMB PRINTER PART HEALTH OFFICE	01-0000-0-1110-3140-4300-027-0000	$0.00	$20.00
BGT-RB-REIMB PRINTER PART HEALTH OFFICE	01-0000-0-1110-1000-4300-027-0000	$20.00	$0.00
	BE 149368 Total	**$20.00**	**$20.00**
BE 149413	**Applied: 03/12/2018**	**Created: 03/12/2018**	
BGT-BL-AVID CONF	01-7338-0-1110-1000-5200-535-0000	$0.00	$1,500.00
BGT-BL-AVID CONF	01-7338-0-1110-1000-4399-535-0000	$1,500.00	$0.00
	BE 149413 Total	**$1,500.00**	**$1,500.00**
BE 149414	**Applied: 03/12/2018**	**Created: 03/12/2018**	
BGT-AMB-COV SEC SAIL MATERIALS	01-6500-0-5750-1110-4300-230-0000	$0.00	$70.00
BGT-AMB-COV SEC SAIL MATERIALS	01-6500-0-5750-1110-4200-230-0000	$70.00	$0.00
	BE 149414 Total	**$70.00**	**$70.00**
BE 149505	**Applied: 03/12/2018**	**Created: 03/12/2018**	
BGT-PS-CSA	01-3010-0-1110-1000-5800-433-0044	$0.00	$19,600.00

Note	Account	Decrease	Increase
BGT-PS-CSA	01-3010-0-1110-1000-5200-433-0044	$19,600.00	$0.00
	BE 149505 Total	**$19,600.00**	**$19,600.00**
BE 149506	**Applied: 03/12/2018**	**Created: 03/12/2018**	
BGT-COVER K.DURHAM REIMB.	01-0700-0-3300-1000-5200-037-0000	$0.00	$73.00
BGT-COVER K.DURHAM REIMB.	01-0700-0-3300-1000-4300-037-0000	$73.00	$0.00
	BE 149506 Total	**$73.00**	**$73.00**
BE 149511	**Applied: 03/12/2018**	**Created: 03/12/2018**	
BGT-EWA#14233 M.HERNANDEZ	01-0700-0-1110-1000-2130-024-0000	$0.00	$297.00
BGT-EWA#14233 M.HERNANDEZ	01-0700-0-1110-1000-3312-024-0000	$0.00	$19.00
BGT-EWA#14233 M.HERNANDEZ	01-0700-0-1110-1000-3332-024-0000	$0.00	$5.00
BGT-EWA#14233 M.HERNANDEZ	01-0700-0-1110-1000-3502-024-0000	$0.00	$1.00
BGT-EWA#14233 M.HERNANDEZ	01-0700-0-1110-1000-3602-024-0000	$0.00	$6.00
BGT-EWA#14233 M.HERNANDEZ	01-0700-0-1110-1000-4300-024-0000	$328.00	$0.00
	BE 149511 Total	**$328.00**	**$328.00**
BE 149595	**Applied: 03/12/2018**	**Created: 03/12/2018**	
BGT-COVER H.MICHEL REIMB	01-3010-0-1110-1000-5200-423-0044	$0.00	$77.00
BGT-COVER H.MICHEL REIMB	01-3010-0-1110-1000-4300-423-0044	$77.00	$0.00
	BE 149595 Total	**$77.00**	**$77.00**
BE 149601	**Applied: 03/12/2018**	**Created: 03/12/2018**	
BGT-JKB-CHIMES FOR C.LATHAM, MHILL	01-0000-0-1250-1000-4300-520-0806	$2,270.00	$0.00
BGT-JKB-CHIMES FOR C.LATHAM, MHILL	01-0000-0-1250-1000-4400-520-0806	$0.00	$2,270.00
	BE 149601 Total	**$2,270.00**	**$2,270.00**
BE 149604	**Applied: 03/12/2018**	**Created: 03/12/2018**	
BGT-PS-CORRECTION	01-3010-0-1110-1000-5200-433-0044	$0.00	$1,878.00
BGT-PS-CORRECTION	01-3010-0-1110-1000-4300-433-0044	$1,878.00	$0.00
	BE 149604 Total	**$1,878.00**	**$1,878.00**
BE 149631	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BD- EWA#14267 Lawrence	01-3010-0-1110-1000-2130-423-0000	$0.00	$835.00
BD- EWA#14267 Lawrence	01-3010-0-1110-1000-3312-423-0000	$0.00	$52.00
BD- EWA#14267 Lawrence	01-3010-0-1110-1000-3332-423-0000	$0.00	$12.00
BD- EWA#14267 Lawrence	01-3010-0-1110-1000-3502-423-0000	$0.00	$1.00
BD- EWA#14267 Lawrence	01-3010-0-1110-1000-3602-423-0000	$0.00	$15.00
BD- EWA#14267 Lawrence	01-3010-0-1110-1000-4300-423-0000	$915.00	$0.00
	BE 149631 Total	**$915.00**	**$915.00**
BE 149634	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-AMB-COV SEC/RSP REQ 50508	01-6500-0-5770-1120-4300-230-0000	$0.00	$1,000.00
BGT-AMB-COV SEC/RSP REQ 50508	01-6500-0-5001-3120-4300-230-0000	$1,000.00	$0.00
	BE 149634 Total	**$1,000.00**	**$1,000.00**
BE 149635	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-ED-HEALTH OFFICE SUPPLIES	01-0000-0-1110-1000-4300-024-0000	$344.00	$0.00
BGT-ED-HEALTH OFFICE SUPPLIES	01-0000-0-0000-3140-4300-024-0000	$0.00	$344.00
	BE 149635 Total	**$344.00**	**$344.00**
BE 149636	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-JKB-ONLINE COURSE & COVER NEG	01-6264-0-1110-1000-4399-520-0020	$125.00	$0.00

Note	Account	Decrease	Increase
BGT-JKB-ONLINE COURSE & COVER NEG	01-6264-0-1110-1000-5200-520-0020	$0.00	$125.00
	BE 149636 Total	**$125.00**	**$125.00**
BE 149637	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-PS-SENIOR AWARDS	01-9010-0-1294-2700-4300-033-0088	$0.00	$523.00
BGT-PS-SENIOR AWARDS	01-9010-0-1294-3160-4300-033-0088	$523.00	$0.00
	BE 149637 Total	**$523.00**	**$523.00**
BE 149783	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-PS-MUSIC BOOKS	01-0000-0-1250-4100-4200-033-0807	$0.00	$687.00
BGT-PS-MUSIC BOOKS	01-0000-0-1250-4100-4300-033-0807	$687.00	$0.00
	BE 149783 Total	**$687.00**	**$687.00**
BE 149784	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-PS-PSAT TESTS	01-7338-0-1110-1000-4399-533-0000	$480.00	$0.00
BGT-PS-PSAT TESTS	01-7338-0-1110-1000-5800-533-0000	$0.00	$480.00
	BE 149784 Total	**$480.00**	**$480.00**
BE 149785	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-JKB-PSAT TEST HARBOR	01-9010-0-0000-3160-4300-530-0064	$1,328.00	$0.00
BGT-JKB-PSAT TEST HARBOR	01-9010-0-0000-3160-5800-533-0064	$0.00	$1,328.00
	BE 149785 Total	**$1,328.00**	**$1,328.00**
BE 149786	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-GM-MILEAGE	01-0000-0-1400-4200-5200-038-0807	$0.00	$100.00
BGT-GM-MILEAGE	01-0000-0-1400-4200-4300-038-0807	$100.00	$0.00
	BE 149786 Total	**$100.00**	**$100.00**
BE 149787	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-JKB-CTEIG COMPTER LAB - SOQUEL	01-6387-0-6000-1000-4399-430-0000	$55,815.00	$0.00
BGT-JKB-CTEIG COMPTER LAB - SOQUEL	01-6387-0-6000-1000-4400-430-0000	$0.00	$55,815.00
	BE 149787 Total	**$55,815.00**	**$55,815.00**
BE 149788	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-MB-DRAFT 50547	01-0700-0-1110-1000-4300-023-0000	$47.00	$0.00
BGT-MB-DRAFT 50547	01-0700-0-0000-2700-4300-023-0000	$0.00	$47.00
	BE 149788 Total	**$47.00**	**$47.00**
BE 149789	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-LO-RIO	01-9016-0-1230-1000-4300-031-0051	$500.00	$0.00
BGT-LO-RIO	01-9016-0-1230-1000-5600-031-0051	$0.00	$500.00
	BE 149789 Total	**$500.00**	**$500.00**
BE 149790	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-LO-BOOKS	01-6300-0-1110-1000-4300-531-0000	$1,800.00	$0.00
BGT-LO-BOOKS	01-6300-0-1110-1000-4200-531-0000	$0.00	$1,800.00
	BE 149790 Total	**$1,800.00**	**$1,800.00**
BE 149882	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-RB-RENTAL CHURCH COLUMBIA TRIP	01-9016-0-1110-1000-5800-027-2710	$0.00	$175.00
BGT-RB-RENTAL CHURCH COLUMBIA TRIP	01-9016-0-1110-1000-4300-027-2710	$175.00	$0.00
	BE 149882 Total	**$175.00**	**$175.00**
BE 149887	**Applied: 03/13/2018**	**Created: 03/13/2018**	

Note	Account	Decrease	Increase
BGT-PS-HSMART LICENSE	01-3010-0-1110-1000-5800-433-0000	$0.00	$471.00
BGT-PS-HSMART LICENSE	01-3010-0-1110-1000-4300-433-0000	$471.00	$0.00
	BE 149887 Total	**$471.00**	**$471.00**
BE 149888	**Applied: 03/13/2018**	**Created: 03/13/2018**	
AG-MB OSS 1 OF 9	01-9016-0-1150-1000-5800-023-0201	$0.00	$8,870.00
AG-MB OSS 1 OF 9	01-9016-0-0000-0000-8699-023-0201	$0.00	$8,870.00
AG-RB-OSS FROM PTA	01-9016-0-1150-1000-5800-027-2706	$0.00	$1,358.00
AG-RB-OSS FROM PTA	01-9016-0-0000-0000-8699-027-2706	$0.00	$1,358.00
AG-RB-COLUMBIA 1 OF 7	01-9016-0-1110-1000-4300-027-2710	$0.00	$3,210.00
AG-RB-COLUMBIA 1 OF 7	01-9016-0-0000-0000-8699-027-2710	$0.00	$3,210.00
AG-AH-DONATIONS/BAND	01-9016-0-1250-1000-5800-032-3266	$0.00	$4,660.00
AG-AH-DONATIONS/BAND	01-9016-0-0000-0000-8699-032-3266	$0.00	$4,660.00
AG-SC UNITED	01-9010-0-0000-8200-4300-049-FACU	$0.00	$150.00
AG-SC UNITED	01-9010-0-0000-0000-8699-049-FACU	$0.00	$150.00
AG-PCS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$60.00
AG-PCS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$60.00
AG-GIRLS ON RUN	01-9010-0-0000-8110-4300-049-FACU	$0.00	$330.00
AG-GIRLS ON RUN	01-9010-0-0000-0000-8699-049-FACU	$0.00	$330.00
AG-WATS TAIKO	01-9010-0-0000-8110-4300-049-FACU	$0.00	$140.00
AG-WATS TAIKO	01-9010-0-0000-0000-8699-049-FACU	$0.00	$140.00
	BE 149888 Total	**$0.00**	**$37,556.00**
BE 149891	**Applied: 03/13/2018**	**Created: 03/13/2018**	
BGT-GM-HEALTH OFFICE SUPPLIES	01-0700-0-3100-3140-4300-025-0000	$0.00	$105.00
BGT-GM-HEALTH OFFICE SUPPLIES	01-0700-0-3100-1000-4300-025-0000	$105.00	$0.00
	BE 149891 Total	**$105.00**	**$105.00**
BE 149960	**Applied: 03/13/2018**	**Created: 03/13/2018**	
ST-DANCE CENTER	01-9010-0-0000-8110-4300-049-FACU	$0.00	$151.00
ST-DANCE CENTER	01-9010-0-0000-0000-8699-049-FACU	$0.00	$151.00
ST-SCCYSC	01-9010-0-0000-8110-4300-049-FACU	$0.00	$1,140.00
ST-SCCYSC	01-9010-0-0000-0000-8699-049-FACU	$0.00	$1,140.00
ST-SCCYSC	01-9010-0-0000-8200-2290-899-FACU	$0.00	$704.00
ST-SCCYSC	01-9010-0-0000-0000-8699-899-FACU	$0.00	$704.00
ST-SC UNITED	01-9010-0-0000-8110-4300-049-FACU	$0.00	$300.00
ST-SC UNITED	01-9010-0-0000-0000-8699-049-FACU	$0.00	$300.00
ST-SC UNITED	01-9010-0-0000-8200-2290-899-FACU	$0.00	$176.00
ST-SC UNITED	01-9010-0-0000-0000-8699-899-FACU	$0.00	$176.00
ST-INS $ DOL 9/17/17	01-9010-0-0000-2700-4300-038-IN38	$0.00	$1,579.00
ST-INS $ DOL 9/17/17	01-9010-0-0000-0000-8699-038-IN38	$0.00	$1,579.00
ST-INS $ DOL 12/14/17	01-9010-0-0000-8110-4300-049-IN49	$0.00	$887.00
ST-INS $ DOL 12/14/17	01-9010-0-0000-0000-8699-049-IN49	$0.00	$887.00
	BE 149960 Total	**$0.00**	**$9,874.00**
BE 149993	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-L0-CHROME CARTS	01-3010-0-1110-1000-4300-431-0000	$3,400.00	$0.00
BGT-L0-CHROME CARTS	01-3010-0-1110-1000-4400-431-0000	$0.00	$3,400.00
	BE 149993 Total	**$3,400.00**	**$3,400.00**
BE 149994	**Applied: 03/14/2018**	**Created: 03/14/2018**	

Note	Account	Decrease	Increase
BGT-AMB-COV SEC BK ORDER	01-6500-0-5750-1110-4200-230-0000	$0.00	$1,000.00
BGT-AMB-COV SEC BK ORDER	01-6500-0-5001-3120-4300-230-0000	$1,000.00	$0.00
	BE 149994 Total	**$1,000.00**	**$1,000.00**
BE 149998	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-GM-TEXTS	01-0700-0-3300-1000-4100-037-0000	$0.00	$2,000.00
BGT-GM-TEXTS	01-0700-0-3300-1000-4300-037-0000	$2,000.00	$0.00
	BE 149998 Total	**$2,000.00**	**$2,000.00**
BE 150000	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-GM-TEXTS	01-6300-0-3300-1000-4100-537-0000	$0.00	$1,300.00
BGT-GM-TEXTS	01-6300-0-3300-1000-4300-537-0000	$1,300.00	$0.00
	BE 150000 Total	**$1,300.00**	**$1,300.00**
BE 150005	**Applied: 03/14/2018**	**Created: 03/14/2018**	
ST-Add Budget for STEM from MPF	01-9016-0-3800-1000-4300-033-9093	$0.00	$1,000.00
ST-Add Budget for STEM from MPF	01-9016-0-0000-0000-8699-033-9093	$0.00	$1,000.00
	BE 150005 Total	**$0.00**	**$2,000.00**
BE 150061	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-HVAC SYSTEM & COV NEG	01-9010-0-0000-8200-5600-049-0999	$0.00	$5,032.00
BGT-HVAC SYSTEM & COV NEG	01-9010-0-0000-8200-4399-899-0999	$5,032.00	$0.00
	BE 150061 Total	**$5,032.00**	**$5,032.00**
BE 150068	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-LO-TEXT BOOKS	01-6300-0-1110-1000-4300-531-0000	$2,500.00	$0.00
BGT-LO-TEXT BOOKS	01-6300-0-1110-1000-4100-531-0000	$0.00	$2,500.00
	BE 150068 Total	**$2,500.00**	**$2,500.00**
BE 150086	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-ED-RSP BOOKS	01-3010-0-1110-1000-4300-424-0000	$58.00	$0.00
BGT-ED-RSP BOOKS	01-3010-0-1110-1000-4200-424-0000	$0.00	$58.00
	BE 150086 Total	**$58.00**	**$58.00**
BE 150087	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-GM-SUPPLEMENTAL BOOKS	01-3010-0-3200-1000-4200-436-0000	$0.00	$375.00
BGT-GM-SUPPLEMENTAL BOOKS	01-3010-0-3200-1000-4300-436-0000	$375.00	$0.00
	BE 150087 Total	**$375.00**	**$375.00**
BE 150090	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-BL-HEALTH OFFICE SUPPLIES	01-0000-0-0000-3140-4300-035-0000	$0.00	$24.00
BGT-BL-HEALTH OFFICE SUPPLIES	01-0000-0-1110-1000-4300-035-0000	$24.00	$0.00
	BE 150090 Total	**$24.00**	**$24.00**
BE 150102	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-AMB-2-WAY RADIO FOR SHS	01-6500-0-5750-1110-4300-230-0000	$0.00	$500.00
BGT-AMB-2-WAY RADIO FOR SHS	01-6500-0-5750-1110-4200-230-0000	$500.00	$0.00
	BE 150102 Total	**$500.00**	**$500.00**
BE 150103	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-AMB-SEC CURRICULUM ORDER	01-6500-0-5770-1190-4300-230-0000	$0.00	$853.00
BGT-AMB-SEC CURRICULUM ORDER	01-6500-0-5770-1120-4300-230-0000	$853.00	$0.00
	BE 150103 Total	**$853.00**	**$853.00**
BE 150104	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-PS-BOOKS	01-3010-0-1110-1000-4200-433-0000	$0.00	$1,288.00
BGT-PS-BOOKS	01-3010-0-1110-1000-4300-433-0000	$1,288.00	$0.00

Note	Account	Decrease	Increase
	BE 150104 Total	**$1,288.00**	**$1,288.00**
BE 150105	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-PS-MATS	01-0000-0-1400-4200-4400-033-0807	$0.00	$2,728.00
BGT-PS-MATS	01-0000-0-1400-4200-4300-033-0807	$2,728.00	$0.00
	BE 150105 Total	**$2,728.00**	**$2,728.00**
BE 150106	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-BL-WLD LANG COMPUTERS	01-9010-0-1180-1000-4400-035-0089	$0.00	$975.00
BGT-BL-WLD LANG COMPUTERS	01-9010-0-1180-1000-4300-035-0089	$975.00	$0.00
	BE 150106 Total	**$975.00**	**$975.00**
BE 150109	**Applied: 03/14/2018**	**Created: 03/14/2018**	
BGT-BL-DAHLEN COMPUTER	01-0000-0-1110-1000-4400-035-0000	$0.00	$760.00
BGT-BL-DAHLEN COMPUTER	01-0000-0-1110-1000-4300-035-0000	$760.00	$0.00
	BE 150109 Total	**$760.00**	**$760.00**
BE 150192	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BD- Reimbursements	01-3010-0-1110-1000-5200-423-0044	$0.00	$185.00
BD- Reimbursements	01-3010-0-1110-1000-4300-423-0044	$185.00	$0.00
	BE 150192 Total	**$185.00**	**$185.00**
BE 150193	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BD- To cover negatives	01-3010-0-1110-1000-1140-424-0044	$0.00	$1,528.00
BD- To cover negatives	01-3010-0-1110-1000-3101-424-0044	$0.00	$91.00
BD- To cover negatives	01-3010-0-1110-1000-3311-424-0044	$0.00	$42.00
BD- To cover negatives	01-3010-0-1110-1000-3331-424-0044	$0.00	$22.00
BD- To cover negatives	01-3010-0-1110-1000-3601-424-0044	$0.00	$27.00
BD- To cover negatives	01-3010-0-1110-1000-4300-424-0044	$1,710.00	$0.00
	BE 150193 Total	**$1,710.00**	**$1,710.00**
BE 150194	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BD- to cover negatives	01-3010-0-1110-1000-1140-431-0044	$0.00	$112.00
BD- to cover negatives	01-3010-0-1110-1000-5200-431-0044	$112.00	$0.00
	BE 150194 Total	**$112.00**	**$112.00**
BE 150195	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BD- to cover negatives	01-3010-0-1110-1000-1140-433-0044	$0.00	$112.00
BD- to cover negatives	01-3010-0-1110-1000-5200-433-0044	$112.00	$0.00
	BE 150195 Total	**$112.00**	**$112.00**
BE 150196	**Applied: 03/15/2018**	**Created: 03/15/2018**	
ST- Indirects @ 2%	01-4201-0-0000-7210-7310-420-0000	$0.00	$101.00
ST- Indirects @ 2%	01-4201-0-1110-1000-4399-420-0000	$101.00	$0.00
ST- Indirects @ 2%	01-0000-0-0000-7210-7310-899-0000	$101.00	$0.00
ST-Adj Budget & indirects @ 5.7%	01-9010-0-0000-0000-8699-600-6767	$2.00	$0.00
ST-Adj Budget & indirects @ 5.7%	01-9010-0-0000-7210-7310-600-6767	$0.00	$1,348.00
ST-Adj Budget & indirects @ 5.7%	01-9010-0-0000-2130-4300-600-6767	$1,350.00	$0.00
ST-Adj Budget & indirects @ 5.7%	01-0000-0-0000-7210-7310-899-0000	$1,348.00	$0.00
ST- Indirects @ 2%	01-0000-0-0000-0000-9790-000-0000	$0.00	$1,449.00
	BE 150196 Total	**$2,902.00**	**$2,898.00**
BE 150197	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BD- To cover PO# 18-02088	01-4201-0-0000-2110-5800-420-0000	$0.00	$5,040.00
BD- To cover PO# 18-02088	01-4201-0-1110-1000-4399-420-0000	$5,040.00	$0.00

Note	Account	Decrease	Increase
	BE 150197 Total	**$5,040.00**	**$5,040.00**
BE 150232	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-JKB-KATRINA-CASMEC CONF SAN JOSE	01-0000-0-1250-1000-4300-520-0804	$310.00	$0.00
BGT-JKB-KATRINA-CASMEC CONF SAN JOSE	01-0000-0-1250-1000-5200-520-0804	$0.00	$310.00
	BE 150232 Total	**$310.00**	**$310.00**
BE 150233	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-JB-COUNSELING SUPPLIES	01-0000-0-0000-3110-4300-034-0000	$0.00	$89.00
BGT-JB-COUNSELING SUPPLIES	01-0000-0-1110-1000-4300-034-0000	$89.00	$0.00
	BE 150233 Total	**$89.00**	**$89.00**
BE 150236	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-PS-CONFERENCE	01-0700-0-1370-1000-5200-533-0000	$0.00	$2,000.00
BGT-PS-CONFERENCE	01-0700-0-1370-1000-5800-533-0000	$2,000.00	$0.00
	BE 150236 Total	**$2,000.00**	**$2,000.00**
BE 150238	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-GM-DOCUMENT CAMERA	01-3010-0-3200-1000-4400-436-0000	$0.00	$600.00
BGT-GM-DOCUMENT CAMERA	01-3010-0-3200-1000-4300-436-0000	$600.00	$0.00
	BE 150238 Total	**$600.00**	**$600.00**
BE 150239	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-BW-FOR ASSETS	01-9010-0-0000-8110-4300-049-FACU	$14,000.00	$0.00
BGT-BW-FOR ASSETS	01-9010-0-0000-8110-4400-049-FACU	$0.00	$14,000.00
	BE 150239 Total	**$14,000.00**	**$14,000.00**
BE 150255	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-GM-TEXTBOOKS	01-6300-0-3300-1000-4100-537-0000	$0.00	$580.00
BGT-GM-TEXTBOOKS	01-6300-0-3300-1000-4300-537-0000	$580.00	$0.00
	BE 150255 Total	**$580.00**	**$580.00**
BE 150256	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-GM-TEXTBOOKS	01-0700-0-3300-1000-4100-837-0000	$0.00	$1,770.00
BGT-GM-TEXTBOOKS	01-0700-0-3300-1000-4300-837-0000	$1,770.00	$0.00
	BE 150256 Total	**$1,770.00**	**$1,770.00**
BE 150257	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-BW-FOR REIMBURSEMENTS	01-8150-0-0000-8110-6400-049-0000	$2,000.00	$0.00
BGT-BW-FOR REIMBURSEMENTS	01-8150-0-0000-8110-5200-049-0000	$0.00	$2,000.00
	BE 150257 Total	**$2,000.00**	**$2,000.00**
BE 150276	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BD-Summer Reading institute	01-3010-0-1110-1000-5200-421-0044	$0.00	$3,400.00
BD-Summer Reading institute	01-3010-0-1110-1000-4300-421-0044	$3,400.00	$0.00
	BE 150276 Total	**$3,400.00**	**$3,400.00**
BE 150311	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-ED-BOOKS WTR	01-3010-0-1110-1000-4200-424-0000	$0.00	$1,650.00
BGT-ED-BOOKS WTR	01-3010-0-1110-1000-4300-424-0000	$1,650.00	$0.00
	BE 150311 Total	**$1,650.00**	**$1,650.00**
BE 150312	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-JKB-JESSICA ELA/ELD SUMMER INST.	01-6264-0-1110-1000-4399-530-0030	$1,500.00	$0.00
BGT-JKB-JESSICA ELA/ELD SUMMER INST.	01-6264-0-1110-1000-5200-530-0030	$0.00	$1,500.00

Note	Account	Decrease	Increase
	BE 150312 Total	**$1,500.00**	**$1,500.00**
BE 150313	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-JKB-SHERI WILLIAMS LAPTOP/MONITOR	01-0000-0-6000-1000-4300-430-0807	$1,124.00	$0.00
BGT-JKB-SHERI WILLIAMS LAPTOP/MONITOR	01-0000-0-6000-1000-4300-433-0807	$0.00	$184.00
BGT-JKB-SHERI WILLIAMS LAPTOP/MONITOR	01-0000-0-6000-1000-4400-433-0807	$0.00	$940.00
	BE 150313 Total	**$1,124.00**	**$1,124.00**
BE 150315	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-BL-TISSUES	01-0000-0-0000-3140-4300-035-0000	$0.00	$200.00
BGT-BL-TISSUES	01-0000-0-1110-1000-4300-035-0000	$200.00	$0.00
	BE 150315 Total	**$200.00**	**$200.00**
BE 150320	**Applied: 03/15/2018**	**Created: 03/15/2018**	
REVERSED REQUESTED BY GM	01-0700-0-3300-1000-4100-837-0000	$1,770.00	$0.00
REVERSED REQUESTED BY GM	01-0700-0-3300-1000-4300-837-0000	$0.00	$1,770.00
	BE 150320 Total	**$1,770.00**	**$1,770.00**
BE 150321	**Applied: 03/15/2018**	**Created: 03/15/2018**	
BGT-BL-CHROMEBOOKS	01-9010-0-1180-1000-4300-035-0089	$0.00	$463.00
BGT-BL-CHROMEBOOKS	01-9010-0-1180-1000-4400-035-0089	$463.00	$0.00
	BE 150321 Total	**$463.00**	**$463.00**
BE 150357	**Applied: 03/16/2018**	**Created: 03/16/2018**	
ST-PS-Sport Scope	01-0000-0-1400-4200-4400-033-0807	$0.00	$4,796.00
ST-PS-Sport Scope	01-0000-0-1400-4200-4300-033-0807	$4,796.00	$0.00
	BE 150357 Total	**$4,796.00**	**$4,796.00**
BE 150630	**Applied: 03/16/2018**	**Created: 03/16/2018**	
ST-JKB-S. Williams Laptop Adjustment	01-0000-0-6000-1000-4300-430-0807	$260.00	$0.00
ST-JKB-S. Williams Laptop Adjustment	01-0000-0-6000-1000-4400-430-0807	$0.00	$260.00
ST-JKB-S. Williams Laptop Adjustment	01-0000-0-6000-1000-4300-433-0807	$184.00	$0.00
ST-JKB-S. Williams Laptop Adjustment	01-0000-0-6000-1000-4300-430-0807	$0.00	$184.00
ST-JB-Math Unit	01-0000-0-1160-1000-4300-034-0000	$0.00	$28.00
ST-JB-Math Unit	01-0000-0-1110-1000-4300-034-0000	$28.00	$0.00
ST-JB-Copying	01-0000-0-0000-2700-5800-034-0000	$0.00	$75.00
ST-JB-Copying	01-0000-0-1110-1000-4300-034-0000	$75.00	$0.00
ST-JKB-Math Class iMACS-Lucandano	01-6387-0-6000-1000-4399-430-0000	$55,812.00	$0.00
ST-JKB-Math Class iMACS-Lucandano	01-6387-0-6000-1000-4400-435-0000	$0.00	$55,812.00
ST-Add Add'l Budget for officials	01-0000-0-1400-4200-5800-834-0807	$0.00	$10,600.00
ST-Add Add'l Budget for officials	01-0000-0-1400-4200-2160-834-0807	$11,011.00	$0.00
ST-Cover Negatives	01-0000-0-1400-4200-3102-834-0807	$0.00	$411.00
	BE 150630 Total	**$67,370.00**	**$67,370.00**
BE 150639	**Applied: 03/16/2018**	**Created: 03/16/2018**	
GT-Climatec Inv.	01-6230-0-0000-8110-4300-049-0000	$70,541.80	$0.00
GT-Climatec Inv.	01-6230-0-0000-8500-6274-020-0000	$0.00	$20,431.03
GT-Climatec Inv.	01-6230-0-0000-8500-6274-030-0000	$0.00	$50,110.77
	BE 150639 Total	**$70,541.80**	**$70,541.80**
BE 150746	**Applied: 03/16/2018**	**Created: 03/16/2018**	
BD- Change order PO#18-03038	01-3010-0-1110-1000-4200-430-0000	$0.00	$10.00

Note	Account	Decrease	Increase
BD- Change order PO#18-03038	01-3010-0-1110-1000-4399-430-0000	$10.00	$0.00
	BE 150746 Total	**$10.00**	**$10.00**
BE 150795	**Applied: 03/16/2018**	**Created: 03/16/2018**	
GT-Bond Budget Allocation	21-9733-0-0000-8500-6200-032-B304	$0.00	$39,686.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6200-034-B304	$0.00	$86,743.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6210-030-B300	$0.00	$16,750.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6210-033-B301	$0.00	$96,410.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6210-033-POOL	$0.00	$96,410.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6210-035-POOL	$0.00	$35,699.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6220-033-POOL	$0.00	$16,064.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6220-035-POOL	$0.00	$17,849.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6250-031-B300	$0.00	$1,620.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6250-032-B300	$0.00	$27,500.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6250-033-B308	$0.00	$189,626.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6250-034-B300	$0.00	$27,500.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6250-035-B300	$0.00	$27,500.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6272-033-POOL	$0.00	$80,323.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6272-035-POOL	$0.00	$89,248.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6157-026-B204	$0.00	$2,465.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6200-026-B204	$0.00	$579,008.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6210-020-B200	$0.00	$8,250.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6250-021-B200	$0.00	$1,620.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6250-023-B200	$0.00	$1,620.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6250-024-B200	$0.00	$27,500.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6250-026-B200	$0.00	$1,620.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6250-027-B200	$0.00	$1,620.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6250-038-B200	$0.00	$27,500.00
GT-Bond Budget Allocation	21-9733-0-0000-8500-6170-000-0000	$848,928.00	$0.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6200-000-0000	$72,195.00	$0.00
GT-Bond Budget Allocation	21-9734-0-0000-8500-6170-000-0000	$579,008.00	$0.00
	BE 150795 Total	**$1,500,131.00**	**$1,500,131.00**
BE 150826	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-AH-AUDITORIUM PROJECTOR	01-9010-0-1110-1000-4400-032-0088	$0.00	$6,385.00
BGT-AH-AUDITORIUM PROJECTOR	01-9010-0-1110-1000-4300-032-0088	$6,385.00	$0.00
	BE 150826 Total	**$6,385.00**	**$6,385.00**
BE 150827	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-PS-MEETINGS	01-0000-0-0000-2700-4395-033-0000	$0.00	$40.00
BGT-PS-MEETINGS	01-0000-0-1110-1000-4300-033-0000	$40.00	$0.00
	BE 150827 Total	**$40.00**	**$40.00**
BE 150828	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-JKB-S.WILLIAMS LAPTOP	01-0000-0-6000-1000-4400-433-0807	$940.00	$0.00
BGT-JKB-S.WILLIAMS LAPTOP	01-0000-0-6000-1000-4400-430-0807	$0.00	$940.00
	BE 150828 Total	**$940.00**	**$940.00**
BE 150829	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-BW-FOR SERVICES	01-8150-0-0000-8110-6400-049-0000	$4,000.00	$0.00
BGT-BW-FOR SERVICES	01-8150-0-0000-8110-5800-049-0000	$0.00	$4,000.00

Note	Account	Decrease	Increase
	BE 150829 Total	**$4,000.00**	**$4,000.00**
BE 150830	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-GM-TEXTBOOKS	01-0700-0-3300-1000-4100-837-0000	$0.00	$1,570.00
BGT-GM-TEXTBOOKS	01-0700-0-3300-1000-4200-837-0000	$1,570.00	$0.00
	BE 150830 Total	**$1,570.00**	**$1,570.00**
BE 150831	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-GM-TEXTBOOKS	01-0700-0-3300-1000-4100-837-0000	$0.00	$360.00
BGT-GM-TEXTBOOKS	01-0700-0-3300-1000-4300-837-0000	$360.00	$0.00
	BE 150831 Total	**$360.00**	**$360.00**
BE 150835	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD- to cover negatives	01-3010-0-0000-2495-2930-420-0043	$0.00	$287.00
BD- to cover negatives	01-3010-0-0000-2495-3312-420-0043	$0.00	$1.00
BD- to cover negatives	01-3010-0-0000-2495-3602-420-0043	$0.00	$4.00
BD- to cover negatives	01-3010-0-1110-1000-4300-420-0043	$292.00	$0.00
	BE 150835 Total	**$292.00**	**$292.00**
BE 150853	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-EWA #14090 ISAACA HIP HOP ENRICH.	01-9016-0-1110-1000-2130-023-0052	$0.00	$540.00
BGT-EWA #14090 ISAACA HIP HOP ENRICH.	01-9016-0-1110-1000-3312-023-0052	$0.00	$34.00
BGT-EWA #14090 ISAACA HIP HOP ENRICH.	01-9016-0-1110-1000-3332-023-0052	$0.00	$8.00
BGT-EWA #14090 ISAACA HIP HOP ENRICH.	01-9016-0-1110-1000-3502-023-0052	$0.00	$1.00
BGT-EWA #14090 ISAACA HIP HOP ENRICH.	01-9016-0-1110-1000-3602-023-0052	$0.00	$10.00
BGT-EWA #14090 ISAACA HIP HOP ENRICH.	01-9016-0-1110-1000-4300-023-0052	$593.00	$0.00
	BE 150853 Total	**$593.00**	**$593.00**
BE 150854	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD- To cover negatives	01-3010-0-0000-2495-3102-423-0000	$0.00	$20.00
BD- To cover negatives	01-3010-0-1110-1000-1140-423-0000	$0.00	$449.00
BD- To cover negatives	01-3010-0-1110-1000-3101-423-0000	$0.00	$1.00
BD- To cover negatives	01-3010-0-1110-1000-3311-423-0000	$0.00	$14.00
BD- To cover negatives	01-3010-0-1110-1000-3331-423-0000	$0.00	$5.00
BD- To cover negatives	01-3010-0-1110-1000-3601-423-0000	$0.00	$5.00
BD- To cover negatives	01-3010-0-1110-1000-4300-423-0000	$494.00	$0.00
	BE 150854 Total	**$494.00**	**$494.00**
BE 150859	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-EWA#14268 L.BEACH WASC PREP	01-0000-0-1110-1000-1130-035-0000	$0.00	$165.00
BGT-EWA#14268 L.BEACH WASC PREP	01-0000-0-1110-1000-3101-035-0000	$0.00	$24.00
BGT-EWA#14268 L.BEACH WASC PREP	01-0000-0-1110-1000-3331-035-0000	$0.00	$3.00
BGT-EWA#14268 L.BEACH WASC PREP	01-0000-0-1110-1000-3601-035-0000	$0.00	$3.00
BGT-EWA#14268 L.BEACH WASC PREP	01-0000-0-1110-1000-4300-035-0000	$195.00	$0.00
	BE 150859 Total	**$195.00**	**$195.00**
BE 150862	**Applied: 03/19/2018**	**Created: 03/19/2018**	

Note	Account	Decrease	Increase
BGT-EWA#13809 K.TAYLOR ACCOMPANIST	01-0000-0-1250-1000-2130-034-0807	$0.00	$661.00
BGT-EWA#13809 K.TAYLOR ACCOMPANIST	01-0000-0-1250-1000-3202-034-0807	$0.00	$105.00
BGT-EWA#13809 K.TAYLOR ACCOMPANIST	01-0000-0-1250-1000-3312-034-0807	$0.00	$41.00
BGT-EWA#13809 K.TAYLOR ACCOMPANIST	01-0000-0-1250-1000-3332-034-0807	$0.00	$10.00
BGT-EWA#13809 K.TAYLOR ACCOMPANIST	01-0000-0-1250-1000-3502-034-0807	$0.00	$1.00
BGT-EWA#13809 K.TAYLOR ACCOMPANIST	01-0000-0-1250-1000-3602-034-0807	$0.00	$12.00
BGT-EWA#13809 K.TAYLOR ACCOMPANIST	01-0000-0-1270-4100-4300-034-0807	$830.00	$0.00
	BE 150862 Total	**$830.00**	**$830.00**
BE 150863	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD- To cover negatives	01-4035-0-1110-1000-1140-527-0000	$0.00	$337.00
BD- To cover negatives	01-4035-0-1110-1000-3311-527-0000	$0.00	$21.00
BD- To cover negatives	01-4035-0-1110-1000-3331-527-0000	$0.00	$5.00
BD- To cover negatives	01-4035-0-1110-1000-3601-527-0000	$0.00	$6.00
BD- To cover negatives	01-4035-0-1110-1000-5200-527-0000	$369.00	$0.00
	BE 150863 Total	**$369.00**	**$369.00**
BE 150866	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-JKB-STEM CONF-M.MORALES, B.NOVELI	01-6264-0-1110-1000-4399-520-0020	$70.00	$0.00
BGT-JKB-STEM CONF-M.MORALES, B.NOVELI	01-6264-0-1110-1000-5200-520-0020	$0.00	$70.00
	BE 150866 Total	**$70.00**	**$70.00**
BE 150920	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD-PO#18-02265	01-3010-0-1110-1000-5200-424-0044	$0.00	$600.00
BD-PO#18-02265	01-3010-0-1110-1000-4300-424-0044	$600.00	$0.00
	BE 150920 Total	**$600.00**	**$600.00**
BE 150976	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-COV R. GREENLEE REIMB.	01-3010-0-1110-1000-5200-423-0044	$0.00	$3.00
BGT-COV R. GREENLEE REIMB.	01-3010-0-1110-1000-4300-423-0044	$3.00	$0.00
	BE 150976 Total	**$3.00**	**$3.00**
BE 150978	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD- To purchase books	01-3010-0-1110-1000-4200-430-0000	$0.00	$120.00
BD- To purchase books	01-3010-0-1110-1000-4399-430-0000	$120.00	$0.00
	BE 150978 Total	**$120.00**	**$120.00**
BE 150998	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD- Gateway School PO	01-4035-0-1110-1000-5800-520-0000	$0.00	$5,000.00
BD- Gateway School PO	01-4035-0-1110-1000-4399-920-0000	$5,000.00	$0.00
	BE 150998 Total	**$5,000.00**	**$5,000.00**
BE 151003	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD-EWA# 13975 Lawrence	01-3010-0-1110-1000-2130-423-0000	$0.00	$179.00
BD-EWA# 13975 Lawrence	01-3010-0-1110-1000-3312-423-0000	$0.00	$11.00
BD-EWA# 13975 Lawrence	01-3010-0-1110-1000-3331-423-0000	$0.00	$3.00
BD-EWA# 13975 Lawrence	01-3010-0-1110-1000-3501-423-0000	$0.00	$1.00
BD-EWA# 13975 Lawrence	01-3010-0-1110-1000-3601-423-0000	$0.00	$4.00

Note	Account	Decrease	Increase
BD-EWA# 13975 Lawrence	01-3010-0-1110-1000-4300-423-0000	$198.00	$0.00
	BE 151003 Total	**$198.00**	**$198.00**
BE 151022	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-JB-PROJECTORS	01-0700-0-1141-1000-4300-034-0000	$0.00	$1,000.00
BGT-JB-PROJECTORS	01-0700-0-1110-1000-4300-034-0000	$1,000.00	$0.00
	BE 151022 Total	**$1,000.00**	**$1,000.00**
BE 151023	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-JB-ENGLISH	01-0000-0-1190-1000-4300-034-0000	$0.00	$135.00
BGT-JB-ENGLISH	01-0000-0-1110-1000-4300-034-0000	$135.00	$0.00
	BE 151023 Total	**$135.00**	**$135.00**
BE 151034	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD-EWA#14305 Waters	01-3010-0-0000-8300-2290-433-0000	$0.00	$410.00
BD-EWA#14305 Waters	01-3010-0-0000-8300-3312-433-0000	$0.00	$26.00
BD-EWA#14305 Waters	01-3010-0-0000-8300-3332-433-0000	$0.00	$6.00
BD-EWA#14305 Waters	01-3010-0-0000-8300-3502-433-0000	$0.00	$1.00
BD-EWA#14305 Waters	01-3010-0-0000-8300-3602-433-0000	$0.00	$8.00
BD-EWA#14305 Waters	01-3010-0-1110-1000-4300-433-0000	$451.00	$0.00
	BE 151034 Total	**$451.00**	**$451.00**
BE 151035	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BD- To cover cellphone expense	01-3060-0-7110-2495-5913-420-0000	$0.00	$120.00
BD- To cover cellphone expense	01-3060-0-7110-1000-4300-420-0000	$120.00	$0.00
	BE 151035 Total	**$120.00**	**$120.00**
BE 151036	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-EWA#14299 R.NICOLAISEN FOOTBALL ASST COACH	01-0000-0-1380-4100-2160-835-0807	$0.00	$2,312.00
BGT-EWA#14299 R.NICOLAISEN FOOTBALL ASST COACH	01-0000-0-1380-4100-1160-835-0807	$2,312.00	$0.00
BGT-EWA#14299 R.NICOLAISEN FOOTBALL ASST COACH	01-0000-0-1380-4100-3332-835-0807	$0.00	$34.00
BGT-EWA#14299 R.NICOLAISEN FOOTBALL ASST COACH	01-0000-0-1380-4100-3331-835-0807	$34.00	$0.00
BGT-EWA#14299 R.NICOLAISEN FOOTBALL ASST COACH	01-0000-0-1380-4100-3502-835-0807	$0.00	$2.00
BGT-EWA#14299 R.NICOLAISEN FOOTBALL ASST COACH	01-0000-0-1380-4100-3501-835-0807	$2.00	$0.00
BGT-EWA#14299 R.NICOLAISEN FOOTBALL ASST COACH	01-0000-0-1380-4100-3602-835-0807	$0.00	$41.00
BGT-EWA#14299 R.NICOLAISEN FOOTBALL ASST COACH	01-0000-0-1380-4100-3601-835-0807	$41.00	$0.00
	BE 151036 Total	**$2,389.00**	**$2,389.00**
BE 151041	**Applied: 03/19/2018**	**Created: 03/19/2018**	
WRONG ACCT #	01-0000-0-1380-4100-2160-835-0807	$2,312.00	$0.00
WRONG ACCT #	01-0000-0-1380-4100-1160-835-0807	$0.00	$2,312.00
WRONG ACCT #	01-0000-0-1380-4100-3332-835-0807	$34.00	$0.00
WRONG ACCT #	01-0000-0-1380-4100-3331-835-0807	$0.00	$34.00
WRONG ACCT #	01-0000-0-1380-4100-3502-835-0807	$2.00	$0.00
WRONG ACCT #	01-0000-0-1380-4100-3501-835-0807	$0.00	$2.00
WRONG ACCT #	01-0000-0-1380-4100-3602-835-0807	$41.00	$0.00
WRONG ACCT #	01-0000-0-1380-4100-3601-835-0807	$0.00	$41.00

Note	Account	Decrease	Increase
	BE 151041 Total	**$2,389.00**	**$2,389.00**
BE 151044	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-JB-CRANE	01-3550-0-6000-1000-4400-434-0000	$0.00	$735.00
BGT-JB-CRANE	01-3550-0-6000-1000-4300-434-0000	$735.00	$0.00
	BE 151044 Total	**$735.00**	**$735.00**
BE 151046	**Applied: 03/19/2018**	**Created: 03/19/2018**	
BGT-JB-SCIENCE	01-6300-0-1150-1000-4300-534-0000	$0.00	$200.00
BGT-JB-SCIENCE	01-6300-0-1110-1000-4300-534-0000	$200.00	$0.00
	BE 151046 Total	**$200.00**	**$200.00**
BE 151080	**Applied: 03/19/2018**	**Created: 03/19/2018**	
Bd- To cover negatives	01-4035-0-1110-1000-1140-524-0000	$0.00	$1,348.00
Bd- To cover negatives	01-4035-0-1110-1000-3311-524-0000	$0.00	$40.00
Bd- To cover negatives	01-4035-0-1110-1000-3331-524-0000	$0.00	$19.00
Bd- To cover negatives	01-4035-0-1110-1000-3501-524-0000	$0.00	$1.00
Bd- To cover negatives	01-4035-0-1110-1000-3601-524-0000	$0.00	$24.00
Bd- To cover negatives	01-4035-0-1110-1000-3101-524-0000	$0.00	$42.00
Bd- To cover negatives	01-4035-0-1110-1000-5200-524-0000	$1,474.00	$0.00
	BE 151080 Total	**$1,474.00**	**$1,474.00**
BE 151086	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BD- To cover Negatives	01-4203-0-0000-2490-3311-420-0047	$0.00	$7.00
BD- To cover Negatives	01-4203-0-1110-1000-4399-420-0000	$7.00	$0.00
	BE 151086 Total	**$7.00**	**$7.00**
BE 151087	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BD- to cover negatives	01-4201-0-1110-1000-1140-430-0000	$0.00	$31.00
BD- to cover negatives	01-4201-0-1110-1000-4399-430-0000	$31.00	$0.00
	BE 151087 Total	**$31.00**	**$31.00**
BE 151100	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-ED-APPLE LAPTOPS	01-0700-0-1110-1000-4300-024-0000	$3,613.00	$0.00
BGT-ED-APPLE LAPTOPS	01-0700-0-1110-1000-4400-024-0000	$0.00	$3,613.00
	BE 151100 Total	**$3,613.00**	**$3,613.00**
BE 151101	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-BW-FOR SCHS ELEVATOR	01-9010-0-0000-8110-4300-049-IN49	$6,000.00	$0.00
BGT-BW-FOR SCHS ELEVATOR	01-9010-0-0000-8110-5600-049-IN49	$0.00	$6,000.00
	BE 151101 Total	**$6,000.00**	**$6,000.00**
BE 151102	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-GM-ENVELOPES	01-0700-0-3100-2700-4300-025-0000	$0.00	$35.00
BGT-GM-ENVELOPES	01-0700-0-3100-1000-4300-025-0000	$35.00	$0.00
	BE 151102 Total	**$35.00**	**$35.00**
BE 151172	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BD-EWA#14266 Powell	01-3010-0-1110-1000-2130-423-0000	$0.00	$585.00
BD-EWA#14266 Powell	01-3010-0-1110-1000-3312-423-0000	$0.00	$37.00
BD-EWA#14266 Powell	01-3010-0-1110-1000-3332-423-0000	$0.00	$9.00
BD-EWA#14266 Powell	01-3010-0-1110-1000-3502-423-0000	$0.00	$1.00
BD-EWA#14266 Powell	01-3010-0-1110-1000-3602-423-0000	$0.00	$11.00
BD-EWA#14266 Powell	01-3010-0-1110-1000-4300-423-0000	$643.00	$0.00
	BE 151172 Total	**$643.00**	**$643.00**

Note	Account	Decrease	Increase
BE 151179	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-EWA#14312 A.VARGAS INSTR TECH	01-0700-0-1110-1000-2130-024-0000	$0.00	$868.00
BGT-EWA#14312 A.VARGAS INSTR TECH	01-0700-0-1110-1000-3202-024-0000	$0.00	$138.00
BGT-EWA#14312 A.VARGAS INSTR TECH	01-0700-0-1110-1000-3312-024-0000	$0.00	$54.00
BGT-EWA#14312 A.VARGAS INSTR TECH	01-0700-0-1110-1000-3332-024-0000	$0.00	$13.00
BGT-EWA#14312 A.VARGAS INSTR TECH	01-0700-0-1110-1000-3502-024-0000	$0.00	$1.00
BGT-EWA#14312 A.VARGAS INSTR TECH	01-0700-0-1110-1000-3602-024-0000	$0.00	$16.00
BGT-EWA#14312 A.VARGAS INSTR TECH	01-0700-0-1110-1000-4300-024-0000	$1,090.00	$0.00
	BE 151179 Total	**$1,090.00**	**$1,090.00**
BE 151213	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-COVER K.GILMORE REIMB	01-0000-0-0000-7600-5200-056-0000	$0.00	$3.00
BGT-COVER K.GILMORE REIMB	01-0000-0-0000-7600-5800-056-0000	$3.00	$0.00
	BE 151213 Total	**$3.00**	**$3.00**
BE 151233	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-PS-KEYS	01-0000-0-0000-2700-4300-033-0000	$0.00	$65.00
BGT-PS-KEYS	01-0000-0-1110-1000-4300-033-0000	$65.00	$0.00
	BE 151233 Total	**$65.00**	**$65.00**
BE 151234	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-JB-SCIENCE	01-0700-0-1150-1000-4300-034-0000	$0.00	$970.00
BGT-JB-SCIENCE	01-0700-0-1110-1000-4300-034-0000	$970.00	$0.00
	BE 151234 Total	**$970.00**	**$970.00**
BE 151235	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-GM-RETURN TO INSTRUCTION	01-0000-0-3300-1000-4300-039-0000	$0.00	$113.00
BGT-GM-RETURN TO INSTRUCTION	01-0000-0-3300-2420-4300-039-0000	$113.00	$0.00
	BE 151235 Total	**$113.00**	**$113.00**
BE 151236	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-GM-RETURN TO INSTRUCTION	01-6300-0-3300-1000-4300-539-0000	$0.00	$880.00
BGT-GM-RETURN TO INSTRUCTION	01-6300-0-3300-2420-4300-539-0000	$880.00	$0.00
	BE 151236 Total	**$880.00**	**$880.00**
BE 151237	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-JB-ART	01-0000-0-1120-4100-4300-034-0807	$0.00	$1,000.00
BGT-JB-ART	01-0000-0-1270-4100-4300-034-0807	$1,000.00	$0.00
	BE 151237 Total	**$1,000.00**	**$1,000.00**
BE 151241	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BD- Change order for req#51041	01-3010-0-1110-1000-4200-430-0000	$0.00	$16.00
BD- Change order for req#51041	01-3010-0-1110-1000-4399-430-0000	$16.00	$0.00
	BE 151241 Total	**$16.00**	**$16.00**
BE 151247	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-JKB-PHYSICS TEXTS - J.BEDELL HHS	01-6300-0-1110-1000-4300-530-0000	$300.00	$0.00
BGT-JKB-PHYSICS TEXTS - J.BEDELL HHS	01-6300-0-1110-1000-4100-530-0000	$0.00	$300.00
	BE 151247 Total	**$300.00**	**$300.00**

Note	Account	Decrease	Increase
BE 151248	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-JB-UNIT	01-0000-0-1210-1000-4300-034-0000	$0.00	$250.00
BGT-JB-UNIT	01-0000-0-1110-1000-4300-034-0000	$250.00	$0.00
	BE 151248 Total	**$250.00**	**$250.00**
BE 151249	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-GM-RETURN TO M & S	01-6300-0-3100-1000-4300-525-0000	$0.00	$107.00
BGT-GM-RETURN TO M & S	01-6300-0-3100-1000-4200-525-0000	$107.00	$0.00
	BE 151249 Total	**$107.00**	**$107.00**
BE 151250	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-GM-RETURN TO M & S	01-0700-0-3100-1000-4300-025-0000	$0.00	$310.00
BGT-GM-RETURN TO M & S	01-0700-0-3100-1000-4100-025-0000	$310.00	$0.00
	BE 151250 Total	**$310.00**	**$310.00**
BE 151274	**Applied: 03/20/2018**	**Created: 03/20/2018**	
BGT-AH-ICE MACHINE	01-9010-0-1110-3140-4300-032-0065	$0.00	$200.00
BGT-AH-ICE MACHINE	01-9010-0-1110-1000-4300-032-0065	$200.00	$0.00
	BE 151274 Total	**$200.00**	**$200.00**
BE 151375	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-JB-ASCA MEMBERSHIP	01-0000-0-0000-2700-5300-034-0000	$0.00	$239.00
BGT-JB-ASCA MEMBERSHIP	01-0000-0-1110-1000-4300-034-0000	$239.00	$0.00
	BE 151375 Total	**$239.00**	**$239.00**
BE 151376	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-JB-UNIT	01-0000-0-1180-1000-4300-034-0000	$0.00	$850.00
BGT-JB-UNIT	01-0000-0-1110-1000-4300-034-0000	$850.00	$0.00
	BE 151376 Total	**$850.00**	**$850.00**
BE 151377	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-JB-MICROSCOPE SERVICE/REPAIR	01-0000-0-1150-1000-5600-034-0000	$0.00	$750.00
BGT-JB-MICROSCOPE SERVICE/REPAIR	01-0000-0-1110-1000-4300-034-0000	$750.00	$0.00
	BE 151377 Total	**$750.00**	**$750.00**
BE 151400	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-JKB-COVER NEGATIVES	01-0000-0-6000-1000-4300-430-0807	$5.00	$0.00
BGT-JKB-COVER NEGATIVES	01-0000-0-6000-1000-4400-430-0807	$0.00	$5.00
	BE 151400 Total	**$5.00**	**$5.00**
BE 151453	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-GM-WATER FILTERS	01-0700-0-3100-2700-4300-025-0000	$0.00	$20.00
BGT-GM-WATER FILTERS	01-0700-0-3100-1000-4300-025-0000	$20.00	$0.00
	BE 151453 Total	**$20.00**	**$20.00**
BE 151458	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-JB-AP CONFERENCE	01-7338-0-1110-1000-5200-534-0000	$0.00	$5,300.00
BGT-JB-AP CONFERENCE	01-7338-0-1110-1000-4399-534-0000	$5,300.00	$0.00
	BE 151458 Total	**$5,300.00**	**$5,300.00**
BE 151459	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-BL-3D PRINTER	01-7220-7-1451-1000-4400-035-0000	$0.00	$3,576.00
BGT-BL-3D PRINTER	01-7220-7-1451-2700-4300-035-0000	$3,576.00	$0.00
	BE 151459 Total	**$3,576.00**	**$3,576.00**
BE 151463	**Applied: 03/21/2018**	**Created: 03/21/2018**	

Note	Account	Decrease	Increase
BGT-JB-JEWELRY	01-0000-0-1120-1000-4300-034-0807	$0.00	$201.00
BGT-JB-JEWELRY	01-0000-0-1270-4100-4300-034-0807	$201.00	$0.00
	BE 151463 Total	**$201.00**	**$201.00**
BE 151506	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BD- To cover PO#18-01318	01-3010-0-1370-1000-5200-430-0000	$0.00	$5,315.00
BD- To cover PO#18-01318	01-3010-0-1370-1000-5300-430-0000	$0.00	$8,636.00
BD- To cover PO#18-01318	01-3010-0-1110-1000-4399-430-0000	$13,951.00	$0.00
	BE 151506 Total	**$13,951.00**	**$13,951.00**
BE 151513	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-PS-ART SUPPLIES	01-6300-0-1110-1000-4300-533-0000	$0.00	$73.00
BGT-PS-ART SUPPLIES	01-6300-0-1110-1000-4100-533-0000	$73.00	$0.00
	BE 151513 Total	**$73.00**	**$73.00**
BE 151514	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-GM-POSITIVE DISCIPLINE WORKSHOP	01-3010-0-3100-1000-5200-425-0044	$0.00	$270.00
BGT-GM-POSITIVE DISCIPLINE WORKSHOP	01-3010-0-3100-1000-4300-425-0044	$270.00	$0.00
	BE 151514 Total	**$270.00**	**$270.00**
BE 151515	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-PS-CENGAGE	01-9016-0-1110-2420-5800-033-0051	$0.00	$50.00
BGT-PS-CENGAGE	01-9016-0-1110-2420-4300-033-0051	$50.00	$0.00
	BE 151515 Total	**$50.00**	**$50.00**
BE 151518	**Applied: 03/21/2018**	**Created: 03/21/2018**	
BGT-BL-SOCIAL THINKING CONF	01-9016-0-5770-1110-5200-035-0051	$0.00	$991.00
BGT-BL-SOCIAL THINKING CONF	01-9016-0-5770-1110-4300-035-0051	$991.00	$0.00
	BE 151518 Total	**$991.00**	**$991.00**
BE 151521	**Applied: 03/21/2018**	**Created: 03/21/2018**	
EWA#14165 declined. Per DD	01-3010-0-1110-1000-1130-431-0000	$5,280.00	$0.00
EWA#14165 declined. Per DD	01-3010-0-1110-1000-3101-431-0000	$762.00	$0.00
EWA#14165 declined. Per DD	01-3010-0-1110-1000-3331-431-0000	$77.00	$0.00
EWA#14165 declined. Per DD	01-3010-0-1110-1000-3501-431-0000	$3.00	$0.00
EWA#14165 declined. Per DD	01-3010-0-1110-1000-3601-431-0000	$93.00	$0.00
EWA#14165 declined. Per DD	01-3010-0-1110-1000-4300-431-0000	$0.00	$6,215.00
	BE 151521 Total	**$6,215.00**	**$6,215.00**
BE 151542	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BD- English 3D Training	01-3010-0-1110-1000-1130-430-0000	$0.00	$462.00
BD- English 3D Training	01-3010-0-1110-1000-3101-430-0000	$0.00	$68.00
BD- English 3D Training	01-3010-0-1110-1000-3331-430-0000	$0.00	$8.00
BD- English 3D Training	01-3010-0-1110-1000-3501-430-0000	$0.00	$2.00
BD- English 3D Training	01-3010-0-1110-1000-3601-430-0000	$0.00	$10.00
BD- English 3D Training	01-3010-0-1110-1000-4399-430-0000	$550.00	$0.00
	BE 151542 Total	**$550.00**	**$550.00**
BE 151553	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-JKB-S.BANUELOS MATH ONLINE COURSE	01-6264-0-1110-1000-4399-520-0020	$99.00	$0.00
BGT-JKB-S.BANUELOS MATH ONLINE COURSE	01-6264-0-1110-1000-5200-520-0020	$0.00	$99.00
	BE 151553 Total	**$99.00**	**$99.00**

Note	Account	Decrease	Increase
BE 151554	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-BW-FOR GRAFITTI COATING	01-8150-0-0000-8110-5200-049-0000	$1,500.00	$0.00
BGT-BW-FOR GRAFITTI COATING	01-8150-0-0000-8110-5800-049-0000	$0.00	$1,500.00
	BE 151554 Total	**$1,500.00**	**$1,500.00**
BE 151555	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-RB-LIBRARY BOOKS GRIFFITH	01-9016-0-1110-2420-4200-027-2727	$0.00	$4,383.00
BGT-RB-LIBRARY BOOKS GRIFFITH	01-9016-0-1110-2420-4300-027-2727	$4,383.00	$0.00
	BE 151555 Total	**$4,383.00**	**$4,383.00**
BE 151556	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-BW-AV NOW	01-9010-0-0000-8110-4300-049-FACU	$10,600.00	$0.00
BGT-BW-AV NOW	01-9010-0-0000-8110-6400-049-FACU	$0.00	$10,600.00
	BE 151556 Total	**$10,600.00**	**$10,600.00**
BE 151557	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-PS-SUPPLIES	01-3550-0-6000-1000-4300-433-0000	$0.00	$66.00
BGT-PS-SUPPLIES	01-3550-0-6000-1000-4400-433-0000	$66.00	$0.00
	BE 151557 Total	**$66.00**	**$66.00**
BE 151696	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BD-EWA#14261 Noone, #14263 Hedgecock, #14262 Moen	01-3010-0-1110-1000-1160-431-0000	$0.00	$1,500.00
BD-EWA#14261 Noone, #14263 Hedgecock, #14262 Moen	01-3010-0-1110-1000-3101-431-0000	$0.00	$217.00
BD-EWA#14261 Noone, #14263 Hedgecock, #14262 Moen	01-3010-0-1110-1000-3331-431-0000	$0.00	$22.00
BD-EWA#14261 Noone, #14263 Hedgecock, #14262 Moen	01-3010-0-1110-1000-3501-431-0000	$0.00	$1.00
BD-EWA#14261 Noone, #14263 Hedgecock, #14262 Moen	01-3010-0-1110-1000-3601-431-0000	$0.00	$27.00
BD-EWA#14261 Noone, #14263 Hedgecock, #14262 Moen	01-3010-0-1110-1000-4300-431-0000	$1,767.00	$0.00
	BE 151696 Total	**$1,767.00**	**$1,767.00**
BE 151699	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-EWA#14269/14270/14340/14341/14342 WASC PREP	01-0000-0-1110-1000-1130-035-0000	$0.00	$528.00
BGT-EWA#14269/14270/14340/14341/14342 WASC PREP	01-0000-0-1110-1000-3101-035-0000	$0.00	$77.00
BGT-EWA#14269/14270/14340/14341/14342 WASC PREP	01-0000-0-1110-1000-3331-035-0000	$0.00	$8.00
BGT-EWA#14269/14270/14340/14341/14342 WASC PREP	01-0000-0-1110-1000-3501-035-0000	$0.00	$1.00
BGT-EWA#14269/14270/14340/14341/14342 WASC PREP	01-0000-0-1110-1000-3601-035-0000	$0.00	$10.00
BGT-EWA#14269/14270/14340/14341/14342 WASC PREP	01-0000-0-1110-1000-4300-035-0000	$624.00	$0.00
	BE 151699 Total	**$624.00**	**$624.00**
BE 151700	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-EWA#14294 H.CARRANZA CLERICAL	01-0000-0-0000-2700-2430-023-0000	$0.00	$374.00

Note	Account	Decrease	Increase
BGT-EWA#14294 H.CARRANZA CLERICAL	01-0000-0-0000-2700-3202-023-0000	$0.00	$60.00
BGT-EWA#14294 H.CARRANZA CLERICAL	01-0000-0-0000-2700-3312-023-0000	$0.00	$24.00
BGT-EWA#14294 H.CARRANZA CLERICAL	01-0000-0-0000-2700-3332-023-0000	$0.00	$6.00
BGT-EWA#14294 H.CARRANZA CLERICAL	01-0000-0-0000-2700-3502-023-0000	$0.00	$1.00
BGT-EWA#14294 H.CARRANZA CLERICAL	01-0000-0-0000-2700-3602-023-0000	$0.00	$7.00
BGT-EWA#14294 H.CARRANZA CLERICAL	01-0000-0-0000-2700-4300-023-0000	$472.00	$0.00
	BE 151700 Total	**$472.00**	**$472.00**
BE 151701	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BD-EWA#14285 Saunders	01-3010-0-1110-1000-1130-424-0000	$0.00	$99.00
BD-EWA#14285 Saunders	01-3010-0-1110-1000-3101-424-0000	$0.00	$15.00
BD-EWA#14285 Saunders	01-3010-0-1110-1000-3331-424-0000	$0.00	$2.00
BD-EWA#14285 Saunders	01-3010-0-1110-1000-3501-424-0000	$0.00	$1.00
BD-EWA#14285 Saunders	01-3010-0-1110-1000-3601-424-0000	$0.00	$2.00
BD-EWA#14285 Saunders	01-3010-0-1110-1000-4300-424-0000	$119.00	$0.00
	BE 151701 Total	**$119.00**	**$119.00**
BE 151704	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BD-EWA#14352 Denning	01-3010-0-1110-1000-1130-430-0000	$0.00	$231.00
BD-EWA#14352 Denning	01-3010-0-1110-1000-3101-430-0000	$0.00	$34.00
BD-EWA#14352 Denning	01-3010-0-1110-1000-3331-430-0000	$0.00	$4.00
BD-EWA#14352 Denning	01-3010-0-1110-1000-3601-430-0000	$0.00	$4.00
BD-EWA#14352 Denning	01-3010-0-1110-1000-4399-430-0000	$273.00	$0.00
	BE 151704 Total	**$273.00**	**$273.00**
BE 151707	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-INCR BUDGET RE ELPAC TESTING	01-0000-0-0000-3160-1930-420-0000	$0.00	$11,117.00
BGT-INCR BUDGET RE ELPAC TESTING	01-0000-0-0000-3160-1940-420-0000	$0.00	$135.00
BGT-INCR BUDGET RE ELPAC TESTING	01-0000-0-0000-3160-3311-420-0000	$0.00	$8.00
BGT-INCR BUDGET RE ELPAC TESTING	01-0000-0-0000-3160-3331-420-0000	$0.00	$162.00
BGT-INCR BUDGET RE ELPAC TESTING	01-0000-0-0000-3160-3501-420-0000	$0.00	$5.00
BGT-INCR BUDGET RE ELPAC TESTING	01-0000-0-0000-3160-3601-420-0000	$0.00	$189.00
BGT-INCR BUDGET RE ELPAC TESTING	01-0000-0-0000-0000-9790-000-0000	$11,616.00	$0.00
	BE 151707 Total	**$11,616.00**	**$11,616.00**
BE 151711	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-EWA#14324 E.ROENNING ENRICH	01-9016-0-1120-1000-2130-021-0052	$0.00	$383.00
BGT-EWA#14324 E.ROENNING ENRICH	01-9016-0-1120-1000-3312-021-0052	$0.00	$24.00
BGT-EWA#14324 E.ROENNING ENRICH	01-9016-0-1120-1000-3332-021-0052	$0.00	$6.00
BGT-EWA#14324 E.ROENNING ENRICH	01-9016-0-1120-1000-3602-021-0052	$0.00	$7.00

Note	Account	Decrease	Increase
BGT-EWA#14324 E.ROENNING ENRICH	01-9016-0-1110-1000-4300-021-0052	$420.00	$0.00
	BE 151711 Total	**$420.00**	**$420.00**
BE 151713	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-COV NEG	01-0000-0-0000-8200-2240-849-0000	$0.00	$1,239.00
BGT-COV NEG	01-0000-0-0000-8200-2290-849-0000	$0.00	$487.00
BGT-COV NEG	01-0000-0-0000-0000-9790-000-0000	$1,726.00	$0.00
	BE 151713 Total	**$1,726.00**	**$1,726.00**
BE 151716	**Applied: 03/22/2018**	**Created: 03/22/2018**	
AG-MB-CASTILLO	01-9016-0-1150-1000-5800-023-0201	$0.00	$40.00
AG-MB-CASTILLO	01-9016-0-0000-0000-8699-023-0201	$0.00	$40.00
AG-MB-OSS- 1 OF 5	01-9016-0-1150-1000-5800-023-0201	$0.00	$900.00
AG-MB-OSS- 1 OF 5	01-9016-0-0000-0000-8699-023-0201	$0.00	$900.00
AG-RB-CK 4136-ATKINSON	01-9016-0-1110-1000-4300-027-0051	$0.00	$742.00
AG-RB-CK 4136-ATKINSON	01-9016-0-0000-0000-8699-027-0051	$0.00	$742.00
AG-LO-AMER STUD	01-9016-0-1110-1000-4300-031-3111	$0.00	$200.00
AG-LO-AMER STUD	01-9016-0-0000-0000-8699-031-3111	$0.00	$200.00
AG-LO-ART	01-9010-0-1510-1000-4300-031-0089	$0.00	$120.00
AG-LO-ART	01-9010-0-0000-0000-8689-031-0089	$0.00	$120.00
AG-LO-PE	01-9010-0-1140-1000-4300-031-0088	$0.00	$100.00
AG-LO-PE	01-9010-0-0000-0000-8699-031-0088	$0.00	$100.00
AG-LO-DONATION	01-9016-0-1110-1000-4300-031-3156	$0.00	$3,000.00
AG-LO-DONATION	01-9016-0-0000-0000-8699-031-3156	$0.00	$3,000.00
AG-AH-DONATION/BAND	01-9016-0-1250-1000-5800-032-3266	$0.00	$650.00
AG-AH-DONATION/BAND	01-9016-0-0000-0000-8699-032-3266	$0.00	$650.00
AG-PS-DON/MATH	01-9016-0-1160-1000-4300-033-0051	$0.00	$403.00
AG-PS-DON/MATH	01-9016-0-0000-0000-8699-033-0051	$0.00	$403.00
AG-PS-TRANS	01-9010-0-0000-3110-4300-033-0088	$0.00	$5.00
AG-PS-TRANS	01-9010-0-0000-0000-8699-033-0088	$0.00	$5.00
AG-PS-SCI/DON	01-9016-0-1150-1000-4300-033-0051	$0.00	$403.00
AG-PS-SCI/DON	01-9016-0-0000-0000-8699-033-0051	$0.00	$403.00
AG-PS-PARKING	01-9010-0-0000-8300-4300-033-0088	$0.00	$20.00
AG-PS-PARKING	01-9010-0-0000-0000-8699-033-0088	$0.00	$20.00
AG-PS-LOST TXTBKS	01-9010-0-1110-1000-4100-033-0089	$0.00	$26.00
AG-PS-LOST TXTBKS	01-9010-0-0000-0000-8689-033-0089	$0.00	$26.00
AG-PS-PE	01-9010-0-1140-1000-5800-033-0088	$0.00	$65.00
AG-PS-PE	01-9010-0-0000-0000-8699-033-0088	$0.00	$65.00
AG-PS-ENG/DON	01-9016-0-1190-1000-4300-033-0051	$0.00	$403.00
AG-PS-ENG/DON	01-9016-0-0000-0000-8699-033-0051	$0.00	$403.00
AG-JB-PTA-BOOKS	01-9016-0-1110-1000-4300-034-3415	$0.00	$4,056.00
AG-JB-PTA-BOOKS	01-9016-0-0000-0000-8699-034-3415	$0.00	$4,056.00
AG-JB-MATH CAMP	01-9016-0-1160-1000-5800-034-3471	$0.00	$2,779.00
AG-JB-MATH CAMP	01-9016-0-0000-0000-8699-034-3471	$0.00	$2,779.00
AG-PCS	01-9010-0-0000-8200-4300-049-FACU	$0.00	$120.00
AG-PCS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$120.00
AG-SKATEDOGS	01-9010-0-0000-8200-4300-049-FACU	$0.00	$270.00

Note	Account	Decrease	Increase
AG-SKATEDOGS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$270.00
AG-MIDCNTYSOCCER/2 INV	01-9010-0-0000-8200-4300-049-FACU	$0.00	$960.00
AG-MIDCNTYSOCCER/2 INV	01-9010-0-0000-0000-8699-049-FACU	$0.00	$960.00
AG-MIDCNTYSOCCER/2 INV	01-9010-0-0000-8200-2290-899-FACU	$0.00	$792.00
AG-MIDCNTYSOCCER/2 INV	01-9010-0-0000-0000-8699-899-FACU	$0.00	$792.00
AG-SV WARRIORS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$540.00
AG-SV WARRIORS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$540.00
AG-SV WARRIORS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$213.00
AG-SV WARRIORS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$213.00
AG-SV WARRIORS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$163.00
AG-SV WARRIORS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$163.00
AG-SV WARRIORS	01-9010-0-0000-8110-4300-049-FACU	$0.00	$90.00
AG-SV WARRIORS	01-9010-0-0000-0000-8699-049-FACU	$0.00	$90.00
AG-SV WARRIORS	01-9010-0-0000-8200-2290-899-FACU	$0.00	$88.00
AG-SV WARRIORS	01-9010-0-0000-0000-8699-899-FACU	$0.00	$88.00
	BE 151716 Total	**$0.00**	**$34,296.00**
BE 151721	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-EWA#14324/14323 ENRICHMENT	01-9016-0-1120-1000-2130-021-0052	$0.00	$779.00
BGT-EWA#14324/14323 ENRICHMENT	01-9016-0-1120-1000-3312-021-0052	$0.00	$49.00
BGT-EWA#14324/14323 ENRICHMENT	01-9016-0-1120-1000-3332-021-0052	$0.00	$12.00
BGT-EWA#14324/14323 ENRICHMENT	01-9016-0-1120-1000-3502-021-0052	$0.00	$1.00
BGT-EWA#14324/14323 ENRICHMENT	01-9016-0-1120-1000-3602-021-0052	$0.00	$14.00
BGT-EWA#14324/14323 ENRICHMENT	01-9016-0-1250-1000-4300-021-0052	$855.00	$0.00
	BE 151721 Total	**$855.00**	**$855.00**
BE 151722	**Applied: 03/22/2018**	**Created: 03/22/2018**	
AG-NSF CK 099/BV/NO NAME	01-9016-0-1150-1000-5800-021-0201	$250.00	$0.00
AG-NSF CK 099/BV/NO NAME	01-9016-0-0000-0000-8699-021-0201	$250.00	$0.00
AG-RB-NSF #130/GIVENS	01-9016-0-1150-1000-4300-027-2706	$295.00	$0.00
AG-RB-NSF #130/GIVENS	01-9016-0-0000-0000-8699-027-2706	$295.00	$0.00
AG-RB-NSF #141/REYES	01-9016-0-1150-1000-4300-027-2706	$295.00	$0.00
AG-RB-NSF #141/REYES	01-9016-0-0000-0000-8699-027-2706	$295.00	$0.00
	BE 151722 Total	**$1,680.00**	**$0.00**
BE 151723	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-RB-GOLD MINE/COLUMBIA 4TH GRADE	01-9016-0-1110-1000-5800-027-2710	$0.00	$336.00
BGT-RB-GOLD MINE/COLUMBIA 4TH GRADE	01-9016-0-1110-1000-4300-027-2710	$336.00	$0.00
	BE 151723 Total	**$336.00**	**$336.00**
BE 151724	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-ED-APPLE LAPTOPS	01-0700-0-1110-1000-4300-024-0000	$17.00	$0.00
BGT-ED-APPLE LAPTOPS	01-0700-0-1110-1000-4400-024-0000	$0.00	$17.00
	BE 151724 Total	**$17.00**	**$17.00**
BE 151728	**Applied: 03/22/2018**	**Created: 03/22/2018**	
ST-CXL EWA 13337 (DELGADO)	01-3010-0-1110-1000-2130-421-0000	$2,949.00	$0.00
ST-CXL EWA 13337 (DELGADO)	01-3010-0-1110-1000-3202-421-0000	$458.00	$0.00
ST-CXL EWA 13337 (DELGADO)	01-3010-0-1110-1000-3312-421-0000	$183.00	$0.00
ST-CXL EWA 13337 (DELGADO)	01-3010-0-1110-1000-3332-421-0000	$43.00	$0.00

Note	Account	Decrease	Increase
ST-CXL EWA 13337 (DELGADO)	01-3010-0-1110-1000-3502-421-0000	$2.00	$0.00
ST-CXL EWA 13337 (DELGADO)	01-3010-0-1110-1000-3602-421-0000	$52.00	$0.00
ST-CXL EWA 13337 (DELGADO)	01-3010-0-1110-1000-4300-421-0000	$0.00	$3,687.00
	BE 151728 Total	**$3,687.00**	**$3,687.00**
BE 151735	**Applied: 03/22/2018**	**Created: 03/22/2018**	
ST-CXL 13364,13421,13371 EWA (TOWNSEND, BOYD & STEPHENS)	01-0700-0-1110-1000-2130-021-0000	$8,470.00	$0.00
ST-CXL 13364,13421,13371 EWA (TOWNSEND, BOYD & STEPHENS)	01-0700-0-1110-1000-3312-021-0000	$526.00	$0.00
ST-CXL 13364,13421,13371 EWA (TOWNSEND, BOYD & STEPHENS)	01-0700-0-1110-1000-3332-021-0000	$123.00	$0.00
ST-CXL 13364,13421,13371 EWA (TOWNSEND, BOYD & STEPHENS)	01-0700-0-1110-1000-3502-021-0000	$5.00	$0.00
ST-CXL 13364,13421,13371 EWA (TOWNSEND, BOYD & STEPHENS)	01-0700-0-1110-1000-3602-021-0000	$149.00	$0.00
ST-CXL 13364,13421,13371 EWA (TOWNSEND, BOYD & STEPHENS)	01-0700-0-1110-1000-4300-021-0000	$0.00	$9,273.00
	BE 151735 Total	**$9,273.00**	**$9,273.00**
BE 151738	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-EWA #14315/14320 ENRICHMENT	01-9016-0-1140-1000-2130-021-0052	$0.00	$765.00
BGT-EWA #14315/14320 ENRICHMENT	01-9016-0-1140-1000-3312-021-0052	$0.00	$48.00
BGT-EWA #14315/14320 ENRICHMENT	01-9016-0-1140-1000-3332-021-0052	$0.00	$11.00
BGT-EWA #14315/14320 ENRICHMENT	01-9016-0-1140-1000-3602-021-0052	$0.00	$14.00
BGT-EWA #14315/14320 ENRICHMENT	01-9016-0-1250-1000-2130-021-0052	$838.00	$0.00
	BE 151738 Total	**$838.00**	**$838.00**
BE 151756	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-EWA#14332 J.BROWN NGSS LEADERSHIP	01-6264-0-1110-1000-3101-530-0030	$0.00	$96.00
BGT-EWA#14332 J.BROWN NGSS LEADERSHIP	01-6264-0-1110-1000-3331-530-0030	$0.00	$10.00
BGT-EWA#14332 J.BROWN NGSS LEADERSHIP	01-6264-0-1110-1000-3501-530-0030	$0.00	$1.00
BGT-EWA#14332 J.BROWN NGSS LEADERSHIP	01-6264-0-1110-1000-3601-530-0030	$0.00	$12.00
BGT-EWA#14332 J.BROWN NGSS LEADERSHIP	01-6264-0-1110-1000-1130-530-0030	$0.00	$660.00
BGT-EWA#14332 J.BROWN NGSS LEADERSHIP	01-6264-0-1110-1000-1140-530-0030	$0.00	$2,755.00
BGT-EWA#14332 J.BROWN NGSS LEADERSHIP	01-6264-0-1110-1000-3311-530-0030	$0.00	$62.00
BGT-EWA#14332 J.BROWN NGSS LEADERSHIP	01-6264-0-1110-1000-4399-530-0030	$3,596.00	$0.00
	BE 151756 Total	**$3,596.00**	**$3,596.00**
BE 151763	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-EWA#14331 A.GLASGOW ELPAC TESTING	01-0000-0-0000-3160-2930-420-0000	$0.00	$1,320.00
BGT-EWA#14331 A.GLASGOW ELPAC TESTING	01-0000-0-0000-3160-3312-420-0000	$0.00	$82.00
BGT-EWA#14331 A.GLASGOW ELPAC TESTING	01-0000-0-0000-3160-3332-420-0000	$0.00	$20.00
BGT-EWA#14331 A.GLASGOW ELPAC TESTING	01-0000-0-0000-3160-3502-420-0000	$0.00	$1.00
BGT-EWA#14331 A.GLASGOW ELPAC TESTING	01-0000-0-0000-3160-3602-420-0000	$0.00	$24.00

Note	Account	Decrease	Increase
BGT-EWA#14331 A.GLASGOW ELPAC TESTING	01-0000-0-0000-0000-9790-000-0000	$1,447.00	$0.00
	BE 151763 Total	**$1,447.00**	**$1,447.00**
BE 151764	**Applied: 03/22/2018**	**Created: 03/22/2018**	
AG-NSF CK/FACU CCBEARS	01-9010-0-0000-8110-4300-049-FACU	$660.00	$0.00
AG-NSF CK/FACU CCBEARS	01-9010-0-0000-0000-8699-049-FACU	$660.00	$0.00
AG-NSF CK/FACU CCBEARS	01-9010-0-0000-8200-2290-899-FACU	$440.00	$0.00
AG-NSF CK/FACU CCBEARS	01-9010-0-0000-0000-8699-899-FACU	$440.00	$0.00
	BE 151764 Total	**$2,200.00**	**$0.00**
BE 151868	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-JKB-EBOOK PRECALC W/TRIG	01-6300-0-1110-1000-4300-530-0000	$50.00	$0.00
BGT-JKB-EBOOK PRECALC W/TRIG	01-6300-0-1110-1000-5800-530-0000	$0.00	$50.00
	BE 151868 Total	**$50.00**	**$50.00**
BE 151869	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-RB-M.WILSON ORIENTAL TRADING	01-0000-0-0000-3110-4300-027-0000	$0.00	$188.00
BGT-RB-M.WILSON ORIENTAL TRADING	01-0000-0-1110-1000-4300-027-0000	$188.00	$0.00
	BE 151869 Total	**$188.00**	**$188.00**
BE 151901	**Applied: 03/22/2018**	**Created: 03/22/2018**	
BGT-COVER M.AUBRY REIMB	01-0723-0-0000-3600-5200-048-0000	$0.00	$14.00
BGT-COVER M.AUBRY REIMB	01-0723-0-0000-3600-4300-048-0000	$14.00	$0.00
	BE 151901 Total	**$14.00**	**$14.00**
BE 151925	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-ML-ASCA CONFERENCE COUNS.	01-9010-0-0000-3140-4300-600-0061	$9,000.00	$0.00
BGT-ML-ASCA CONFERENCE COUNS.	01-9010-0-0000-3110-5200-600-0061	$0.00	$9,000.00
	BE 151925 Total	**$9,000.00**	**$9,000.00**
BE 151926	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-BL-BAND SAW KIT	01-3550-0-6000-1000-4400-435-0000	$0.00	$118.00
BGT-BL-BAND SAW KIT	01-3550-0-6000-1000-4300-435-0000	$118.00	$0.00
	BE 151926 Total	**$118.00**	**$118.00**
BE 151927	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-JB-BOOKS	01-9016-0-1110-1000-4200-034-3415	$0.00	$4,056.00
BGT-JB-BOOKS	01-9016-0-1110-1000-4300-034-3415	$4,056.00	$0.00
	BE 151927 Total	**$4,056.00**	**$4,056.00**
BE 151930	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-JB-ON-LINE	01-9016-0-1170-1000-5800-034-3481	$0.00	$239.00
BGT-JB-ON-LINE	01-9016-0-1170-1000-4300-034-3481	$239.00	$0.00
	BE 151930 Total	**$239.00**	**$239.00**
BE 151931	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-JB-JEWELRY	01-0000-0-1120-4100-4300-034-0807	$0.00	$3,004.00
BGT-JB-JEWELRY	01-0000-0-1270-4100-4300-034-0807	$2,803.00	$0.00
BGT-JB-JEWELRY	01-0000-0-1120-1000-4300-034-0807	$201.00	$0.00
	BE 151931 Total	**$3,004.00**	**$3,004.00**
BE 151932	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-JB-CHOIR	01-0000-0-1270-4100-5800-034-0807	$0.00	$350.00
BGT-JB-CHOIR	01-0000-0-1270-4100-4300-034-0807	$350.00	$0.00

Note	Account	Decrease	Increase
	BE 151932 Total	**$350.00**	**$350.00**
BE 151933	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-JB-ART	01-0000-0-1120-4100-4300-034-0807	$0.00	$1,875.00
BGT-JB-ART	01-0000-0-1270-4100-4300-034-0807	$1,875.00	$0.00
	BE 151933 Total	**$1,875.00**	**$1,875.00**
BE 151948	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-EWA#14319 E.FOWLER VOLLEYBALL ENRICH	01-9016-0-1140-1000-2130-021-0052	$0.00	$585.00
BGT-EWA#14319 E.FOWLER VOLLEYBALL ENRICH	01-9016-0-1140-1000-3312-021-0052	$0.00	$37.00
BGT-EWA#14319 E.FOWLER VOLLEYBALL ENRICH	01-9016-0-1140-1000-3332-021-0052	$0.00	$9.00
BGT-EWA#14319 E.FOWLER VOLLEYBALL ENRICH	01-9016-0-1140-1000-3502-021-0052	$0.00	$1.00
BGT-EWA#14319 E.FOWLER VOLLEYBALL ENRICH	01-9016-0-1140-1000-3602-021-0052	$0.00	$11.00
BGT-EWA#14319 E.FOWLER VOLLEYBALL ENRICH	01-9016-0-1250-1000-2130-021-0052	$643.00	$0.00
	BE 151948 Total	**$643.00**	**$643.00**
BE 151963	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-EWA#14338 J.ATKINSON POSITIVE DISC.	01-9016-0-1110-1000-2130-027-0051	$0.00	$630.00
BGT-EWA#14338 J.ATKINSON POSITIVE DISC.	01-9016-0-1110-1000-3312-027-0051	$0.00	$40.00
BGT-EWA#14338 J.ATKINSON POSITIVE DISC.	01-9016-0-1110-1000-3332-027-0051	$0.00	$10.00
BGT-EWA#14338 J.ATKINSON POSITIVE DISC.	01-9016-0-1110-1000-3502-027-0051	$0.00	$1.00
BGT-EWA#14338 J.ATKINSON POSITIVE DISC.	01-9016-0-1110-1000-3602-027-0051	$0.00	$11.00
BGT-EWA#14338 J.ATKINSON POSITIVE DISC.	01-9016-0-1110-1000-4300-027-0051	$692.00	$0.00
	BE 151963 Total	**$692.00**	**$692.00**
BE 151964	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-JKB-MINDSET MATH - GRADE 5	01-6264-0-1110-1000-4399-520-0020	$460.00	$0.00
BGT-JKB-MINDSET MATH - GRADE 5	01-6264-0-1110-1000-4200-520-0020	$0.00	$460.00
	BE 151964 Total	**$460.00**	**$460.00**
BE 151965	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-GM-LIBRARY BOOKS	01-3010-0-3200-2420-4200-436-0000	$0.00	$1,005.00
BGT-GM-LIBRARY BOOKS	01-3010-0-3200-1000-4300-436-0000	$1,005.00	$0.00
	BE 151965 Total	**$1,005.00**	**$1,005.00**
BE 151966	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-PS-CHAIRS	01-0000-0-0000-2700-4300-033-0000	$0.00	$415.00
BGT-PS-CHAIRS	01-0000-0-1110-1000-4300-033-0000	$415.00	$0.00
	BE 151966 Total	**$415.00**	**$415.00**
BE 151967	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-PS-BOOKS	01-3010-0-1110-1000-4200-433-0000	$0.00	$324.00
BGT-PS-BOOKS	01-3010-0-1110-1000-4300-433-0000	$324.00	$0.00
	BE 151967 Total	**$324.00**	**$324.00**
BE 151968	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-PS-CORRECTION	01-3010-0-1110-1000-4300-433-0000	$0.00	$2,235.00

Note	Account	Decrease	Increase
BGT-PS-CORRECTION	01-3010-0-1110-1000-4400-433-0000	$1,265.00	$0.00
BGT-PS-CORRECTION	01-3010-0-1110-1000-4395-433-0000	$970.00	$0.00
	BE 151968 Total	**$2,235.00**	**$2,235.00**
BE 151969	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-PS-MANIPULATION TABLE	01-0000-0-1400-4200-4400-033-0807	$0.00	$526.00
BGT-PS-MANIPULATION TABLE	01-0000-0-1400-4200-4300-033-0807	$526.00	$0.00
	BE 151969 Total	**$526.00**	**$526.00**
BE 151970	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-PS-COMPUTER	01-0000-0-0000-2700-4400-033-0000	$0.00	$758.00
BGT-PS-COMPUTER	01-0000-0-1110-1000-4300-033-0000	$758.00	$0.00
	BE 151970 Total	**$758.00**	**$758.00**
BE 152010	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-MOVE FROM MEASURE O TO DONATIONS	01-9016-0-1270-1000-2160-035-0051	$0.00	$514.00
BGT-MOVE FROM MEASURE O TO DONATIONS	01-9016-0-1270-1000-3312-035-0051	$0.00	$32.00
BGT-MOVE FROM MEASURE O TO DONATIONS	01-9016-0-1270-1000-3332-035-0051	$0.00	$8.00
BGT-MOVE FROM MEASURE O TO DONATIONS	01-9016-0-1270-1000-3502-035-0051	$0.00	$1.00
BGT-MOVE FROM MEASURE O TO DONATIONS	01-9016-0-1270-1000-3602-035-0051	$0.00	$9.00
BGT-MOVE FROM MEASURE O TO DONATIONS	01-9016-0-1250-1000-4300-035-0051	$564.00	$0.00
	BE 152010 Total	**$564.00**	**$564.00**
BE 152014	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-MOVE FROM PAYR TO 4300	01-0000-0-1270-4100-2160-035-0807	$514.00	$0.00
BGT-MOVE FROM PAYR TO 4300	01-0000-0-1270-4100-3312-035-0807	$32.00	$0.00
BGT-MOVE FROM PAYR TO 4300	01-0000-0-1270-4100-3332-035-0807	$8.00	$0.00
BGT-MOVE FROM PAYR TO 4300	01-0000-0-1270-4100-3502-035-0807	$1.00	$0.00
BGT-MOVE FROM PAYR TO 4300	01-0000-0-1270-4100-3602-035-0807	$9.00	$0.00
BGT-MOVE FROM PAYR TO 4300	01-0000-0-1270-4100-4300-035-0807	$0.00	$564.00
	BE 152014 Total	**$564.00**	**$564.00**
BE 152015	**Applied: 03/23/2018**	**Created: 03/23/2018**	
EWAs funded out of different object code	01-6010-0-0000-2490-2290-424-0000	$5,693.00	$0.00
EWAs funded out of different object code	01-6010-0-0000-2490-3312-424-0000	$353.00	$0.00
EWAs funded out of different object code	01-6010-0-0000-2490-3332-424-0000	$83.00	$0.00
EWAs funded out of different object code	01-6010-0-0000-2490-3502-424-0000	$3.00	$0.00
EWAs funded out of different object code	01-6010-0-0000-2490-3602-424-0000	$104.00	$0.00
EWAs funded out of different object code	01-6010-0-1110-1000-4300-424-0000	$0.00	$6,236.00
	BE 152015 Total	**$6,236.00**	**$6,236.00**
BE 152016	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BD- To cover negatives	01-6010-0-1110-1000-2130-424-0000	$0.00	$4,220.00
BD- To cover negatives	01-6010-0-0000-2495-2240-424-0000	$0.00	$53.00
BD- To cover negatives	01-6010-0-1110-1000-4300-424-0000	$4,273.00	$0.00
	BE 152016 Total	**$4,273.00**	**$4,273.00**
BE 152017	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-LO-PE SHIRTS	01-9010-0-1140-1000-4300-031-0088	$1,870.00	$0.00

Note	Account	Decrease	Increase
BGT-LO-PE SHIRTS	01-9010-0-1140-1000-5800-031-0088	$0.00	$1,870.00
	BE 152017 Total	**$1,870.00**	**$1,870.00**
BE 152018	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-PS-BINDING MACHINE	01-9010-0-1110-1000-4400-033-0089	$0.00	$1,433.00
BGT-PS-BINDING MACHINE	01-9010-0-1110-1000-4100-033-0089	$1,433.00	$0.00
	BE 152018 Total	**$1,433.00**	**$1,433.00**
BE 152021	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BGT-EWA#14350 E. LEBLANC INSTR AIDE	01-0700-0-1110-1000-2130-021-0000	$0.00	$3,338.00
BGT-EWA#14350 E. LEBLANC INSTR AIDE	01-0700-0-1110-1000-3202-021-0000	$0.00	$528.00
BGT-EWA#14350 E. LEBLANC INSTR AIDE	01-0700-0-1110-1000-3312-021-0000	$0.00	$207.00
BGT-EWA#14350 E. LEBLANC INSTR AIDE	01-0700-0-1110-1000-3332-021-0000	$0.00	$49.00
BGT-EWA#14350 E. LEBLANC INSTR AIDE	01-0700-0-1110-1000-3502-021-0000	$0.00	$2.00
BGT-EWA#14350 E. LEBLANC INSTR AIDE	01-0700-0-1110-1000-3602-021-0000	$0.00	$59.00
BGT-EWA#14350 E. LEBLANC INSTR AIDE	01-0700-0-1110-1000-4300-021-0000	$4,183.00	$0.00
	BE 152021 Total	**$4,183.00**	**$4,183.00**
BE 152022	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BD-remaining hours for EWA#13958 Wilson, #13961 Nunnally	01-6010-0-1110-1000-2130-424-0000	$0.00	$1,131.00
BD-remaining hours for EWA#13958 Wilson, #13961 Nunnally	01-6010-0-1110-1000-3312-424-0000	$0.00	$70.00
BD-remaining hours for EWA#13958 Wilson, #13961 Nunnally	01-6010-0-1110-1000-3332-424-0000	$0.00	$17.00
BD-remaining hours for EWA#13958 Wilson, #13961 Nunnally	01-6010-0-1110-1000-3502-424-0000	$0.00	$1.00
BD-remaining hours for EWA#13958 Wilson, #13961 Nunnally	01-6010-0-1110-1000-3602-424-0000	$0.00	$21.00
BD-remaining hours for EWA#13958 Wilson, #13961 Nunnally	01-6010-0-1110-1000-4300-424-0000	$1,240.00	$0.00
	BE 152022 Total	**$1,240.00**	**$1,240.00**
BE 152026	**Applied: 03/23/2018**	**Created: 03/23/2018**	
BD-EWA#14311 Mullowney	01-3010-0-3200-1000-1130-436-0000	$0.00	$660.00
BD-EWA#14311 Mullowney	01-3010-0-3200-1000-3101-436-0000	$0.00	$96.00
BD-EWA#14311 Mullowney	01-3010-0-3200-1000-3331-436-0000	$0.00	$10.00
BD-EWA#14311 Mullowney	01-3010-0-3200-1000-3501-436-0000	$0.00	$1.00
BD-EWA#14311 Mullowney	01-3010-0-3200-1000-3601-436-0000	$0.00	$12.00
BD-EWA#14311 Mullowney	01-3010-0-3200-1000-4300-436-0000	$779.00	$0.00
	BE 152026 Total	**$779.00**	**$779.00**
BE 152207	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-BL-SWEETWATER	01-0000-0-1270-4100-4400-035-0807	$0.00	$1,139.00
BGT-BL-SWEETWATER	01-0000-0-1270-4100-4300-035-0807	$1,139.00	$0.00
	BE 152207 Total	**$1,139.00**	**$1,139.00**
BE 152208	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-JKB-L.LORBER CASMEC REIMB	01-0000-0-1250-1000-4300-520-0804	$211.00	$0.00
BGT-JKB-L.LORBER CASMEC REIMB	01-0000-0-1250-1000-5200-520-0804	$0.00	$211.00

Note	Account	Decrease	Increase
	BE 152208 Total	**$211.00**	**$211.00**
BE 152209	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-JKB-NEXT STEP GUIDED READING BOOKS	01-6264-0-1110-1000-4399-520-0020	$160.00	$0.00
BGT-JKB-NEXT STEP GUIDED READING BOOKS	01-6264-0-1110-1000-4200-520-0020	$0.00	$160.00
	BE 152209 Total	**$160.00**	**$160.00**
BE 152210	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-PS-LIBRARY BOOKS	01-9010-0-1110-1000-4200-033-0089	$0.00	$197.00
BGT-PS-LIBRARY BOOKS	01-9010-0-1110-1000-4100-033-0089	$197.00	$0.00
	BE 152210 Total	**$197.00**	**$197.00**
BE 152211	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-PS-LIBRARY BOOKS	01-9016-0-1110-2420-4200-033-0051	$0.00	$74.00
BGT-PS-LIBRARY BOOKS	01-9016-0-1110-2420-4300-033-0051	$74.00	$0.00
	BE 152211 Total	**$74.00**	**$74.00**
BE 152223	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-LO-BOOKS	01-6300-0-1110-1000-4300-531-0000	$1,820.00	$0.00
BGT-LO-BOOKS	01-6300-0-1110-1000-4200-531-0000	$0.00	$1,820.00
	BE 152223 Total	**$1,820.00**	**$1,820.00**
BE 152300	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-LO-COMPUTER	01-0000-0-1110-1000-4300-031-0000	$780.00	$0.00
BGT-LO-COMPUTER	01-0000-0-0000-2700-4400-031-0000	$0.00	$780.00
	BE 152300 Total	**$780.00**	**$780.00**
BE 152382	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-MPB-COV NEG PO#18-00374	01-0000-0-1110-1000-4300-023-0000	$350.00	$0.00
BGT-MPB-COV NEG PO#18-00374	01-0000-0-0000-2700-4300-023-0000	$0.00	$350.00
	BE 152382 Total	**$350.00**	**$350.00**
BE 152389	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-PS-TABLE/CHAIRS	01-0000-0-0000-2700-4300-033-0000	$0.00	$639.00
BGT-PS-TABLE/CHAIRS	01-0000-0-1110-1000-4300-033-0000	$639.00	$0.00
	BE 152389 Total	**$639.00**	**$639.00**
BE 152404	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-MOVE TO 5200 FOR WASC REIMB	01-0000-0-0000-2110-4300-055-0000	$325.00	$0.00
BGT-MOVE TO 5200 FOR WASC REIMB	01-0000-0-0000-2110-5200-055-0000	$0.00	$325.00
BGT-MOVE TO 5200 FOR WASC REIMB	01-0000-0-0000-2110-5200-855-0000	$0.00	$967.00
BGT-MOVE TO 5200 FOR WASC REIMB	01-0000-0-0000-2110-5800-855-0000	$967.00	$0.00
	BE 152404 Total	**$1,292.00**	**$1,292.00**
BE 152428	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-BL-INSTRUCTIONAL MOVIES	01-0000-0-1270-4100-4200-035-0807	$0.00	$138.00
BGT-BL-INSTRUCTIONAL MOVIES	01-0000-0-1270-4100-4300-035-0807	$138.00	$0.00
	BE 152428 Total	**$138.00**	**$138.00**
BE 152430	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-BL-BROOMS	01-3550-0-6000-8200-4300-435-0000	$0.00	$190.00
BGT-BL-BROOMS	01-3550-0-6000-1000-4300-435-0000	$190.00	$0.00

Note	Account	Decrease	Increase
	BE 152430 Total	**$190.00**	**$190.00**
BE 152431	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-BL-ENGLISH BOOKS	01-6300-0-1110-1000-4200-535-0000	$0.00	$5,000.00
BGT-BL-ENGLISH BOOKS	01-6300-0-1110-1000-4300-535-0000	$5,000.00	$0.00
	BE 152431 Total	**$5,000.00**	**$5,000.00**
BE 152432	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-FL-CONSULTANT SERVICES	01-0700-0-1110-1000-4300-021-0000	$0.00	$2,400.00
BGT-FL-CONSULTANT SERVICES	01-0700-0-1110-1000-5800-021-0000	$2,400.00	$0.00
	BE 152432 Total	**$2,400.00**	**$2,400.00**
BE 152434	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-JB-BOOKS	01-6300-0-1190-1000-4200-534-0000	$0.00	$177.00
BGT-JB-BOOKS	01-6300-0-1110-1000-4300-534-0000	$177.00	$0.00
	BE 152434 Total	**$177.00**	**$177.00**
BE 152435	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-BL-TEXTBOOKS	01-6300-0-1110-1000-4100-535-0000	$0.00	$4,841.00
BGT-BL-TEXTBOOKS	01-6300-0-1110-1000-4300-535-0000	$4,841.00	$0.00
	BE 152435 Total	**$4,841.00**	**$4,841.00**
BE 152438	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-JB-ART	01-0000-0-1120-4100-4400-034-0807	$0.00	$1,118.00
BGT-JB-ART	01-0000-0-1120-4100-4300-034-0807	$0.00	$327.00
BGT-JB-ART	01-0000-0-1270-4100-4300-034-0807	$1,445.00	$0.00
	BE 152438 Total	**$1,445.00**	**$1,445.00**
BE 152440	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-AH-BAND FIELD TRIP	01-9016-0-1250-1000-4300-032-3266	$261.00	$0.00
BGT-AH-BAND FIELD TRIP	01-9016-0-1250-1000-5800-032-3266	$0.00	$261.00
	BE 152440 Total	**$261.00**	**$261.00**
BE 152441	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-BL-LES MISERABLES	01-9010-0-1190-1000-4200-035-0089	$0.00	$149.00
BGT-BL-LES MISERABLES	01-9010-0-1190-1000-4300-035-0089	$149.00	$0.00
	BE 152441 Total	**$149.00**	**$149.00**
BE 152442	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-INSURANCE CLAIM BUS 3.19.18	01-9010-0-0000-3600-5800-048-IN48	$0.00	$4,630.00
BGT-INSURANCE CLAIM BUS 3.19.18	01-9010-0-0000-0000-9790-000-0000	$4,630.00	$0.00
	BE 152442 Total	**$4,630.00**	**$4,630.00**
BE 152488	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BD-correcting budget transfer	01-3010-0-1110-1000-1130-433-0000	$10,065.00	$0.00
BD-correcting budget transfer	01-3010-0-1110-1000-3101-433-0000	$1,453.00	$0.00
BD-correcting budget transfer	01-3010-0-1110-1000-3331-433-0000	$146.00	$0.00
BD-correcting budget transfer	01-3010-0-1110-1000-3501-433-0000	$6.00	$0.00
BD-correcting budget transfer	01-3010-0-1110-1000-3601-433-0000	$177.00	$0.00
BD-correcting budget transfer	01-3010-0-1110-1000-4300-433-0000	$0.00	$11,847.00
	BE 152488 Total	**$11,847.00**	**$11,847.00**
BE 152490	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BD- Correcting BT#143523	01-3010-0-1110-1000-1130-433-0000	$0.00	$6,105.00
BD- Correcting BT#143523	01-3010-0-1110-1000-3101-433-0000	$0.00	$881.00
BD- Correcting BT#143523	01-3010-0-1110-1000-3331-433-0000	$0.00	$89.00

Note	Account	Decrease	Increase
BD- Correcting BT#143523	01-3010-0-1110-1000-3501-433-0000	$0.00	$3.00
BD- Correcting BT#143523	01-3010-0-1110-1000-3601-433-0000	$0.00	$107.00
BD- Correcting BT#143523	01-3010-0-1110-1000-4300-433-0000	$7,185.00	$0.00
	BE 152490 Total	**$7,185.00**	**$7,185.00**
BE 152494	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BD- To cover Req#51219	01-6387-0-6000-1000-4300-430-0000	$0.00	$750.00
BD- To cover Req#51219	01-6387-0-6000-1000-4399-430-0000	$750.00	$0.00
	BE 152494 Total	**$750.00**	**$750.00**
BE 152504	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-AMB-BV SAIL BUDG REV	01-6500-0-5750-1110-4200-221-SAIL	$0.00	$225.00
BGT-AMB-BV SAIL BUDG REV	01-6500-0-5750-1110-4300-221-SAIL	$225.00	$0.00
	BE 152504 Total	**$225.00**	**$225.00**
BE 152507	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-JB-SCIENCE	01-0700-0-1150-1000-4300-034-0000	$0.00	$1,025.00
BGT-JB-SCIENCE	01-0700-0-1150-1000-4300-034-0000	$1,025.00	$0.00
	BE 152507 Total	**$1,025.00**	**$1,025.00**
BE 152508	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-JB-SCIENCE	01-0000-0-1150-1000-4300-034-0000	$0.00	$3,782.00
BGT-JB-SCIENCE	01-0000-0-1110-1000-4300-034-0000	$3,782.00	$0.00
	BE 152508 Total	**$3,782.00**	**$3,782.00**
BE 152510	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-ED-SUPPLIES	01-6010-0-1110-1000-4300-424-0000	$0.00	$700.00
BGT-ED-SUPPLIES	01-6010-0-1110-1000-5800-424-0000	$700.00	$0.00
	BE 152510 Total	**$700.00**	**$700.00**
BE 152514	**Applied: 03/26/2018**	**Created: 03/26/2018**	
BGT-JB-MATH	01-0000-0-1160-1000-4300-034-0000	$0.00	$500.00
BGT-JB-MATH	01-0000-0-1110-1000-4300-034-0000	$500.00	$0.00
	BE 152514 Total	**$500.00**	**$500.00**
BE 152584	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BD- Moving to correct object code from 2290 to 2230	01-3010-0-0000-8300-2290-433-0000	$410.00	$0.00
BD- Moving to correct object code from 2290 to 2230	01-3010-0-0000-8300-2230-433-0000	$0.00	$410.00
	BE 152584 Total	**$410.00**	**$410.00**
BE 152620	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-JB-ART	01-0000-0-1120-4100-4300-034-0807	$0.00	$1,920.00
BGT-JB-ART	01-0000-0-1120-4100-4400-034-0807	$0.00	$1,140.00
BGT-JB-ART	01-0000-0-1270-4100-4300-034-0807	$3,060.00	$0.00
	BE 152620 Total	**$3,060.00**	**$3,060.00**
BE 152621	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-JB-CERAMICS	01-0000-0-1120-4100-4300-034-0807	$0.00	$66.00
BGT-JB-CERAMICS	01-0000-0-1120-4100-4400-034-0807	$0.00	$619.00
BGT-JB-CERAMICS	01-0000-0-1270-4100-4300-034-0807	$685.00	$0.00
	BE 152621 Total	**$685.00**	**$685.00**
BE 152622	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-JB-PE	01-0000-0-1140-1000-4300-034-0000	$0.00	$410.00
BGT-JB-PE	01-0000-0-1110-1000-4300-034-0000	$410.00	$0.00

Note	Account	Decrease	Increase
	BE 152622 Total	**$410.00**	**$410.00**
BE 152623	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-JB-FLAG	01-0000-0-0000-2700-4300-034-0000	$0.00	$90.00
BGT-JB-FLAG	01-0000-0-1110-1000-4300-034-0000	$90.00	$0.00
	BE 152623 Total	**$90.00**	**$90.00**
BE 152624	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-JB-ART	01-0000-0-1120-4100-4300-034-0807	$0.00	$1,875.00
BGT-JB-ART	01-0000-0-1270-4100-4300-034-0807	$1,875.00	$0.00
	BE 152624 Total	**$1,875.00**	**$1,875.00**
BE 152625	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-RB-MATELOT MINING/DISCOVERY CHARTERS	01-9016-0-1110-1000-5800-027-2710	$0.00	$8,890.00
BGT-RB-MATELOT MINING/DISCOVERY CHARTERS	01-9016-0-1110-1000-4300-027-2710	$8,890.00	$0.00
	BE 152625 Total	**$8,890.00**	**$8,890.00**
BE 152633	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-EWA#14333 D.LEDBETTER NGSS LEADERSHIP	01-6264-0-1110-1000-2130-530-0030	$0.00	$395.00
BGT-EWA#14333 D.LEDBETTER NGSS LEADERSHIP	01-6264-0-1110-1000-3202-530-0030	$0.00	$63.00
BGT-EWA#14333 D.LEDBETTER NGSS LEADERSHIP	01-6264-0-1110-1000-3312-530-0030	$0.00	$25.00
BGT-EWA#14333 D.LEDBETTER NGSS LEADERSHIP	01-6264-0-1110-1000-3332-530-0030	$0.00	$6.00
BGT-EWA#14333 D.LEDBETTER NGSS LEADERSHIP	01-6264-0-1110-1000-3502-530-0030	$0.00	$1.00
BGT-EWA#14333 D.LEDBETTER NGSS LEADERSHIP	01-6264-0-1110-1000-3602-530-0030	$0.00	$7.00
BGT-EWA#14333 D.LEDBETTER NGSS LEADERSHIP	01-6264-0-1110-1000-4399-530-0030	$497.00	$0.00
	BE 152633 Total	**$497.00**	**$497.00**
BE 152634	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-EWA#14356 I.BALTEZAR NGSS ELD	01-6264-0-1110-1000-1130-520-0020	$0.00	$99.00
BGT-EWA#14356 I.BALTEZAR NGSS ELD	01-6264-0-1110-1000-3101-520-0020	$0.00	$15.00
BGT-EWA#14356 I.BALTEZAR NGSS ELD	01-6264-0-1110-1000-3331-520-0020	$0.00	$2.00
BGT-EWA#14356 I.BALTEZAR NGSS ELD	01-6264-0-1110-1000-3501-520-0020	$0.00	$1.00
BGT-EWA#14356 I.BALTEZAR NGSS ELD	01-6264-0-1110-1000-3601-520-0020	$0.00	$2.00
BGT-EWA#14356 I.BALTEZAR NGSS ELD	01-6264-0-1110-1000-4399-520-0020	$119.00	$0.00
	BE 152634 Total	**$119.00**	**$119.00**
BE 152773	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-EWA#14343 M.MULLINS CHILDCARE	01-9016-0-0000-2495-2930-023-0052	$0.00	$67.00
BGT-EWA#14343 M.MULLINS CHILDCARE	01-9016-0-0000-2495-3312-023-0052	$0.00	$5.00
BGT-EWA#14343 M.MULLINS CHILDCARE	01-9016-0-0000-2495-3332-023-0052	$0.00	$1.00
BGT-EWA#14343 M.MULLINS CHILDCARE	01-9016-0-0000-2495-3602-023-0052	$0.00	$2.00

Note	Account	Decrease	Increase
BGT-EWA#14343 M.MULLINS CHILDCARE	01-9016-0-1110-1000-4300-023-0052	$75.00	$0.00
	BE 152773 Total	**$75.00**	**$75.00**
BE 152774	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-PS-BUS REPAIRS	01-9010-0-0000-3600-5600-048-IN48	$0.00	$4,630.00
BGT-PS-BUS REPAIRS	01-9010-0-0000-3600-5800-048-IN48	$4,630.00	$0.00
	BE 152774 Total	**$4,630.00**	**$4,630.00**
BE 152775	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-PS-VB UPRIGHTS, STAND	01-0000-0-1400-4200-4400-033-0807	$0.00	$4,484.00
BGT-PS-VB UPRIGHTS, STAND	01-0000-0-1400-4200-4300-033-0807	$4,484.00	$0.00
	BE 152775 Total	**$4,484.00**	**$4,484.00**
BE 152776	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-PS-OFFICE SUPPLIES	01-0000-0-0000-2700-4300-033-0000	$0.00	$112.00
BGT-PS-OFFICE SUPPLIES	01-0000-0-1110-1000-4300-033-0000	$112.00	$0.00
	BE 152776 Total	**$112.00**	**$112.00**
BE 152779	**Applied: 03/27/2018**	**Created: 03/27/2018**	
AG-FL-MUSIC DON	01-9016-0-1250-1000-4300-021-0051	$0.00	$500.00
AG-FL-MUSIC DON	01-9016-0-0000-0000-8699-021-0051	$0.00	$500.00
AG-FL-OSS	01-9016-0-1150-1000-5800-021-0201	$0.00	$150.00
AG-FL-OSS	01-9016-0-0000-0000-8699-021-0201	$0.00	$150.00
AG-MB-OSS 1 OF 2	01-9016-0-1150-1000-5800-023-0201	$0.00	$730.00
AG-MB-OSS 1 OF 2	01-9016-0-0000-0000-8699-023-0201	$0.00	$730.00
AG-MB-POS PARNTG-MULLINS	01-9016-0-0000-2495-2930-023-0052	$0.00	$79.00
AG-MB-POS PARNTG-MULLINS	01-9016-0-0000-0000-8699-023-0052	$0.00	$79.00
AG-JB-MATH/T-SHIRTS	01-9016-0-1160-1000-5800-034-3471	$0.00	$329.00
AG-JB-MATH/T-SHIRTS	01-9016-0-0000-0000-8699-034-3471	$0.00	$329.00
AG-JB-AP TEST	01-9010-0-1294-3160-5800-034-0088	$0.00	$31,600.00
AG-JB-AP TEST	01-9010-0-0000-0000-8699-034-0088	$0.00	$31,600.00
AG-SC PONY BSBL	01-9010-0-0000-8110-4300-049-FACU	$0.00	$240.00
AG-SC PONY BSBL	01-9010-0-0000-0000-8699-049-FACU	$0.00	$240.00
AG-SC PONY BSBL	01-9010-0-0000-8200-2290-899-FACU	$0.00	$176.00
AG-SC PONY BSBL	01-9010-0-0000-0000-8699-899-FACU	$0.00	$176.00
AG-SCC LACROSSE	01-9010-0-0000-8110-4300-049-FACU	$0.00	$88.00
AG-SCC LACROSSE	01-9010-0-0000-0000-8699-049-FACU	$0.00	$88.00
AG-SC LACROSSE	01-9010-0-0000-8110-4300-049-FACU	$0.00	$360.00
AG-SC LACROSSE	01-9010-0-0000-0000-8699-049-FACU	$0.00	$360.00
AG-SC LACROSSE	01-9010-0-0000-8200-2290-899-FACU	$0.00	$528.00
AG-SC LACROSSE	01-9010-0-0000-0000-8699-899-FACU	$0.00	$528.00
AG-SC WALDORF	01-9010-0-0000-8110-4300-049-FACU	$0.00	$80.00
AG-SC WALDORF	01-9010-0-0000-0000-8699-049-FACU	$0.00	$80.00
AG-UCSC MEN LACROSSE	01-9010-0-0000-8110-4300-049-FACU	$0.00	$90.00
AG-UCSC MEN LACROSSE	01-9010-0-0000-0000-8699-049-FACU	$0.00	$90.00
AG-UCSC MEN LACROSSE	01-9010-0-0000-8200-2290-899-FACU	$0.00	$88.00
AG-UCSC MEN LACROSSE	01-9010-0-0000-0000-8699-899-FACU	$0.00	$88.00
	BE 152779 Total	**$0.00**	**$70,076.00**
BE 152781	**Applied: 03/27/2018**	**Created: 03/27/2018**	

Note	Account	Decrease	Increase
ST-MOVE BUDGET OF USCS MATH TUTORS	01-0700-0-3200-1000-1130-836-0000	$622.00	$0.00
ST-MOVE BUDGET OF USCS MATH TUTORS	01-0700-0-3200-1000-5800-836-0000	$0.00	$622.00
	BE 152781 Total	**$622.00**	**$622.00**
BE 152793	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-EWA#14364 J.CATANACH	01-0000-0-0000-7700-2430-857-0000	$0.00	$3,162.00
BGT-EWA#14364 J.CATANACH	01-0000-0-0000-7700-3202-857-0000	$0.00	$500.00
BGT-EWA#14364 J.CATANACH	01-0000-0-0000-7700-3312-857-0000	$0.00	$197.00
BGT-EWA#14364 J.CATANACH	01-0000-0-0000-7700-3332-857-0000	$0.00	$46.00
BGT-EWA#14364 J.CATANACH	01-0000-0-0000-7700-3502-857-0000	$0.00	$2.00
BGT-EWA#14364 J.CATANACH	01-0000-0-0000-7700-3602-857-0000	$0.00	$56.00
BGT-EWA#14364 J.CATANACH	01-0000-0-0000-0000-9790-000-0000	$3,963.00	$0.00
	BE 152793 Total	**$3,963.00**	**$3,963.00**
BE 152795	**Applied: 03/27/2018**	**Created: 03/27/2018**	
BGT-JB-SCIENCE	01-9010-0-1150-1000-4300-034-0083	$0.00	$570.00
BGT-JB-SCIENCE	01-9010-0-1110-1000-4300-034-0083	$570.00	$0.00
	BE 152795 Total	**$570.00**	**$570.00**
BE 152905	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-LO-BOOKS	01-9016-0-1110-1000-4300-031-3156	$165.00	$0.00
BGT-LO-BOOKS	01-9016-0-1110-1000-4200-031-3156	$0.00	$165.00
	BE 152905 Total	**$165.00**	**$165.00**
BE 152918	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-LO-TRACK EQUIPMENT	01-9016-0-1110-1000-4300-031-3156	$4,550.00	$0.00
BGT-LO-TRACK EQUIPMENT	01-9016-0-1110-1000-4400-031-3156	$0.00	$4,550.00
	BE 152918 Total	**$4,550.00**	**$4,550.00**
BE 152924	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-RB-KAMICE'S PHOTO COLUMBIA	01-9016-0-1110-1000-5800-027-2710	$0.00	$903.00
BGT-RB-KAMICE'S PHOTO COLUMBIA	01-9016-0-1110-1000-4300-027-2710	$903.00	$0.00
	BE 152924 Total	**$903.00**	**$903.00**
BE 152951	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-JB-SCIENCE	01-0700-0-1150-1000-4300-034-0000	$0.00	$2,000.00
BGT-JB-SCIENCE	01-0700-0-1110-1000-4300-034-0000	$2,000.00	$0.00
	BE 152951 Total	**$2,000.00**	**$2,000.00**
BE 152952	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-JKB-HARBOR MUSICAL INSTR.	01-0000-0-6000-1000-5800-433-0807	$6,363.00	$0.00
BGT-JKB-HARBOR MUSICAL INSTR.	01-0000-0-6000-1000-4300-433-0807	$0.00	$6,363.00
	BE 152952 Total	**$6,363.00**	**$6,363.00**
BE 152959	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-AH-COVER NEGATIVES	01-9010-0-0000-2700-4300-032-0088	$0.00	$20.00
BGT-AH-COVER NEGATIVES	01-9010-0-1110-1000-4300-032-0088	$20.00	$0.00
	BE 152959 Total	**$20.00**	**$20.00**
BE 152960	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-PS-ALPHAGRAPHICS	01-0700-0-1110-1000-5800-033-0000	$0.00	$3,270.00
BGT-PS-ALPHAGRAPHICS	01-0700-0-1110-1000-4300-033-0000	$3,270.00	$0.00
	BE 152960 Total	**$3,270.00**	**$3,270.00**
BE 152963	**Applied: 03/28/2018**	**Created: 03/28/2018**	

Note	Account	Decrease	Increase
ST-MOVE $ FOR LEAGUE FEES FOR SQHS	01-0000-0-1400-4200-5800-835-0807	$0.00	$1,000.00
ST-MOVE $ FOR LEAGUE FEES FOR SQHS	01-0000-0-1380-4100-1160-835-0807	$1,000.00	$0.00
	BE 152963 Total	**$1,000.00**	**$1,000.00**
BE 152964	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-CORRECT BT#149882 COLUMBIA TRIP	01-9016-0-1110-1000-5800-027-2710	$0.00	$900.00
BGT-CORRECT BT#149882 COLUMBIA TRIP	01-9016-0-1110-1000-4300-027-2710	$900.00	$0.00
	BE 152964 Total	**$900.00**	**$900.00**
BE 152980	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-PS-MICROSCOPE SERVICE	01-0000-0-1110-1000-5600-033-0000	$0.00	$750.00
BGT-PS-MICROSCOPE SERVICE	01-0000-0-1110-1000-4300-033-0000	$750.00	$0.00
	BE 152980 Total	**$750.00**	**$750.00**
BE 152981	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-JB-MATH	01-0000-0-1160-1000-4300-034-0000	$0.00	$52.00
BGT-JB-MATH	01-0000-0-1110-1000-4300-034-0000	$52.00	$0.00
	BE 152981 Total	**$52.00**	**$52.00**
BE 152985	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-JB-LCD PROJECTOR	01-3550-0-6000-1000-4400-434-0000	$0.00	$600.00
BGT-JB-LCD PROJECTOR	01-3550-0-6000-1000-4300-434-0000	$600.00	$0.00
	BE 152985 Total	**$600.00**	**$600.00**
BE 152986	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BD- REQ#51279	01-0000-0-6000-1000-5800-433-0807	$330.00	$0.00
BD- REQ#51279	01-0000-0-6000-1000-4200-433-0807	$0.00	$330.00
	BE 152986 Total	**$330.00**	**$330.00**
BE 152991	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-MOVE LEGAL BUDGET	01-0000-0-0000-7110-5800-053-5313	$0.00	$5,744.00
BGT-MOVE LEGAL BUDGET	01-0000-0-0000-7110-5800-053-0000	$5,744.00	$0.00
	BE 152991 Total	**$5,744.00**	**$5,744.00**
BE 153024	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-GM-IMACS FOR LIBRARY	01-3010-0-3200-2420-4400-436-0000	$0.00	$2,100.00
BGT-GM-IMACS FOR LIBRARY	01-3010-0-3200-1000-4300-436-0000	$2,100.00	$0.00
	BE 153024 Total	**$2,100.00**	**$2,100.00**
BE 153025	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-GM-TAX/APPLE CARE FOR LIBRARY	01-3010-0-3200-2420-4300-436-0000	$0.00	$465.00
BGT-GM-TAX/APPLE CARE FOR LIBRARY	01-3010-0-3200-1000-4300-436-0000	$465.00	$0.00
	BE 153025 Total	**$465.00**	**$465.00**
BE 153026	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-JB-GRADUATION	01-0000-0-0000-2700-5600-834-0014	$0.00	$6,859.00
BGT-JB-GRADUATION	01-0000-0-0000-2700-4300-834-0014	$6,859.00	$0.00
	BE 153026 Total	**$6,859.00**	**$6,859.00**
BE 153027	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-PS-BOOKS	01-0700-0-1110-1000-4200-033-0000	$0.00	$275.00
BGT-PS-BOOKS	01-0700-0-1110-1000-4300-033-0000	$275.00	$0.00

Note	Account	Decrease	Increase
	BE 153027 Total	**$275.00**	**$275.00**
BE 153206	**Applied: 03/28/2018**	**Created: 03/28/2018**	
GT-TF from 6000s to 5800	01-8150-0-0000-8110-5800-049-0000	$0.00	$137,393.52
GT-TF Capital Exp to Fund 400	01-8150-0-0000-8110-6400-049-0000	$10,099.00	$0.00
GT-TF Capital Exp to Fund 400	01-8150-0-0000-8110-6500-049-0000	$93,036.00	$0.00
GT-TF Capital Exp to Fund 400	01-8150-0-0000-8500-6170-034-POOL	$34,258.52	$0.00
	BE 153206 Total	**$137,393.52**	**$137,393.52**
BE 153218	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-RB-EUREKA MATH 18-19	01-6300-0-1110-1000-4100-527-0000	$0.00	$16,800.00
BGT-RB-EUREKA MATH 18-19	01-6300-0-1110-1000-4300-527-0000	$16,800.00	$0.00
	BE 153218 Total	**$16,800.00**	**$16,800.00**
BE 153219	**Applied: 03/28/2018**	**Created: 03/28/2018**	
BGT-BW-TO 4300/5600	01-8150-0-0000-8110-5800-049-0000	$60,000.00	$0.00
BGT-BW-TO 4300/5600	01-8150-0-0000-8110-4300-049-0000	$0.00	$30,000.00
BGT-BW-TO 4300/5600	01-8150-0-0000-8110-5600-049-0000	$0.00	$30,000.00
	BE 153219 Total	**$60,000.00**	**$60,000.00**
BE 153366	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-FL-PD Reading books	01-6300-0-1110-1000-4300-521-0000	$5,480.00	$0.00
BD-FL-PD Reading books	01-6300-0-1110-1000-4200-521-0000	$0.00	$5,480.00
	BE 153366 Total	**$5,480.00**	**$5,480.00**
BE 153367	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-AMB-Elem SDC StudentMini iPad	01-6500-0-5750-1110-4400-220-0000	$0.00	$550.00
BD-AMB-Elem SDC StudentMini iPad	01-6500-0-5750-1110-4300-220-0000	$550.00	$0.00
	BE 153367 Total	**$550.00**	**$550.00**
BE 153368	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-AMB-Secondary SDC Student iPad	01-6500-0-5750-1110-4400-230-0000	$0.00	$600.00
BD-AMB-Secondary SDC Student iPad	01-6500-0-5750-1110-4200-230-0000	$300.00	$0.00
BD-AMB-Secondary SDC Student iPad	01-6500-0-5750-1110-4300-230-0000	$300.00	$0.00
	BE 153368 Total	**$600.00**	**$600.00**
BE 153369	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-LO-iPads	01-9010-0-1400-4200-4300-031-FACU	$1,060.00	$0.00
BD-LO-iPads	01-9010-0-1110-1000-4300-031-FACU	$0.00	$1,060.00
	BE 153369 Total	**$1,060.00**	**$1,060.00**
BE 153371	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-BL-San Jose Charter	01-7220-7-1451-1000-5800-035-0000	$0.00	$4,800.00
BD-BL-San Jose Charter	01-7220-7-1451-2700-4300-035-0000	$4,800.00	$0.00
	BE 153371 Total	**$4,800.00**	**$4,800.00**
BE 153372	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-LO-Office supplies/Toner	01-0000-0-1110-1000-4300-031-0000	$2,500.00	$0.00
BD-LO-Office supplies/Toner	01-0000-0-0000-2700-4300-031-0000	$0.00	$2,500.00
	BE 153372 Total	**$2,500.00**	**$2,500.00**
BE 153373	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-JB-Combine	01-0700-0-1110-1000-4300-034-0000	$0.00	$983.00
BD-JB-Combine	01-0700-0-1150-1000-4300-034-0000	$983.00	$0.00
	BE 153373 Total	**$983.00**	**$983.00**
BE 153375	**Applied: 03/29/2018**	**Created: 03/29/2018**	

Note	Account	Decrease	Increase
BD-JB-Conf-W/L	01-0700-0-1110-1000-5200-034-0000	$0.00	$956.00
BD-JB-Conf-W/L	01-0700-0-1110-1000-4300-034-0000	$956.00	$0.00
	BE 153375 Total	**$956.00**	**$956.00**
BE 153377	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-JB-Books	01-6300-0-1110-2420-4200-534-0000	$0.00	$2,500.00
BD-JB-Books	01-6300-0-1110-1000-4300-534-0000	$2,500.00	$0.00
	BE 153377 Total	**$2,500.00**	**$2,500.00**
BE 153390	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-EWA#14363 Wilson	01-6010-0-1110-1000-2130-424-0000	$0.00	$2,327.00
BD-EWA#14363 Wilson	01-6010-0-1110-1000-3312-424-0000	$0.00	$145.00
BD-EWA#14363 Wilson	01-6010-0-1110-1000-3332-424-0000	$0.00	$34.00
BD-EWA#14363 Wilson	01-6010-0-1110-1000-3502-424-0000	$0.00	$1.00
BD-EWA#14363 Wilson	01-6010-0-1110-1000-3602-424-0000	$0.00	$43.00
BD-EWA#14363 Wilson	01-6010-0-1110-1000-4300-424-0000	$2,550.00	$0.00
	BE 153390 Total	**$2,550.00**	**$2,550.00**
BE 153426	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-GM-Projector	01-0700-0-3200-1000-4400-036-0000	$0.00	$560.00
BD-GM-Projector	01-0700-0-3200-1000-4300-036-0000	$560.00	$0.00
	BE 153426 Total	**$560.00**	**$560.00**
BE 153431	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-GM-Printing	01-0000-0-3300-2700-5800-039-0000	$0.00	$35.00
BD-GM-Printing	01-0000-0-3300-1000-4300-039-0000	$35.00	$0.00
	BE 153431 Total	**$35.00**	**$35.00**
BE 153433	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-AMB-HH-SAIL: Math Curriculum	01-6500-0-5750-1110-5800-200-0000	$0.00	$200.00
BD-AMB-HH-SAIL: Math Curriculum	01-6500-0-5750-1110-4300-200-0000	$200.00	$0.00
	BE 153433 Total	**$200.00**	**$200.00**
BE 153440	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-JB-Books	01-6300-0-1190-1000-4200-534-0000	$0.00	$2,500.00
BD-JB-Books	01-6300-0-1110-1000-4200-534-0000	$2,500.00	$0.00
	BE 153440 Total	**$2,500.00**	**$2,500.00**
BE 153447	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-BL-Mackbook Pro/iPad	01-0000-0-1270-4100-4400-035-0807	$0.00	$4,061.00
BD-BL-Mackbook Pro/iPad	01-0000-0-1270-4100-4300-035-0807	$4,061.00	$0.00
	BE 153447 Total	**$4,061.00**	**$4,061.00**
BE 153453	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD- To cover negatives	01-4203-0-0000-2490-3101-420-0047	$0.00	$2,584.00
BD- To cover negatives	01-4203-0-1110-1000-4399-420-0000	$2,584.00	$0.00
	BE 153453 Total	**$2,584.00**	**$2,584.00**
BE 153454	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD- Reimbursements	01-4203-0-1110-1000-5200-420-0000	$0.00	$100.00
BD- Reimbursements	01-4203-0-1110-1000-4399-420-0000	$100.00	$0.00
	BE 153454 Total	**$100.00**	**$100.00**
BE 153455	**Applied: 03/29/2018**	**Created: 03/29/2018**	
ST-MOVE $ FOR LEAGUE FEES FOR SQHS	01-0000-0-1400-4200-5800-835-0807	$0.00	$2,200.00

Note	Account	Decrease	Increase
ST-MOVE $ FOR LEAGUE FEES FOR SQHS	01-0000-0-1380-4100-1160-835-0807	$2,200.00	$0.00
	BE 153455 Total	**$2,200.00**	**$2,200.00**
BE 153535	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-FL-Computer	01-0700-0-1110-1000-4300-021-0000	$4,475.00	$0.00
BD-FL-Computer	01-0700-0-1110-1000-4400-021-0000	$0.00	$4,475.00
	BE 153535 Total	**$4,475.00**	**$4,475.00**
BE 153536	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-LO-books	01-6300-0-1110-1000-4300-531-0000	$1,400.00	$0.00
BD-LO-books	01-6300-0-1110-1000-4200-531-0000	$0.00	$1,400.00
	BE 153536 Total	**$1,400.00**	**$1,400.00**
BE 153537	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-PS-Parkas	01-0000-0-1400-4200-5800-033-0807	$0.00	$4,679.00
BD-PS-Parkas	01-0000-0-1400-4200-4300-033-0807	$4,679.00	$0.00
	BE 153537 Total	**$4,679.00**	**$4,679.00**
BE 153538	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-PS-SAT Prep Course	01-7338-0-1110-1000-5800-533-0000	$0.00	$3,750.00
BD-PS-SAT Prep Course	01-7338-0-1110-1000-4399-533-0000	$3,750.00	$0.00
	BE 153538 Total	**$3,750.00**	**$3,750.00**
BE 153539	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-LO-iPad covers	01-9010-0-1400-4200-4300-031-FACU	$700.00	$0.00
BD-LO-iPad covers	01-9010-0-1110-1000-4300-031-FACU	$0.00	$700.00
	BE 153539 Total	**$700.00**	**$700.00**
BE 153541	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-JB-ebooks	01-9016-0-1110-2420-5800-034-0051	$0.00	$110.00
BD-JB-ebooks	01-9016-0-1110-2420-4200-034-0051	$110.00	$0.00
	BE 153541 Total	**$110.00**	**$110.00**
BE 153542	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-JB-ebooks	01-6300-0-1110-2420-5800-534-0000	$0.00	$1,808.00
BD-JB-ebooks	01-6300-0-1110-2420-4200-534-0000	$1,808.00	$0.00
	BE 153542 Total	**$1,808.00**	**$1,808.00**
BE 153543	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-BW-for Max Builders HHS	01-8150-0-0000-8110-5800-049-0000	$15,000.00	$0.00
BD-BW-for Max Builders HHS	01-8150-0-0000-8110-5600-049-0000	$0.00	$15,000.00
	BE 153543 Total	**$15,000.00**	**$15,000.00**
BE 153544	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-GM-Apple care	01-3010-0-3200-2420-4400-436-0000	$0.00	$465.00
BD-GM-Apple care	01-3010-0-3200-1000-4300-436-0000	$465.00	$0.00
	BE 153544 Total	**$465.00**	**$465.00**
BE 153545	**Applied: 03/29/2018**	**Created: 03/29/2018**	
BD-JKB-SCHS PSAT test	01-9010-0-0000-3160-4300-530-0064	$3,984.00	$0.00
BD-JKB-SCHS PSAT test	01-9010-0-0000-3160-5800-534-0064	$0.00	$3,984.00
	BE 153545 Total	**$3,984.00**	**$3,984.00**
BE 153577	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-Summer reading institute	01-3010-0-1110-1000-5200-421-0044	$0.00	$850.00
BD-Summer reading institute	01-3010-0-1110-1000-4300-421-0044	$850.00	$0.00

Note	Account	Decrease	Increase
	BE 153577 Total	**$850.00**	**$850.00**
BE 153585	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD- To cover negatives	01-3010-0-1110-1000-5200-424-0044	$0.00	$562.00
BD- To cover negatives	01-3010-0-1110-1000-4300-424-0044	$562.00	$0.00
	BE 153585 Total	**$562.00**	**$562.00**
BE 153587	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-CG-Cover teqnology itmes over $500	01-0000-0-0000-7700-4300-057-0000	$2,365.00	$0.00
BD-CG-Cover teqnology itmes over $500	01-0000-0-0000-7700-4400-057-0000	$0.00	$2,365.00
	BE 153587 Total	**$2,365.00**	**$2,365.00**
BE 153589	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-GM-Office Supply	01-0700-0-3300-2700-4300-039-0000	$0.00	$55.00
BD-GM-Office Supply	01-0700-0-3300-1000-4300-039-0000	$55.00	$0.00
	BE 153589 Total	**$55.00**	**$55.00**
BE 153590	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-MG-Office Chairs	01-0700-0-3200-2700-4300-036-0000	$0.00	$300.00
BD-MG-Office Chairs	01-0700-0-3200-1000-4300-036-0000	$300.00	$0.00
	BE 153590 Total	**$300.00**	**$300.00**
BE 153608	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-BL-Conferences	01-0700-0-1110-1000-5200-035-0000	$0.00	$900.00
BD-BL-Conferences	01-0700-0-1110-1000-5200-035-0000	$900.00	$0.00
	BE 153608 Total	**$900.00**	**$900.00**
BE 153609	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-BL conferences	01-7338-0-1110-1000-5200-535-0000	$0.00	$1,000.00
BD-BL conferences	01-7338-0-1110-1000-4399-535-0000	$1,000.00	$0.00
	BE 153609 Total	**$1,000.00**	**$1,000.00**
BE 153610	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-BL- Guitar Center	01-0000-0-1270-4100-4400-035-0807	$0.00	$1,257.00
BD-BL- Guitar Center	01-0000-0-1270-4100-4300-035-0807	$1,257.00	$0.00
	BE 153610 Total	**$1,257.00**	**$1,257.00**
BE 153611	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-ED-GLAD	01-3010-0-1110-1000-4300-424-0044	$5,463.00	$0.00
BD-ED-GLAD	01-3010-0-1110-1000-5800-424-0044	$0.00	$5,463.00
	BE 153611 Total	**$5,463.00**	**$5,463.00**
BE 153612	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-ED-GLAD	01-3010-0-1110-1000-4300-424-0000	$537.00	$0.00
BD-ED-GLAD	01-3010-0-1110-1000-5800-424-0000	$0.00	$537.00
	BE 153612 Total	**$537.00**	**$537.00**
BE 153613	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-MPB-Eureka Math	01-6300-0-1110-1000-4300-523-0000	$21,000.00	$0.00
BD-MPB-Eureka Math	01-6300-0-1110-1000-4100-523-0000	$0.00	$21,000.00
	BE 153613 Total	**$21,000.00**	**$21,000.00**
BE 153622	**Applied: 03/30/2018**	**Created: 03/30/2018**	
to correct budget transfer	01-0700-0-1110-1000-5200-035-0000	$900.00	$0.00
to correct budget transfer	01-0700-0-1110-1000-5200-035-0000	$0.00	$900.00
	BE 153622 Total	**$900.00**	**$900.00**

Note	Account	Decrease	Increase
BE 153623	**Applied: 03/30/2018**	**Created: 03/30/2018**	
Correcting budget transfer	01-7338-0-1110-1000-5200-535-0000	$1,000.00	$0.00
Correcting budget transfer	01-7338-0-1110-1000-4399-535-0000	$0.00	$1,000.00
	BE 153623 Total	**$1,000.00**	**$1,000.00**
BE 153624	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-Correcting Budget tranfer #153608	01-0700-0-1110-1000-5200-035-0000	$0.00	$900.00
BD-Correcting Budget tranfer #153608	01-0700-0-1110-1000-4300-035-0000	$900.00	$0.00
	BE 153624 Total	**$900.00**	**$900.00**
BE 153625	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD- Correcting Budget Transfer #153609	01-7338-0-1110-1000-4399-535-0000	$10,000.00	$0.00
BD- Correcting Budget Transfer #153609	01-7338-0-1110-1000-5200-535-0000	$0.00	$10,000.00
	BE 153625 Total	**$10,000.00**	**$10,000.00**
BE 153657	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-JKB-MAR Mileage -March	01-0000-0-0000-2140-5200-520-0000	$101.00	$0.00
BD-JKB-MAR Mileage -March	01-0000-0-0000-2110-5200-520-0000	$0.00	$101.00
	BE 153657 Total	**$101.00**	**$101.00**
BE 153658	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-LO-Document Cameras	01-0700-0-1110-1000-4300-031-0000	$2,200.00	$0.00
BD-LO-Document Cameras	01-0700-0-1110-1000-4300-031-0000	$0.00	$2,200.00
	BE 153658 Total	**$2,200.00**	**$2,200.00**
BE 153659	**Applied: 03/30/2018**	**Created: 03/30/2018**	
correcting Budget Entry#153658	01-0700-0-1110-1000-4300-031-0000	$0.00	$2,200.00
correcting Budget Entry#153658	01-0700-0-1110-1000-4300-031-0000	$2,200.00	$0.00
	BE 153659 Total	**$2,200.00**	**$2,200.00**
BE 153660	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-Correcting budget entry 153658	01-0700-0-1110-1000-4300-031-0000	$2,200.00	$0.00
BD-Correcting budget entry 153658	01-0700-0-1110-1000-4400-031-0000	$0.00	$2,200.00
	BE 153660 Total	**$2,200.00**	**$2,200.00**
BE 153661	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-JB-Visitor Pass	01-0000-0-0000-2700-5800-034-0000	$0.00	$230.00
BD-JB-Visitor Pass	01-0000-0-1110-1000-4300-034-0000	$230.00	$0.00
	BE 153661 Total	**$230.00**	**$230.00**
BE 153663	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-JB-Engraved medals	01-0000-0-0000-2700-5800-834-0014	$0.00	$260.00
BD-JB-Engraved medals	01-0000-0-0000-2700-4300-834-0014	$260.00	$0.00
	BE 153663 Total	**$260.00**	**$260.00**
BE 153665	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-RB-Mystery Science Membership renewal	01-6300-0-1110-1000-5800-524-0000	$0.00	$999.00
BD-RB-Mystery Science Membership renewal	01-6300-0-1110-1000-4300-524-0000	$999.00	$0.00
	BE 153665 Total	**$999.00**	**$999.00**
BE 153668	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-JB-Tshirts	01-9016-0-1531-1000-5800-034-0051	$0.00	$500.00
BD-JB-Tshirts	01-9016-0-1531-1000-4300-034-0051	$500.00	$0.00
	BE 153668 Total	**$500.00**	**$500.00**
BE 153708	**Applied: 03/30/2018**	**Created: 03/30/2018**	

Note	Account	Decrease	Increase
BD-LO-3D printers	01-3010-0-1110-1000-4300-431-0000	$1,350.00	$0.00
BD-LO-3D printers	01-3010-0-1110-1000-4400-431-0000	$0.00	$1,350.00
	BE 153708 Total	**$1,350.00**	**$1,350.00**
BE 153713	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-JB-Combine	01-0000-0-1140-1000-4300-034-0000	$76.00	$0.00
BD-JB-Combine	01-0000-0-1141-1000-4300-034-0000	$35.00	$0.00
BD-JB-Combine	01-0000-0-1150-1000-4300-034-0000	$74.00	$0.00
BD-JB-Combine	01-0000-0-1160-1000-4300-034-0000	$9.00	$0.00
BD-JB-Combine	01-0000-0-1180-1000-4300-034-0000	$2.00	$0.00
BD-JB-Combine	01-0000-0-1200-1000-4300-034-0000	$76.00	$0.00
BD-JB-Combine	01-0000-0-1210-1000-4300-034-0000	$46.00	$0.00
BD-JB-Combine	01-0000-0-1110-1000-4300-034-0000	$0.00	$318.00
	BE 153713 Total	**$318.00**	**$318.00**
BE 153719	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-JB-MAP	01-9016-0-1200-1000-4400-034-3450	$0.00	$950.00
BD-JB-MAP	01-9016-0-1110-1000-4400-034-3450	$653.00	$0.00
BD-JB-MAP	01-9016-0-1200-1000-4300-034-3450	$297.00	$0.00
	BE 153719 Total	**$950.00**	**$950.00**
BE 153721	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-JB-Combine	01-0000-0-1110-1000-4300-034-0000	$0.00	$150.00
BD-JB-Combine	01-0000-0-1400-4200-5800-034-0000	$150.00	$0.00
	BE 153721 Total	**$150.00**	**$150.00**
BE 153722	**Applied: 03/30/2018**	**Created: 03/30/2018**	
BD-JB-Recond	01-0000-0-1400-4200-5800-034-0807	$0.00	$240.00
BD-JB-Recond	01-0000-0-1400-4200-4300-034-0807	$240.00	$0.00
	BE 153722 Total	**$240.00**	**$240.00**
Grand Total :		**$3,658,209.03**	**$4,000,167.03**

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Out of State Travel—AP Training, Soquel High School

MEETING DATE: April 25, 2018

FROM: Frank Wells, Assistant Superintendent of Educational Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
To approve the attached out of state travel of Soquel High School teachers Justin Swett and Marissa Ferejohn Swett, to the Advanced Placement Institute at the Community School of Naples, Florida. Courses requested are to train for the AP Computer Science A and the AP American Government and Politics Course (newly redesigned).

BACKGROUND:
The district has been working for several years to close the student achievement gap and ensure more students fulfill A-G requirements upon graduation from Santa Cruz City high schools. AP courses are a major part of this initiative, and more teachers are teaching more students in more of these courses every year. Marissa Ferejohn Swett and Justin Swett are both experienced AP teachers who seek this opportunity to further improve their practice, in accordance with district goals.

All Advanced Placement teachers are encouraged by the district to attend College Board approved AP institutes, to adequately prepare them for planning and implementing these rigorous courses at their school sites. The institute offered at the Community School of Naples includes four days of instruction in cohorts of teachers from around the country. These institutes are intensive, stimulating, and provide teachers with high quality preparation to teach specific AP courses, and are taught by College Board approved instructors. The courses offer training on course content, course planning, pedagogy appropriate to AP teaching, opportunities to network within and remain connected to the AP community, and materials and modeling of lessons within the course content.

Teachers who train in these courses are in a position to implement these strategies beyond their AP classrooms, and can leverage their learning from these courses in their PLCs and strategy-sharing meetings with their departments.

Soquel High School will be offering Advanced Placement Computer Science A for the first time in the 2018-19 school year. The number of institutes offering this course are more limited than most other courses, because it is a relatively new AP course offering

by College Board. There were no local institutes offering AP Computer Science this summer that were available when they could attend.

College Board is redesigning the AP Government and Politics course extensively in the 2018-19 school year, including a complete exam redesign and by adding a community project requirement, so Marissa Ferejohn Swett would like to be re-trained in this course this summer, to be prepared to teach it appropriately next year. While there are local institutes that offer this course this summer, none of them are compatible with the Swett family's summer schedule.

FISCAL IMPACT:

$4,000.00 total. $2,000.00 to be paid from CTEIG Grant (Restricted); $2,000.00 to be paid from the College Block Grant (Restricted).

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

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

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

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

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

Santa Cruz City Schools

Conference Request Form

Name: Marissa Swett & Justin Swett Job Title: Teacher - Social studies
Teacher - Computer science/math

Name of Conference: Advanced Placement Institute → AP Gov. & Politics Computer Science A

Location of Conference: Naples, Florida

Date of the request: 3/12/18

Date(s) of Conference: 6/11/18 – 6/14/18

Substitute Required (Check one): Yes___ No X

What district goal(s) does the conference address?

Prepare students for college/career through delivery of Advanced placement curriculum & test preparation. Necessary AP Computer science not available locally

How do you plan on sharing new learning with staff and colleagues?

PLC collaboration on AP curriculum

Fiscal Impact (total cost): $3600 * total including airfare + hotel + car rental Budget Code: _____

Funding Source (i.e., Title 1) CTEIG + College Teachers Block grant Travel by: Car X (rental) Airplane X Other ___

Supervisor's Name: Gail Altinsky

Supervisor's Signature: [signature]

Approval of Assistant Superintendent of Educational Services: [signature]

Approval of Assistant Superintendent of Business is required if the requested hotel is less than 75 miles away:

_____
Assistant Superintendent of Business

Marissa & Justin will share accommodations to reduce costs.

- All out-of-state travel requests must be submitted for Board approval at least 45 days in advance.
- Hotel stays are permitted if staying over 75 miles from the District – if less than 75 miles, prior approval is needed from the Assistant Superintendent of Business Services.
- Employees will be reimbursed for mileage up to the cost of a flight.

SANTA CRUZ CITY SCHOOLS

AGENDA ITEM: Disposition of Surplus Property

MEETING DATE: April 25, 2018

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.

SCCS BOARD OF EDUCATION

MEETING OF APRIL 25, 2018

SURPLUS PROPERTY LIST

SITE: HARBOR HIGH SCHOOL

	Property Description	Asset #	Year/Age	Condition	Value
1.	Wrestling Mats	None	Unknown	Obsolete. Too thin, has dead spots.	$0
				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.

Approval Date: _____ Approved By:_____

SCCS BOARD OF EDUCATION

MEETING OF APRIL 25, 2018

SURPLUS PROPERTY LIST

SITE: INFORMATION TECHNOLOGY DEPT.

	Property Description	Asset #	Year/Age	Condition	Value
1.	HP Compaq dc5700 desktop PC	None	12 yrs	Obsolete	$0
2.	HP Compaq dc5700 desktop PC	None	12 yrs	Obsolete	$0
3.	HP Compaq dc5700 desktop PC	None	12 yrs	Obsolete	$0
4.	HP Compaq dc5850 desktop PC	15455	9 yrs	Obsolete	$0
5.	HP Compaq dc5850 desktop PC	None	9 yrs	Obsolete	$0
6.	Dell Projector 1100MP	13510	13 yrs	Will not power on	$0
7.	Infocus Projector Model X2	13322	14 yrs	Not working	$0
8.	HP Compaq dc5700 desktop PC	14995	12 yrs	Obsolete	$0
9.	HP Compaq dc5700 desktop PC	14996	12 yrs	Obsolete	$0
10.	HP Compaq dc5700 desktop PC	14599	12 yrs	Obsolete	$0
11.	HP Compaq dc5700 desktop PC	14577	12 yrs	Obsolete	$0
12.	HP Compaq dc5700 desktop PC	14608	12 yrs	Obsolete	$0
13.	HP Compaq dc5700 desktop PC	14435	12 yrs	Obsolete	$0
14.	HP Compaq dc5700 desktop PC	14748	12 yrs	Obsolete	$0
15.	HP Compaq dc5700 desktop PC	None	12 yrs	Obsolete	$0
16.	HP Compaq dc5700 desktop PC	None	12 yrs	Obsolete	$0
				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.

Approval Date: _____ Approved By:_____

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Gifts

MEETING DATE: April 25, 2018

FROM: Kris Munro, Superintendent

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

Branciforte Middle School

- Gary and Joyce Grellman donated $3,874.04 for to the school Athletic Department.

Mission Hill Middle School

- Gary and Joyce Grellman donated $3,874.04 to the school Athletic Department.

Santa Cruz High School

- Gary and Joyce Grellman donated $7,749.13 to the school Athletic Department.

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.

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Bond Projects Agreements, Proposals and Bids

MEETING DATE: April 18, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Ratify the bond projects contracts, proposals and bids below, executed pursuant to Board Policy 3300.

BACKGROUND:
On June 14, 2017, 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 or designees, and required that the Board of Trustees ratify contracts within sixty (60) days of incurring the expense.

The following contracts, proposals and bids are presented for ratification:

		Contract Cost
8.3.1	Waterproofing Associates – Agreement for Roofing at Natural Bridges	$691,898
8.3.2	Waterproofing Associates – Change order # 1 for gutter and downspout work at Natural Bridges	$13,444
8.3.3	Ifland Survey – Change order #1 for additional design work at Soquel High	$1,600
8.3.4	M3 Environmental consulting – proposal for abatement oversight on roofing replacement at Mission Hill Middle School	$10,910
8.3.5	Roofing & Solar Construction, Inc. – agreement for roofing work at Harbor High	$1,295,000

FISCAL IMPACT:
As indicated above.

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

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

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

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

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM:	Approve Enviroplex Piggyback Proposal and Standard Contract Terms for a Pre-Manufactured Concession/Restroom Building at Soquel High School
MEETING DATE:	April 25, 2018
FROM:	Patrick K. Gaffney, Assistant Superintendent, Business Services
THROUGH:	Kris Munro, Superintendent

RECOMMENDATION:

Approve Enviroplex piggyback proposal and standard contract terms for a Pre-Manufactured Concession/Restroom Building at Soquel High School.

BACKGROUND:

The Project consists of a '24' x 40' Concession/Restroom Building at Soquel High School. The quote was based on piggy-backable contract pricing. The original bid was awarded to Enviroplex by Las Lomitas Elementary School District on 1/9/15. Included under this cover is a standard contract that will be completed with the terms of the bid proposal. This item is approving of both the proposal and standard terms in this contract.

FISCAL IMPACT:

This project will be funded by Measure 'A' bond funds (Restricted).
Total project cost $380,471.58, representing 1.1% of the site budget.

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

enviroplex

Santa Cruz City School District -- Soquel High School
(1) 24x40 Concession / Restroom Building
2013 CBC

P-back Item #		Description	Unit	Qty	Piggyback Price	Total
	1-STORY RIGID STEEL MOMENT FRAME BUILDINGS					
1000		24x40 Typical Classroom [With no floor Coverings: With Ceiling Tiles; LED light fixtures with dimming control; 9' floor to ceiling height in all modules; 2x4 fixed grid, lay in panel ceiling system (no suspension wires); (1) 3070 steel door w/Schlage lever hardware (2) 8040 windows, (2) porcelain/steel marker boards, battery wall clock, walls-full height tackboard; (6) duplex receptacles; (1) 125 amp single-phase panel; (1) 3.5 ton Bard wall mount HVAC with ducted air and programmable T-Stat; Standard bi-pitch roof design, approximately .25:12 dual slope, 5' overhang in front 2'6"rear overhang.	EA	1	$ 52,981.81	$ 52,981.81
	Sub-floor options					
1102		Concrete floor 125 lb floor load, light weight fill, 3" fill (adder)	Per module	2	$ 9,390.09	$ 18,780.18
	Concrete Foundations				$ -	
2200		12x40 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment)	EA	2	$ 13,484.01	$ 26,968.01
2201		12x40 at grade foundation (additional foundations segments)	EA	1	$ 10,391.35	$ 10,391.35
2204		Rat slab, 2" rough finish	Per sf	960	$ 4.83	$ 4,635.36
2210		Concrete Foundation Bolt Kit 50 or 65 Lb Floor	EA	2	$ 71.78	$ 143.56
2300		2x4 access vent well with retained metal grate (Non ADA)	EA	1	$ 3,869.69	$ 3,869.69
2302		4" polyvent	EA	1	$ 1,506.45	$ 1,506.45
2304		12" high, 24 ga metal flashing	Per lf	128	$ 19.48	$ 2,493.92
	Wood or engineered wood products				$ -	
2402		2x6 exterior wall studs in lieu of 2x4	Per lf	128	$ 4.92	$ 630.27
	Cement based or stucco					
2506		3-coat stucco (performed in field at prevailing wage)	Per sf	1,536	$ 19.90	$ 30,562.79
2507		3-coat stucco control joint	Per lf	768	$ 6.18	$ 4,743.35
2510		Acrylic Color - Standard Color Selections	Per sf	1,536	$ 1.08	$ 1,662.62
	Roofing Options				$ -	
2701		Extend rear overhang to 5' (2'6" is standard)	Per module	1	$ 454.17	$ 454.17
2703		Gable end overhang, up to 18"	Per pair	1	$ 3,390.97	$ 3,390.97
2715		Downspouts - thick walled round pipe	EA	2	$ 447.91	$ 895.83
2800		1/4:12 to 1.5:12, per module (shipping heights must be investigated)	Per module	2	$ 5,702.56	$ 11,405.12
	Roof finish materials (Standing seam roofs: 26 gauge over 5/8" wood roof deck)				$ -	
2902		Colored, standing seam metal, Kynar or equal, standard color	Per sf	960	$ 6.35	$ 6,092.18
	GENERAL					
3000		Interior wall, 2x4, standard finish (tack board) (Décor or equal)	Per lf	108	$ 50.14	$ 5,415.34
3003		Interior wall extension from ceiling level to roof deck	Per lf	108	$ 33.68	$ 3,637.74
3007		8x4 porcelain / steel markerboard	EA	(1)	$ 313.01	$ (313.01)
3011		Blocking only, wall mounted accessories, 4x4	Per lf	100	$ 11.93	$ 1,192.80
3018		FRP wall panels	EA	2,142	$ 3.18	$ 6,819.32
3024		Ceiling tile - food service area approved	Per sf	960	$ 1.29	$ 1,242.89
3031		Restroom signs (set)	EA	2	$ 102.83	$ 205.66
	Doors (KD Frames standard)					
3102		Stucco flange welded frames - Adder to 3070 Exterior KD Frame	EA	5	$ 563.64	$ 2,818.20
3103		3070 steel door w/Schlage D95 lever hardware, Norton 7500 door closer with hold open	EA	3	$ 1,786.01	$ 5,358.04
3105		2068 steel plumb chase door w/ deadbolt	EA	1	$ 1,445.15	$ 1,445.15
3129		10" high kick plate, silver	EA	4	$ 110.41	$ 441.63
3200		8040 xox	EA	(2)	$ 1,008.99	$ (2,017.97)
3234		Aluminum roll-up shutter with serving window, 6040	EA	2	$ 6,299.34	$ 12,598.68
	Electrical Options				$ -	
3300		125 amp 1-phase panel	EA	(1)	$ 720.35	$ (720.35)
3301		150 amp 1-phase panel	EA	1	$ 994.30	$ 994.30

3414		Exterior Door Light - LED w/ Photocell - TWS LED	EA	4	$ 282.41	$ 1,129.63
3426		Tubular Skylight (Solatube or equal)	EA	4	$ 1,566.79	$ 6,267.15
	Electrical infrastructure					
3502		Duplex receptacle	EA	12	$ 89.76	$ 1,077.08
3504		GFI receptacle	EA	6	$ 108.44	$ 650.67
3505		Dedicated circuit	EA	8	$ 194.66	$ 1,557.26
3508		Conduit 3/4"	Per lf	75	$ 2.96	$ 222.06
3512		Motion sensor, switch	EA	4	$ 255.69	$ 1,022.75
3513		N-light switching w on/off & dim	EA	4	$ 131.18	$ 524.70
3517		Daylight control	EA	1	$ 319.71	$ 319.71
3605		Exhaust Fan - Orbit 150CFM (or equal)	EA	9	$ 302.33	$ 2,720.95
4251		Bard 3 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	(1)	$ 5,314.64	$ (5,314.64)
	PLUMBING					
4903		WC wall hung, flush valve, ADA / 15" height	EA	6	$ 2,359.70	$ 14,158.21
4905		Urinal, flush valve, ADA or specified height	EA	1	$ 1,705.76	$ 1,705.76
5000		Lavatory, wall hung, ADA or specified height, cold only	EA	3	$ 1,749.10	$ 5,247.31
5006		Sink, floor, w/ trap primer if required	EA	1	$ 1,122.22	$ 1,122.22
5011		Pot sink: 3 compartment: Just NSFB-354-24RL 3 (or equal)	EA	1	$ 8,514.41	$ 8,514.41
5012		Prep sink: 1 compartment: Just NSFB-124-24L (or equal)	EA	1	$ 4,839.55	$ 4,839.55
5013		Hand sink: Just A-33338 (or equal)	EA	1	$ 2,957.20	$ 2,957.20
5018		hot/cold faucet - adder	EA	4	$ 81.18	$ 324.73
5019		goose neck faucet	EA	3	$ 70.17	$ 210.50
5101		Water Heater, 30 to 50 gal, electric, 240V	EA	1	$ 2,499.66	$ 2,499.66
5201		Ice maker supply box (metal)	EA	1	$ 578.34	$ 578.34
5203		Hose bib, recessed (wall hydrant)	EA	1	$ 1,165.93	$ 1,165.93
5204		Garbage disposal	EA	1	$ 899.97	$ 899.97
5208		Copper pipe, Type "L", rough in only and fixture fitting, ea	EA	4	$ 847.40	$ 3,389.58
5210		Floor Drain	EA	5	$ 1,178.30	$ 5,891.51
	Toilet partitions				$ -	
5304		Bobrick Sierra Series solid color composite ADA stall	EA	2	$ 3,585.73	$ 7,171.45
5305		Bobrick Sierra Series solid color composite standard stall	EA	3	$ 2,853.46	$ 8,560.38
5307		Bobrick Sierra Series solid color composite urinal screen 24x42	EA	1	$ 1,269.69	$ 1,269.69
5308		Reinforcement post and blocking	EA	2	$ 364.19	$ 728.37
	Toilet accessories				$ -	
5400		Grab bars, ADA (set of 2), Bobrick B-5806	EA	2	$ 139.08	$ 278.16
5401		Mirror, 18x30, SS framed, Bobrick B-165-1830	EA	3	$ 135.54	$ 406.61
5405		Toilet paper dispenser, surface mount, multi-roll, Bobrick B-2888	EA	6	$ 105.00	$ 629.98
5407		Toilet seat cover dispenser, surface mount, Bobrick B-221	EA	6	$ 64.95	$ 389.68
5412		Sanitary napkin receptacle, surface mounted, Bobrick B-254	EA	3	$ 154.79	$ 464.36
5416		Hand dryer, surface mounted, Xlerator XL-SB 11 3/4", SS	EA	2	$ 1,403.91	$ 2,807.83
	Flooring (all prices per sf unless otherwise noted)				$ -	
5802		Daltile 6"x6" Ceramic Tiles	Per sf	110	$ 30.16	$ 3,317.55
6100		Armstrong Connection Corlon	Per sf	480	$ 9.46	$ 4,538.57
6102		6" self cove (adder)	Per lf	88	$ 11.61	$ 1,021.65
	CASEWO				$ -	
6578		302 36x18x12 wall hung/2 door	EA	3	$ 456.79	$ 1,370.36
					Sub-Total	$ 317,362.92

	DISTRICT SPECIFIED ITEMS					
1		West Star Industries (or equal) 16ga Concession counter with pass thru extensions, subtop, brackets	Lft	20	$ 216.67	$ 4,333.40
2		West Star Industries (or equal) 16ga shelving, brackets	Lft	20	$ 216.67	$ 4,333.40
3		Stainless steel countertops installation at factory	EA	1	$ 1,718.32	$ 1,718.32
4		Sealed concrete floor (except concession area)	ft2	480	$ 6.58	$ 3,158.40
5		CREDIT -- Tackboard on interior added walls	ft2	(1,152)	$ 1.05	$ (1,209.60)
					Sub-Total	$ 12,333.92

	PROJECT CLOSE OUT ITEMS					
1		Labor to close out site	hour	40	$ 65.00	$ 2,600.00
2		On-Site Labor (plumbing close-out)	hour	40	$ 225.00	$ 9,000.00
3		Crane	day	1	$ 8,500.00	$ 8,500.00

4		Delivery (double drop truck for intetraged pitched roof and concrete floors)	floor	2	$ 4,400.00	$ 8,800.00
5		Installation	floor	2	$ 2,850.00	$ 5,700.00
6		Concrete foundation design	floor	2	$ 550.00	$ 1,100.00
7		Administrative Fee to Las Lomitas School District (Final Project Manual Section 00110; Item 20 Sub-section 2) (.5% of piggyback building price)				$ 1,586.81
8		Bond		1		$ 3,332.31
9		Estimated Tax		1		$ 10,155.61
					Grand Total	$ 380,471.58

Notes:

1 Structural Enginnering fees for foundation design, includes review/signature/stamped DSA submittal drawings

2 Additional design & foundation costs may be incurred if the site specific soils condition or CGS review prompt footings that are outside of Enviroplex's standard foundation design

3 Pursuant to recent DSA guidelines as described on the new 1-MR form regarding the "Delegation of Authority for Modular & Relocatable Buildings", site specific inspection fees will be necessary if Enviroplex's structural engineer determines that he/she is required to personally inspect and observe construction site conditions and foundation progress. The scope and scale of this requirement will generally relate to a number of factors including, but not limited to, the experience of the foundation contractor, foundation design complexity, building square footage, geographic location and site & soils condition. These charges shall be owner responsibility and coordinated directly with Enviroplex's structural engineer. As outlined in the DSA bulletin, these responsibilities can be sub-delegated to the project's Architect of record at the owner's direction and discretion.

APPENDIX ITEMS LIST

Pricing as of July 1, 2017

ITEM	DESCRIPTION	BASIS	COST
	1-STORY RIGID STEEL MOMENT FRAME BUILDINGS		
1000	24X40 Typical Classroom where Ss< 1.875	EA	$ 51,942.95
1001	24X40 Typical Classroom - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 53,874.35
1002	36x40 Typical Science Classroom where Ss< 1.875	EA	$ 307,418.16
1003	36x40 Typical Science Classroom - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 311,648.14
1004	30x32 Typical Classroom where Ss< 1.875	EA	$ 57,202.29
1005	30x32 Typical Classroom - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 58,805.78
1006	add 12x40 center module where Ss< 1.875	EA	$ 20,924.90
1007	add 12x40 center module - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 21,573.30
1008	add 10x32 center module where Ss< 1.875	EA	$ 19,930.55
1009	add 10x32 center module - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 20,927.02
1010	12x40 boy's / girl's restroom where Ss< 1.875	EA	$ 74,704.80
1011	12x40 boy's / girl's restroom - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 75,934.74
1012	12x40 boy's / girl's restroom with staff room where Ss< 1.875	EA	$ 75,307.56
1013	12x40 boy's / girl's restroom with staff room - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 78,594.13
1014	12x40 building (exterior walls, 1 door, minimal electric)where Ss< 1.875	EA	$ 34,373.59
1015	12x40 building (exterior walls, 1 door, minimal electric) - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 35,602.47
1016	10x32 building (exterior walls, 1 door, minimal electric) where Ss< 1.875	EA	$ 27,772.87
1017	10x32 building (exterior walls, 1 door, minimal electric) - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 28,189.93
1018	10x10 building (exterior walls, 1 door, minimal electric) where Ss< 1.875	EA	$ 21,754.76
1019	10x10 building (as above) - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 22,815.97
1020	12x12 building (exterior walls, 1 door, minimal electric) where Ss< 1.875	EA	$ 23,983.30
1021	12x12 building (as above) - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 26,105.72
1022	30x32 Daylight Building	EA	$ 233,465.76
1023	30x32 Daylight Building - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 233,465.76
1024	Vaulted Ceiling Building	EA	$ 67,525.73
1025	Vaulted Ceiling Building - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 70,036.54
	Sub-floor options		
1100	125 lb floor load, standard wood subfloor (adder)	Per module	$ 295.02
1101	150 lb floor load, standard wood subfloor (adder)	Per module	$ 622.27
1102	Concrete floor 125 lb floor load, light weight fill, 3" fill (adder)	Per module	$ 9,205.97
1103	Cement floor, self-levelling, pour in place (Levelrock or equal) (adder) - 3/4" depth with Sound Matt	Per module	$ 4,554.11
1104	Stiffened floor 10x32 - 24 O.C. Floor joists 14 Gauge (Adder)	Per module	$ 251.96
1105	Concrete Floor for 2 or less floors	Per module	$ 11,222.27
1106	150 Lb floor - High seismic adder	Per module	$ 853.90
	Wood Foundation Options (DSA allows up to 2000 sf)		
2000	1 1/2" layer of wood foundation for 12x40	EA	$ 83.84
2001	1 1/2" layer for 24x40	EA	$ 134.77
2002	1 1/2" layer for 36x40	EA	$ 184.65
2003	1 1/2" layer for 48x40	EA	$ 236.65
2004	MDO skirting up to 24" high	Per sf	$ 4.24
2005	Treated lumber upcharge per 12x40	LF	$ 303.40
2006	Expanded metal vents up to 12" high	LF	$ 40.11
2007	Cement Board skirting 1/4" up to 24" high	Per sf	$ 3.70
2008	Expanded metal vents for WUI up to 12" high	EA	$ 167.70
2009	Wood Foundation Bolt kit 50 or 65 lb Floor	EA	$ 105.27
2010	Wood Foundation Bolt kit 125lb Floor	EA	$ 138.99
2011	Shear Plates	EA	$ 38.03
	ADA Access Ramps		
2100	12' zero clearance ramp (site must be completely level for base ramp)	EA	$ 4,629.52

2101	Field adjustments to ramps due to site conditions	Man hour	$ 75.35
2102	Extended platform and ramp	Per sf	$ 50.73
2103	Stairs for standard 12" high ramp platform	EA	$ 725.25
2104	MDO ramp skirting up to 24" high	Per sf	$ 3.47
2105	Cement Board skirting 1/4" up to 24" high	Per sf	$ 3.70
	Concrete Foundations		
	Standard foundations (based on 1500 psf soil bearing pressure, non-expansive soil and level ground)		
2200	12x40 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment)	EA	$ 13,219.62
2201	12x40 at grade foundation (additional foundations segments)	EA	$ 10,187.60
2202	10x32 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment)	EA	$ 9,849.07
2203	10x32 at grade foundation (additional foundation segments)	EA	$ 7,512.29
2204	Rat slab, 2" rough finish	Per sf	$ 4.73
2205	12" wide foundation - Adder	EA	$ 379.91
2206	15" wide foundation - Adder	EA	$ 758.76
2207	Extra Height foundations - 30" to 36"	EA	$ 13,158.98
2208	Extra Height foundations - over 36" to 42"	EA	$ 14,674.38
2209	Shear Plates	EA	$ 313.39
2210	Concrete Foundation Bolt Kit 50 or 65 Lb Floor	EA	$ 70.37
2211	Concrete Foundation Bolt Kit 125Lb Floor	EA	$ 91.59
2212	Concrete Foundation Bolt Kit 150Lb Floor	EA	$ 162.03
	High Siesmic Concrete Foundations		
2250	12x40 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment) - High Seismic Zone	EA	$ 14,674.99
2251	12x40 at grade foundation (additional foundations segments) - High Seismic Zone	EA	$ 11,642.97
2252	10x32 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment) - High Seismic Zone	EA	$ 9,778.28
2253	10x32 at grade foundation (additional foundation segments) - High Seismic Zone	EA	$ 7,761.98
2254	12" wide foundation - Adder	EA	$ 379.91
2255	15" wide foundation - Adder	EA	$ 757.70
2256	Extra Height foundations - 30" to 36" - High Seismic Zone	EA	$ 13,158.98
2257	Extra Height foundations - over 36" to 42" - High Seismic Zone	EA	$ 14,674.38
2258	Shear Plates	EA	$ 313.39
2259	High Siesmic Concrete Foundation Bolt Kit 50 or 65 Lb Floor	EA	$ 70.37
2260	High SeismicConcrete Foundation Bolt Kit 125Lb Floor	EA	$ 91.59
2261	High SeismicConcrete Foundation Bolt Kit 150Lb Floor	EA	$ 162.03
	Foundation Vents & Flashing		
2300	2x4 access vent well with retained metal grate (Non ADA)	EA	$ 3,793.82
2301	2x4 access vent well with retained metal grate (ADA)	EA	$ 5,145.43
2302	4' polyvent	EA	$ 1,476.92
2303	6' polyvent	EA	$ 2,166.99
2304	12" high, 24 ga metal flashing	LF	$ 19.10
	Exterior Finish Options		
	Wood or engineered wood products		
2400	MDO "smart panel" with grooves 8" OC, per sf (T1-11 replacement)	Per sf	$ 2.37
2401	1/2" cdx plywood (for use under exterior finish products)	Per sf	$ 1.46
2402	2x6 exterior wall studs in lieu of 2x4	LF	$ 4.83
2403	1x4 wood trim or battens (in addition to standard window and door trim)	LF	$ 3.89
	Cement based or stucco		
2500	Cement board siding (4x9) (Hardie or equivalent)	Per sf	$ 6.05
2501	Cement board lap siding, per sf (Hardie or equivalent)	Per sf	$ 16.44
2502	Cement backer, exterior (for use under exterior finish products)	Per sf	$ 2.21
2503	Stuc-o-flex synthetic stucco	Per sf	$ 15.41
2504	Stuc-o-flex control joint	LF	$ 0.54
2505	Stuc-o-flex mod line close-up, per mod line (performed in field at prev. wage)	Per module	$ 502.66
2506	3-coat stucco (performed in field at prevailing wage)	Per sf	$ 19.51
2507	3-coat stucco control joint	LF	$ 6.06

2508	1x4 cement board trim or battens	LF	$	4.23
2509	Eisenwall 2-coat stucco system	Per sf	$	1.52
2510	Acrylic Color - Standard Color Selections	Per sf	$	1.06
2511	Cement board siding with chair rail	Per sf	$	6.76
	Misc exterior finish			
2600	Thin brick veneer	Per sf	$	21.25
2601	Control Joint for Thin Brick Veneer	Per LF	$	15.16
2602	Exterior paint colors (after two colors standard), whole surface	Per sf	$	340.66
2603	Metal roof and wall closure panels between classrooms, up to 6"	EA	$	174.04
2604	Exterior 1-hr fire wall construction (adder)	LF	$	135.23
2605	Wood closure panel between buildings, up to 2'	EA	$	334.29
2606	Roof access ladder 8'6", exterior, fixed to wall	EA	$	1,156.23
2607	Interior access ladder; fixed to wall, includes safety post and hatch	EA	$	4,595.57
2608	Add for finished soffits (elastomeric texture paint over plywood)	Per sf	$	6.60
2609	Exterior Paint in field	Per sf	$	3.58
	Basic construction			
2650	FSC wood in lieu of standard lumber (2x4 walls) adder	LF	$	4.53
2651	FSC wood in lieu of standard lumber (2x6 wlls) adder	LF	$	7.60
2652	FSC wood in lieu of standard lumber (plywood floor) adder	Per sf	$	1.36
2653	FSC wood in lieu of standard lumber (plywood roof deck) adder	Per sf	$	0.75
2654	Dupont Tyvek Air Barrier	Per sf	$	1.27
	Roofing Options			
	Standard pitch roofs (1/4:12), 2" galvanized standing seam, 5/8" plywood roof deck)			
2700	Shed Roof design	Per module	$	265.30
2701	Extend rear overhang to 5' (2'6" is standard)	Per module	$	445.26
2702	Overhangs on 12x40 restroom building	Per module	$	1,848.36
2703	Gable end overhang, up to 18"	Per pair	$	3,324.49
2704	Plant-on fascia, max 36" higher than ceiling level, factory built. (Shipping heights and wind loads must be confirmed)	LF	$	148.82
2705	3/4" T&G plywood roof deck (Adder)	Per sf	$	1.31
2706	Weather overhang (canvas), 5'L x 3'W max. Site installed	EA	$	914.18
2707	Weather overhang (aluminum), 5'L x 3'W max. Site installed	EA	$	1,333.37
2708	Extend front overhang from 5' to 8'	Per module	$	165.29
2709	Metal Panel finish on Plant on Fascia - Artisian 12" Panel Standard Color	Per sf	$	21.25
2710	Flat Soffits on pitched roofs	Per module	$	511.60
2711	WUI Soffit Vents	EA	$	5.04
2712	WUI Gutter Guards	EA	$	4.17
2713	Roof Jack	EA	$	64.30
2714	Continuous Gutter	LF	$	8.40
2715	Downspouts - thick walled round pipe	EA	$	439.13
	Insulation			
2750	Insulation, attic, R-36 (R-30 standard) - Adder	Per sf	$	1.05
2751	Insulation, wall, R-19 (R-13 standard) - Adder	Per sf	$	0.44
	Enhanced pitch roof (>1/4:12), finish material must be selected below			
2800	1/4:12 to 1.5:12, per module (shipping heights must be investigated)	Per module	$	5,590.74
2801	2:12 to 5:12, end unit. Must be shipped as separate module.	Per module	$	10,045.13
2802	2:12 to 5:12 center unit. Must be shipped as separate module.	Per module	$	9,274.53
2803	30lb snow load (Adder)	Per module	$	951.43
	Roof finish materials (standing seam metal roofs are 26 gauge over 5/8" wood roof deck)			
2900	Galvanized, standing seam	Per sf	$	2.50
2901	Title 24 Compliant standing seam metal, (Solar White Kynar) or equal	Per sf	$	4.36
2902	Colored, standing seam metal, Kynar or equal, standard color, in-stock selection. 10 floor minimum for ordered material	Per sf	$	6.22
2903	Colored, standing seam metal, Kynar or equal, custom color, 10 floor minimum	Per sf	$	7.34
2904	"Cool Roof" TPO, (Dura-last or equal)	Per sf	$	11.08
2905	TPO jacks	EA	$	75.80
2906	TPO Curbs	EA	$	341.11
	Interior Options			

3000	Interior wall, 2x4, standard finish (tack board) (Décor or equal)	LF	$ 49.16
3001	Interior wall, 2x4, tape/ texture/paint	LF	$ 54.44
3002	Interior wall, 2x6 adder	LF	$ 5.37
3003	Interior wall extension from ceiling level to roof deck	LF	$ 33.02
3004	Sound attenuation batts at modline roof beams	LF	$ 20.97
3005	Sound attenuating wall assembly, STC 46? (per Gypsum Association specifications)	LF	$ 76.80
3006	Toilet room, single, cold only (ADA compliant)	EA	$ 9,555.17
3007	8x4 porcelain / steel markerboard	EA	$ 306.88
3008	12x4 porcelain / steel markerboard	EA	$ 571.99
3009	6' projection screen (wall mount)	EA	$ 251.51
3010	TV bracket, flat screen	EA	$ 449.95
3011	Blocking only, wall mounted accessories, 4x4	LF	$ 11.69
3012	Blocking only, ceiling mounted accessories	EA	$ 72.45
3013	Blocking only, casework (double row)	LF	$ 15.18
3014	Blocking only - Cabinet Uppers (Double Row)	LF	$ 15.18
3015	Blocking - IDF cabinet up to 24" wide x 32" high	EA	$ 77.53
3016	Fire extinguisher w/wall bracket (51b 3A-40BC)	EA	$ 117.14
3017	Fire Extinguisher Cabinet, Recessed Mount, Capacity 10lb, width 10-5/16 in, height 24-3/8 in, construction galvanized steel, finish powder coated - Grainger	EA	$ 124.46
3018	FRP wall panels	Per sf	$ 3.12
3019	FRP w/ Aluminum Trim	Per sf	$ 4.41
3020	Ceramic tile on walls with thin set over 1/2" backing (Daltile standard or equal)	Per sf	$ 30.52
3021	Densglass or equal (in lieu of sheet rock)	Per sf	$ 4.52
3022	Ceiling tile - Armstrong 2910 fiberglass random fissure (or equal)	Per sf	$ 1.84
3023	Adder: Ceiling tile - Armstrong mineral board #769 Cortega (or equal)	Per sf	$ 1.35
3024	Ceiling tile - food service area approved	Per sf	$ 1.27
3025	Interior 1-hr fire wall construction (adder)	LF	$ 45.57
3026	Interior 2-hr fire wall construction (adder)	LF	$ 56.25
3027	Sheetrock ceiling with surface mounted lights (ceiling height approx 8')	Per sf	$ 4.17
3028	Access panel, through floor	EA	$ 1,198.58
3029	Access panel, through ceiling (sheet rock ceiling only) 8x8	EA	$ 120.98
3030	Operable wall - Hufcor (or equal) ceiling supported, 8' 6" high STC 45 (or equal)	LF	$ 938.50
3031	Restroom signs (set)	EA	$ 100.81
3032	Adder: Ceiling tiles - Armstrong School Zone Fine Fissured	Per sf	$ 1.38
3033	Ceiling tile clips	Per sf	$ 1.81
3034	Koroseal	Per sf	$ 3.82
	Doors (18 Ga. KD Frames standard)		
3100	Adder: Welded frame, 3070 - Adder	EA	$ 253.52
3101	Adder: Welded frame, 6070 - Adder	EA	$ 485.67
3102	Stucco flange welded frames - Adder to 3070 Exterior KD Frame	EA	$ 552.59
3103	3670 steel door w/Schlage D95 lever hardware, Norton 7500 door closer with hold open	EA	$ 1,750.99
3104	6070 steel double door w/Schlage D95 lever hardware, Norton 7500 door closer with hold open	EA	$ 2,175.48
3105	1' 4" 70 steel plumb chase door w/ deadbolt	EA	$ 1,416.82
3106	FRP door - continuous Hinge - no view light	EA	$ 4,966.84
3107	FRP door - continuous hinge - View Light	EA	$ 5,084.68
3108	3068 interior wood door in steel frame, sold core, pre-finished (Oak Legacy, White Ash or Walnut)	EA	$ 1,177.94
3109	Interior 3068 Stain Grade Door - 5 layer finish - Wood Species	EA	$ 1,496.30
3110	3068 interior wood Dutch door in steel frame	EA	$ 1,528.94
3111	6068 interior wood double door in steel frame	EA	$ 1,658.16
3112	5068 wood bi-fold door with full louvers	EA	$ 1,758.42
3113	3070 option for interior doors (adder)	EA	$ 1,519.88
3114	Panic hardware, Von Duprin CD99NL or equal	EA	$ 2,259.31
3115	Continuous Hinges - IVES Stainless Steel -	EA	$ 492.44
3116	Door Hold Open - Trimco	EA	$ 107.67
3117	LCN 4041 Upgrade	EA	$ 155.76
3118	IC Cores	EA	$ 138.59
3119	Primus per IC Core	EA	$ 150.36

3120	Peep holes	EA	$ 28.65
3121	Lighted exit sign	EA	$ 189.96
3122	Door closer (Norton 7500 w/hold-open)	EA	$ 375.64
3123	View lite, 8x30 (adder)	EA	$ 184.75
3124	View Light 8x30 Frosted Glass (Adder)	EA	$ 217.93
3125	Half lite, 24x30	EA	$ 259.62
3126	Full lite, 24x66	EA	$ 455.70
3127	Louver, 12x12 in door	EA	$ 85.66
3128	Louver, 24x12 in door	EA	$ 230.60
3129	10" high kick plate, silver	EA	$ 108.24
3130	Store front assembly with (2) doors. 12' x 8.5' dimension. Clear anodized, DG, Low E	EA	$ 14,786.16
3131	Store front assembly with (1) door. 6' x 8.5' dimension. Clear anodized, DG, Low E	EA	$ 10,264.08
3132	Hold open, wall mounted	EA	$ 68.85
3133	Fire rated door, interior, 3070, 20 Min (adder)	EA	$ 661.13
3134	Fire rated door, interior, 6070, 20 Min (adder)	EA	$ 1,185.37
3135	Fire rated door, exterior, 3070, 20 Min (adder)	EA	$ 559.80
3136	Fire rated door, exterior, 6070, 20 Min (adder)	EA	$ 742.19
3137	Fire rated view lite window, 8x24 w/ interior wire, 20 Min (adder)	EA	$ 448.89
3138	Fire rated doors, additional cost for 45 Min (additional adder)	EA	$ 1,256.86
3139	Fire rated doors, additional cost for 60 Min (additional adder)	EA	$ 1,369.82
3140	Fire rated doors, additional cost for 120 Min (additional adder)	EA	$ 1,568.47
	Windows		
3200	8040 xox - Aluminium Bronze Anodized	EA	$ 989.21
3201	6040 xo - Aluminium Bronze Anodized	EA	$ 799.62
3202	4040 xo - Aluminium Bronze Anodized	EA	$ 839.65
3203	4030 xo - Aluminium Bronze Anodized	EA	$ 672.26
3204	3010 xo, obscured glass - Aluminium Bronze Anodized	EA	$ 538.91
3205	4040 single hung - Aluminium Bronze Anodized	EA	$ 1,258.74
3206	3040 single hung - Aluminium Bronze Anodized	EA	$ 940.73
3207	6040 single hung - Aluminium Bronze Anodized	EA	$ 1,211.90
3208	4040 fixed exterior - Aluminium Bronze Anodized	EA	$ 977.44
3209	2060 fixed exterior - Aluminium Bronze Anodized	EA	$ 746.17
3210	4040 fixed interior (SG, clear glass) - Aluminium Bronze Anodized	EA	$ 839.65
3211	3020 hopper (opens inward) - Aluminium Bronze Anodized	EA	$ 890.68
3212	6020 hopper (opens inward) - Aluminium Bronze Anodized	EA	$ 1,190.90
3213	Hopper pole w/bracket	EA	$ 126.86
3214	3030 awning (opens outward w/crank) - Aluminium Bronze Anodized	EA	$ 960.76
3215	8040 xox - Vinyl Standard Color Selection	EA	$ 1,184.94
3216	6040 xo - Vinyl Standard Color Selection	EA	$ 1,048.51
3217	4040 xo - Vinyl Standard Color Selection	EA	$ 825.29
3218	4030 xo - Vinyl Standard Color Selection	EA	$ 737.92
3219	3010 xo, obscured glass - Vinyl Standard Color Selection	EA	$ 599.92
3220	4040 single hung - Vinyl Standard Color Selection	EA	$ 869.54
3221	3040 single hung - Vinyl Standard Color Selection	EA	$ 847.68
3222	6040 single hung - Vinyl Standard Color Selection	EA	$ 1,363.27
3223	4040 fixed exterior - Vinyl Standard Color Selection	EA	$ 921.36
3224	2060 fixed exterior - Vinyl Standard Color Selection	EA	$ 765.38
3225	4040 fixed interior (SG, clear glass) - Vinyl Standard Color Selection	EA	$ 921.36
3226	3020 hopper (opens inward) - Vinyl Standard Color Selection	EA	$ 666.65
3227	6020 hopper (opens inward) - Vinyl Standard Color Selection	EA	$ 1,171.50
3228	3030 awning (opens outward w/crank) - Vinyl Standard Color Selection	EA	$ 819.02
3229	Mini-blinds, aluminum (Levellor 1" or equal)	EA	$ 460.77
3230	Side lite, 16"x84"	EA	$ 638.26
3231	Security screens, hinged w/internal release (8040 xox)	EA	$ 514.69
3232	1 HR rated glass, interior wire	Per sf	$ 80.74
3233	Aluminum roll-up security shutter, 6040	EA	$ 3,553.84
3234	Aluminum roll-up shutter with serving window, 6040	EA	$ 6,175.83

3235	Aluminum roll up shutter with ticket window, 6040	EA	$ 4,239.88
3236	Aluminum roll-up door (garage type), 8070	EA	$ 5,542.84
3237	Custom serving window. Each 4' wide x 6' tall R&S counter with QuickServe; 22 ga small flat slats, tan; formed channel guides; manual push up; keyed bottom bars, single hung service window 216 sq.in. max area; auto close; audio communication ports in fixed window; clear anodized aluminum frame	EA	$ 11,957.17
3238	Verticle Binds - 3" Vinyl	EA	$ 291.84
3239	Motorized shades	EA	$ 1,092.31
3240	Roll up door conditioned space seal	EA	$ 245.22
	Daylighting		
3241	Window, daylighting (transom window above 7'6")	EA	$ 811.82
3242	Window, daylighting (transom window above 7'6") with light louvers	EA	$ 1,055.90
3243	Light shelf (Alcoa In-Lighten or equal)	EA	$ 643.74
	Electrical Options		
	Panels		
3300	125 amp 1-phase panel	EA	$ 706.22
3301	150 amp 1-phase panel	EA	$ 974.80
3302	200 amp 1-phase panel	EA	$ 1,115.33
3303	225 amp 1-phase panel	EA	$ 946.79
3304	400 amp 1-phase panel	EA	$ 1,301.04
3305	125 amp 3-phase panel	EA	$ 1,133.83
3306	150 amp 3-phase panel	EA	$ 1,211.22
3307	200 amp 3-phase panel	EA	$ 1,252.60
3308	225 amp 3-phase panel	EA	$ 1,554.44
3309	400 amp 3-phase panel	EA	$ 1,802.24
3310	Exterior RT panel (adder)	EA	$ 288.06
	Lights		
3400	Troffer, 2x4, T-8, 3-tube	EA	$ 303.69
3401	Troffer, 2x4, T-5, 3-tube	EA	$ 313.79
3402	Troffer, 2x4, T-5, direct/indirect (Lithonia 2AVG or equal)	EA	$ 314.36
3403	Troffer, 1x4, T-8, 2-tube	EA	$ 143.09
3404	Troffer, 2x2, T-8, "u"-tube	EA	$ 181.25
3405	Pendent, T-8 (Peerless or equal)	EA	$ 797.49
3406	Sconce light, wall mounted	EA	$ 653.70
3407	Fluorescent exterior door light	EA	$ 163.43
3408	Lighted "Exit" sign (battery back-up)	EA	$ 198.45
3409	Photo cell	EA	$ 43.40
3410	LED 2x4 - 2GTL	EA	$ 341.52
3411	LED 2x2- 2GTL	EA	$ 333.51
3412	LED 1x4 - 2GTL	EA	$ 340.18
3413	LED with Battery Back-up - 2x4 2GTL	EA	$ 782.10
3414	Exterior Door Light - LED w/ Photocell	EA	$ 276.87
3415	Exterior Light with battery backup/photocell - LED	EA	$ 640.55
3416	Teacher lighting controls - Academy pack	EA	$ 5,954.97
3417	Lighted Exit Sign - no battery backup	EA	$ 60.06
3418	LED 2x4 - Direct/Indirect 2ALL4	EA	$ 650.35
3419	LED 2x2 - Direct/Indirect 2ALL4	EA	$ 573.65
3420	LED 1x4 - Direct/Indirect 2ALL4	EA	$ 650.35
3421	Markerboard light - Lithonia 1x4	EA	$ 1,119.59
3422	LED 2x4 Direct/Indirect 2VTL	EA	$ 483.59
3423	LED 2x4 Direct/Indirect 2VTL	EA	$ 483.59
3424	LED 2x4 Direct/Indirect 2VTL	EA	$ 483.59
3425	LED Sofffit Lights - Surface mount	EA	$ 269.10
	Skylights		
3426	Tubular skylight (Solatube or equal)	EA	$ 1,536.07
3427	LED option in Solatube	EA	$ 1,159.79
	Electrical Infrastructure		
3500	Individual room switching	EA	$ 102.43

3501	3-way switching	EA	$ 323.21
3502	Duplex receptacle	EA	$ 88.00
3503	4-plex receptacle	EA	$ 102.47
3504	GFI receptacle	EA	$ 106.32
3505	Dedicated circuit	EA	$ 190.84
3506	230 v circuit	EA	$ 164.49
3507	4 square box with switch ring and 3/4" conduit stub to attic	EA	$ 38.20
3508	Conduit 3/4"	LF	$ 2.91
3509	Conduit 1"	LF	$ 3.83
3510	12x12x8 exterior box	EA	$ 96.57
3511	Motion sensor, ceiling	EA	$ 318.36
3512	Motion sensor, switch	EA	$ 250.68
3513	N-light switching w on/off & dim	EA	$ 128.61
3514	N-light switching 4 presets	EA	$ 219.38
3515	N-light three way switching	EA	$ 237.20
3516	N-light occ sensor	EA	$ 279.17
3517	Daylight control	EA	$ 313.44
3518	Switched receptacle	EA	$ 59.29
3519	Surge Protection receptacle	EA	$ 41.47
3520	Adder: Stainless steel switch cover/receptacle	EA	$ 5.35
3521	conduit 1 1/2" conduit	LF	$ 4.66
3522	conduit 2" conduit	LF	$ 5.07
3523	Data box for 1/1/2" to 2" conduit	LF	$ 47.84
	Electrical specialty		
3600	Floor box with (2) duplex recepticles, (2) low voltage, w/conduit and pull string for phone/data (Legrand CRF6)	EA	$ 697.96
3601	Floor box with (3) duplex recepticles, (3) low voltage recepticles, w/conduit and pull string for phone/data (Legrand EF6)	EA	$ 1,293.91
3602	Wiremold 5500 w/duplex / data at 36" OC	LF	$ 106.68
3603	Range vent hood, ducted (Broan 4136 or equal) - Need Switch for ADA Operation	EA	$ 1,031.81
3604	Exhaust fan - Orbit 80 CFM (or equal)	EA	$ 196.34
3605	Exhaust Fan - Orbit 150CFM (or equal)	EA	$ 296.40
	Low voltage items		
3700	Plywood backer board for terminal cabinets by others	Per sf	$ 4.69
3701	Clock - 120v electric	EA	$ 302.65
3702	Clock - battery	EA	$ 43.51
3703	Rough-in only for FA pull station	EA	$ 41.23
3704	Rough-in only for FA interior horn/strobe	EA	$ 40.86
3705	Rough-in only for FA exterior horn/strobe	EA	$ 43.51
3706	Clock/speaker box - surface mount	EA	$ 368.70
	Fire Sprinkler		
3800	Fire Sprinklers - Light Hazard, per sf (attaches to site riser by others)	Per sf	$ 7.64
3801	Fire Sprinklers - Normal Hazard, per sf (attaches to site riser by others)	Per sf	$ 7.95
3802	Bell Box	EA	$ 217.56
3803	Fire Riser blanket - Used in certain zones	EA	$ 2,327.47
3804	Fire Riser - 6" diamter installed on 6" above ground stub by Others	EA	$ 7,633.51
	HVAC Systems		
	Two-Stage high efficency (14.6/10.2 EER for 4 ton) wall mount HP w/ CRV		
3900	Bard 3 ton CH, "Quiet Climate 2" wall hung heat pump, 4 duct runs, programmable thermostat	EA	$ 9,211.14
3901	Bard 4 ton CH (see above)	EA	$ 9,794.22
3902	Bard 5 ton CH (see above)	EA	$ 10,300.56
3903	Bard 3 ton CH (as above) with MERV 11 filter option	EA	$ 9,628.03
3904	Bard 4 ton CH (as above) with MERV 11 filter option	EA	$ 10,211.11
3905	Bard 5 ton CH (as above) with MERV 11 filter option	EA	$ 10,717.46
	Two-Stage high efficency (15/11 EER for 4 ton) wall mount HP w/ CRV		
4000	Bard 3 ton TS, "Quiet Climate series"	EA	$ 8,018.71
4001	Bard 4 ton TS, "Quiet Climate series"	EA	$ 9,267.17

4002	Bard 5 ton TS, "Quiet Climate series"	EA	$ 9,953.87
4003	Bard 3 ton TS (as above) with MERV 11 filter option	EA	$ 8,435.61
4004	Bard 4 ton TS (as above) with MERV 11 filter option	EA	$ 9,267.17
4005	Bard 5 ton TS (as above) with MERV 11 filter option	EA	$ 9,953.87
	Single-stage high efficiency (11.3 EER for 4 ton) wall mount HP w/ CRV		
4100	Bard 3 ton TH, "Quiet Climate series"	EA	$ 8,718.91
4101	Bard 4 ton TH, "Quiet Climate series"	EA	$ 9,706.45
4102	Bard 5 ton TH, "Quiet Climate series"	EA	$ 10,183.48
4103	Bard 3 ton TH, (as above) with MERV 11 filter option	EA	$ 9,135.80
4104	Bard 4 ton TH, (as above) with MERV 11 filter option	EA	$ 9,706.45
4105	Bard 5 ton TH, (as above) with MERV 11 filter option	EA	$ 10,600.37
	Single Stage energy efficient (10 EER for 4 ton) wall mount HP with CRV		
4200	Bard 2.5 ton SH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 7,478.57
4201	Bard 3 ton SH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 7,785.83
4202	Bard 4 ton SH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 8,487.98
4203	Bard 5 ton SH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 9,071.37
	Single Stage energy efficient (9 EER for 4 ton) wall mount HP with CRV		
4250	Bard 2.5 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 4,853.22
4251	Bard 3 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 5,210.43
4252	Bard 4 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 6,073.66
4253	Bard 5 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 6,590.21
	Interior Heat Pump (9+EER)		
4300	Bard 3.5 ton QTEC interior ht pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 11,899.62
4301	Bard 4.0 ton QTEC (as above)	EA	$ 12,780.79
4302	Bard 5.0 ton QTEC (as above)	EA	$ 13,784.18
	Two Stage Interior Heat Pump (11+EER)		
4400	Bard 3.5 ton ITEC interior ht pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 16,887.08
4401	Bard 4.0 ton ITEC (as above)	EA	$ 18,363.14
4402	Bard 5.0 ton ITEC (as above)	EA	$ 18,377.53
	Wall Mount Gas/Electric unit (9+EER)		
4500	Bard 3.0 ton, Gas/Elec wall hung, upflow w/CRV 4 duct runs, programmable T-stat	EA	$ 8,412.65
4501	Bard 3.5 ton, Gas/Elec (as above)	EA	$ 8,968.49
4502	Bard 4.0 ton, Gas/Elec (as above)	EA	$ 8,940.14
4503	Propane kit for gas/electric	EA	$ 250.14
	Wall Mount Gas/Electric unit (14 IPLV))		
4550	Bard 3.0 ton, Gas/Elec wall hung, upflow w/CRV 4 duct runs, programmable T-stat	EA	$ 9,553.75
4551	Bard 3.5 ton, Gas/Elec (as above)	EA	$ 10,514.82
4552	Bard 4.0 ton, Gas/Elec (as above)	EA	$ 10,948.40
4553	Propane kit for gas/electric	EA	$ 179.34
	Roof Mounted HVAC		
4600	Roof mount HVAC, 4 ton, gas / electric (Goodman or equal)	EA	$ 9,790.76
4601	Roof mount HVAC, 4 ton, electric	EA	$ 9,096.00
4602	Roof mount HVAC, 5 ton, gas / electric	EA	$ 11,110.82
4603	Roof mount HVAC, 5 ton, electric	EA	$ 9,460.34
4604	Goodman Economizer	EA	$ 952.83
4605	Trane 3.5 Ton Gas/Electric or equal	EA	$ 11,262.57
4606	Trane 3.5 Ton Electric or equal	EA	$ 12,247.99
4607	Trane 4.0 Ton Gas/Electric or equal	EA	$ 12,551.18

4608	Trane 4.0 Ton Electric or equal	EA	$ 13,460.79
4609	Adder: 6 hole curb/plennum	EA	$ 732.36
4610	240V in-service GFI	EA	$ 401.02
4611	Service disconnect & electrical	EA	$ 442.71
4612	propane kit	EA	$ 527.49
4613	Roof walk off matts - TPO Roofs	EA	$ 90.48
4614	Trane Economizer	EA	$ 2,537.26
	Split system (for specialty rooms, MDF, electrical etc) (line set not longer than 50')		
4700	1 ton / Daikin or equal	EA	$ 8,455.65
4701	2 ton / Daikin or equal	EA	$ 9,972.12
4702	2 Wall mounted air handler/single condenser option - Fujitsu or equal	EA	$ 12,548.89
4703	3 Wall air handler/single condenser option - Fujitsu or equal	EA	$ 16,642.12
4704	4 air handler/single condenser option - Fujitsu or equal	EA	$ 21,796.55
4705	Single wall mount air handler/condenser option - Fujitsu or equal	EA	$ 8,152.45
4706	Single Ceiling mount air handler/condenser option - Fujitsu or equal	EA	$ 16,240.14
4707	small data hvac unit	EA	$ 1,994.38
	Misc HVAC		
4800	Fire dampers (electrical)	EA	$ 2,085.27
4801	Cross-over hole thru beams for ducting into adjacent module	EA	$ 184.23
4802	Return air plenum wall (12')	EA	$ 687.66
4803	9" insulated ducting	LF	$ 10.31
4804	Register, supply with 4-way throw and mixing box	EA	$ 112.49
4805	Register, return air	EA	$ 87.94
4806	Programmable T-stat	EA	$ 198.39
4807	Primary condensate line for roof mounted HVAC	EA	$ 795.55
4808	Air San (return air silencer)	EA	$ 553.09
4809	6 plenum / supply ducted system (Comfort Cool) Per 24x40 Classroom	EA	$ 1,042.63
4810	6 plenum / supply ducted system (Comfort Cool) Per 30x32 Classroom	EA	$ 990.06
4811	PICO Thermostat	EA	$ 452.32
4812	Pelican - wireless control reader & card	EA	$ 364.77
4813	Pelican gateway	EA	$ 170.83
4814	Title 24 Thermostat - Ecobee or equal	EA	$ 529.86
4815	Bard air silencer	EA	$ 1,645.68
4816	hard ducted fiberglass duct 7"x36"	EA	$ 335.01
4817	Economizer for wall hung HVAC unit	EA	$ 702.68
4818	HVAC plenum wall (interior) for noise reduction	EA	$ 960.99
4819	HVAC insolation curb (exterior) for noise reduction	EA	$ 1,483.92
4820	Window Interlock to suspend HVAC	EA	$ 488.18
	PLUMBING		
	Water closets		
4900	WC floor mount, tank type, ADA / 15" height	EA	$ 1,679.74
4901	WC floor mount, flush valve, ADA / 15" height	EA	$ 1,713.10
4902	WC wall hung, tank type, ADA / 15" height	EA	$ 2,565.09
4903	WC wall hung, flush valve, ADA / 15" height	EA	$ 2,313.43
4904	WC child's floor type, tank type, 10" height	EA	$ 1,646.39
4905	Urinal, flush valve, ADA or specified height	EA	$ 1,672.32
4906	Urinal, waterless	EA	$ 1,829.83
4907	Hands Free flush valve	EA	$ 422.36
4908	Push Button flush	EA	$ 523.03
	Sinks / drinking fountains / showers		
5000	Lavatory, wall hung, ADA or specified height, cold only	EA	$ 1,714.81
5001	Sink, classroom, SS, w/ bubbler, cold only	EA	$ 2,510.51
5002	Sink, kitchen, SS, 1 compartment, cold only	EA	$ 2,314.23
5003	Sink, kitchen, SS, 2 compartment, cold only	EA	$ 2,634.83
5004	Sink, mop, floor mount, cold only	EA	$ 1,878.70
5005	Sink, Janitor's, wall mount, cold only	EA	$ 1,552.40
5006	Sink, floor, w/ trap primer if required	EA	$ 1,100.21

5007	Sink, wash, wall hung	EA	$ 5,024.07
5008	Drinking fountain, SS, wall hung, single	EA	$ 3,226.07
5009	Drinking fountain, hi-low, SS, wall hung, ADA	EA	$ 5,039.71
5010	Shower, fiberglass, ADA (recessed in floor)	EA	$ 5,751.12
5011	Pot sink: 3 compartment: Just NSFB-354-24RL 3 (or equal)	EA	$ 8,347.46
5012	Prep sink: 1 compartment: Just NSFB-124-24L (or equal)	EA	$ 4,744.66
5013	Hand sink: Just A-33338 (or equal)	EA	$ 2,899.22
5014	Mop sink: Fiat MSB 2424 (or equal)	EA	$ 1,830.58
5015	Grease trap: JR Smith 8220 floor mount (or equal)	EA	$ 6,479.74
5016	Floor sink	EA	$ 1,434.75
5017	hands free faucet	EA	$ 344.89
5018	hot/cold faucet - adder	EA	$ 79.59
5019	goose neck faucet	EA	$ 68.79
	Plumbing - Reduced Flow		
5050	Urinal, waterless	EA	$ 1,829.83
5051	Urinal, low flow (1 GPF)	EA	$ 1,672.16
5052	WC, dual flush (1.6 GPF full flush, 1.1 GPF low flush)	EA	$ 2,565.09
5053	Lavatory, low flow, (1.8 GPM)	EA	$ 1,664.58
5054	Lavatory, ultra low flow, (.8 GPM)	EA	$ 1,664.58
5055	Lavatory, self timing faucet	EA	$ 2,023.87
	Water heaters		
5100	Water Heater, 10 or 20 gal, electric, 120V or 240V	EA	$ 2,053.46
5102	Water Heater, 30 to 50 gal, electric, 240V	EA	$ 2,450.65
5103	Water Heater, 40 or 50 gal, gas, with flue	EA	$ 2,726.56
5104	Water Heater, point-of-use, (Insta-Hot or 2.5 gal storage)	EA	$ 1,371.25
5105	Tankless Heater - Gas	EA	$ 5,585.76
	Plumbing misc infrastructure		
5200	Wash machine outlet/supply box	EA	$ 1,102.14
5201	Ice maker supply box (metal)	EA	$ 566.99
5202	Hose bib Faucet type	EA	$ 592.76
5203	Hose bib, recessed (wall hydrant)	EA	$ 1,143.07
5204	Garbage disposal	EA	$ 882.32
5205	Gas line (black steel), rough in only and fixture fitting, ea	EA	$ 982.37
5206	ABS plastic pipe, rough in only and fixture fitting, ea	EA	$ 597.31
5207	Cast iron pipe, rough in only and fixture fitting, ea	EA	$ 983.89
5208	Copper pipe, Type "L", rough in only and fixture fitting, ea	EA	$ 830.78
5209	Acid waste pipe, rough in only and fixture fitting, ea	EA	$ 1,423.54
5210	Floor Drain	EA	$ 1,155.20
	Science Lab options		
5250	Lab faucet	EA	$ 1,428.08
5251	Gas turret (single)	EA	$ 660.98
5252	Gas turret (dual)	EA	$ 713.13
5253	Eye wash, sink mounted	EA	$ 1,177.94
5254	Eye wash, wall mounted	EA	$ 1,761.61
5255	Drench shower w/drain	EA	$ 2,819.78
5256	Acid diluter (under sink, single station)	EA	$ 659.47
5257	Single-hole top-mount sink for single-hole faucet, stainless steel, acid resistant enamel finish	EA	$ 2,349.82
5258	Single-hole top-mounted (drop in) epoxy resin sink, acid resistant	EA	$ 607.01
5259	Epoxy top, black, per lf	EA	$ 795.91
5260	Chemsurf (or equal) chemical resistant laminate top, per lf	EA	$ 148.57
5261	Waste plumbing, acid resistant, per fixture	EA	$ 1,423.54
5262	Laboratory Fume Hood (Isolator Series with a top and bottom airfoil and aerodynamically shaped fascia posts to minimize turbulence)	EA	$ 25,853.15
5263	Wall-mounted fire blanket cabinet with fire blanket	EA	$ 230.28
	Toilet partitions		
5300	Steel ADA stall w/enamel finish (Accurate or equal)	EA	$ 1,624.42
5301	Steel standard stall w/enamel finish (Accurate or equal)	EA	$ 1,533.47
5302	Steel privacy screen 54x58 w/enamel finish (Accurate or equal)	EA	$ 863.82

5303	Steel urinal screen 24x42 w/enamel finish (Accurate or equal)	EA	$ 470.12
5304	Bobrick Sierra Series solid color composite ADA stall	EA	$ 3,515.42
5305	Bobrick Sieerra Series solid color composite standard stall	EA	$ 2,797.51
5306	Bobrick Sierra Series solid color composite privacy screen 54x58	EA	$ 1,588.63
5307	Bobrick Sierra Series solid color composite urinal screen 24x42	EA	$ 1,244.80
5308	Reinforcement post and blocking	EA	$ 357.04
	Toilet accessories		
5400	Grab bars, ADA (set of 2), Bobrick B-5806	EA	$ 136.35
5401	Mirror, 18x30, SS framed, Bobrick B-185-1830	EA	$ 132.88
5402	Adder: Mirror, 18x30, SS, Bobrick B-1556-1830-1830	EA	$ 150.80
5403	Liquid soap dispenser, surface mount, Bobrick B-2112	EA	$ 182.53
5404	Toilet paper dispenser, surface mount, single roll, Bobrick B-264	EA	$ 37.70
5405	Toilet paper dispenser, surface mount, multi-roll, Bobrick B-2888	EA	$ 102.94
5406	Toilet paper dispenser, semi-recessed, multi-roll, Bobrick B-3888	EA	$ 164.49
5407	Toilet seat cover dispenser, surface mount, Bobrick B-221	EA	$ 63.67
5408	Paper towel dispenser, surface mount, Bobrick B-262 (folded towels)	EA	$ 102.46
5409	Paper towel dispenser, recessed, Bobrick B-359 (folded towels)	EA	$ 167.67
5410	Paper towel and waste dispenser, recessed (4" wall), Bobrick B-3944	EA	$ 147.21
5411	Waste receptacle, surface mounted, Bobrick B-279	EA	$ 153.12
5412	Sanitary napkin receptacle, surface mounted, Bobrick B-254	EA	$ 151.75
5413	Sanitary napkin receptacle, recessed, Bobrick B-353	EA	$ 180.41
5414	Diaper changing station, surface mounted, Bobrick B-223x24	EA	$ 501.95
5415	Hand dryer, surface mounted, Xlerator XL-W 11 3/4", white	EA	$ 997.54
5416	Hand dryer, surface mounted, Xlerator XL-SB 11 3/4", SS	EA	$ 1,376.39
5417	Mop and broom holder Bobrick B-239-44	EA	$ 460.56
	Flooring (all prices per sf unless otherwise noted)		
	Carpet		
5600	Bigelow, New Basics II, 26oz, w/unitary backing (or equal)	Per sf	$ 4.31
5601	Bigelow, New Basics II, 28oz, w/unitary backing (or equal)	Per sf	$ 4.48
5602	Lee's Faculty IV, Duracolor, w/unibond backing (or equal)	Per sf	$ 6.90
5603	Lee's Workforce, Duracolor, w/unibond backing (or equal)	Per sf	$ 7.59
5604	Collins & Aikman Infinity (or equal)	Per sf	$ 8.50
5605	Collins & Aikman Explorer (or equal)	Per sf	$ 8.27
5606	Carpet Tile - Collins & Aikman (or Equal)	Per sf	$ 6.32
5607	Carpet Tile - Boylu Areial map 14oz (or Equal)	Per sf	$ 3.93
	Top set base		
5700	Burke 4" - Continuous Roll	LF	$ 3.49
5701	Burke 6" - Continuous Roll	LF	$ 4.78
	Tile		
5800	Daltile 12x12 squares (or equal)	Per sf	$ 28.05
5801	Daltile 2"x2" Ceramic tiles	Per sf	$ 29.57
5802	Daltile 6"x6" Ceramic Tiles	Per sf	$ 29.57
	Walk off mats		
5900	Mannington, Recourse II	Per sf	$ 16.69
	Tile		
6000	Armstrong Excelon or equal	Per sf	$ 4.48
6001	Forbo MCT, 13x13	Per sf	$ 10.24
6002	Armstrong Marmorette	Per sf	$ 12.27
6003	Multi-color VCT pattern (adder)	Per sf	$ 0.49
	Sheet vinyl		
6100	Armstrong Connection Corlon	Per sf	$ 9.27
6101	Forbo Marmoleum	Per sf	$ 10.79
6102	6" self cove (adder)	LF	$ 11.39
6103	Welded seams (adder)	Per sf	$ 9.87

	Epoxy flooring			
6200	Dex-O-Tex (or equal)		Per sf	$ 40.00
6201	epoxy floor - type		Per sf	$ 21.61
6202	6" cove for epoxy floor		LF	$ 40.00
	Flooring transition			
6300	Vinyl transition strip		LF	$ 3.65
	Casework			
	WIC # / Description			
6500	100	30x34x12 open base	EA	$ 466.93
6501	100	36x34x12 open base	EA	$ 482.85
6502	100	42x34x12 open base	EA	$ 501.95
6503	100	48x34x12 open base	EA	$ 518.93
6504	100	30x34x24 open base	EA	$ 479.67
6505	100	36x34x24 open base	EA	$ 517.72
6506	100	42x34x24 open base	EA	$ 564.71
6507	100	48x34x24 open base	EA	$ 613.23
6508	101	24x34x24 single door	EA	$ 570.93
6509	102	30x34x24 double door	EA	$ 688.72
6510	102	36x34x24 double door	EA	$ 740.72
6511	102	42x34x24 double door	EA	$ 757.70
6512	102	48x34x24 double door	EA	$ 773.62
6513	110	30x34x24 open divided	EA	$ 544.40
6514	110	36x34x24 open divided	EA	$ 579.89
6515	110	42x34x24 open divided	EA	$ 625.36
6516	110	48x34x24 open divided	EA	$ 670.83
6517	120	30x34x24 open divided	EA	$ 619.29
6518	120	36x34x24 open divided	EA	$ 670.83
6519	120	42x34x24 open divided	EA	$ 722.37
6520	120	48x34x24 open divided	EA	$ 773.93
6521	153	36x34x24 ADA sink base	EA	$ 804.40
6522	153	42x34x24 ADA sink base	EA	$ 826.68
6523	153	48x34x24 ADA sink base	EA	$ 857.46
6524	170	30x34x12 cubbie	EA	$ 592.15
6525	170	36x34x12 cubbie	EA	$ 592.15
6526	170	42x34x12 cubbie	EA	$ 629.90
6527	170	48x34x12 cubbie	EA	$ 676.90
6528	170	30x34x24 cubbie	EA	$ 826.99
6529	170	36x34x24 cubbie	EA	$ 899.76
6530	170	42x34x24 cubbie	EA	$ 972.52
6531	170	48x34x24 cubbie	EA	$ 1,045.29
6532	176	48x34x24 blind corner	EA	$ 837.29
6533	178	24x34x24 vertical storage	EA	$ 481.33
6534	180	42x34x24 cubbie	EA	$ 861.85
6535	180	48x34x24 cubbie	EA	$ 934.62
6536	186	48x34x24 corner base	EA	$ 883.07
6537	197	36x34x24 corner lazy susan	EA	$ 863.82
6538	210	30x34x24 open, drawer	EA	$ 660.22
6539	210	36x34x24 open, drawer	EA	$ 719.35
6540	210	42x34x24 open, drawer	EA	$ 778.47
6541	210	48x34x24 open, drawer	EA	$ 837.60
6542	211	24x34x24 1 drawer / 1 door	EA	$ 565.62
6543	212	30x34x24 1 drwr/2 doors	EA	$ 807.58
6544	212	36x34x24 1 drwr/2 doors	EA	$ 807.58
6545	212	42x34x24 1 drwr/2 doors	EA	$ 833.05
6546	212	48x34x24 1 drwr/2 doors	EA	$ 833.05
6547	220	35x34x18	EA	$ 808.79
6548	222	30x34x24 2 drwr/2 doors	EA	$ 847.91
6549	222	36x34x24 2 drwr/2 doors	EA	$ 872.46
6550	222	42x34x24 2 drwr/2 doors	EA	$ 929.79

6551	222	48x34x24 2 drwr/2 doors	EA	$ 967.97
6552	223	24x34x24 2 file drawers	EA	$ 649.61
6553	230	24x34x24 3 drawers	EA	$ 758.76
6554	230	30x34x24 3 drawers	EA	$ 807.27
6555	230	36x34x24 3 drawers	EA	$ 857.31
6556	231	42x34x24 3 drawers	EA	$ 917.94
6557	231	48x34x24 3 drawers	EA	$ 967.97
6558	240	24x34x24 4 drawers	EA	$ 905.71
6559	240	30x34x24 4 drawers	EA	$ 977.06
6560	240	36x34x24 4 drawers	EA	$ 1,033.16
6561	240	42x34x24 4 drawers	EA	$ 1,089.26
6562	240	48x34x24 4 drawers	EA	$ 1,145.35
6563	250	30x34x24 5 drawers	EA	$ 1,148.38
6564	250	36x34x24 5 drawers	EA	$ 1,213.57
6565	250	42x34x24 5 drawers	EA	$ 1,278.76
6566	250	48x34x24 5 drawers	EA	$ 1,343.95
6567	300	24x30x12 wall hung/open	EA	$ 324.73
6568	300	30x30x12 wall hung/open	EA	$ 353.99
6569	300	36x30x12 wall hung/open	EA	$ 393.40
6570	300	42x30x12 wall hung/open	EA	$ 432.82
6571	300	48x30x12 wall hung/open	EA	$ 472.24
6572	301	18x30x12 wall hung/1 door	EA	$ 379.91
6573	301	24x30x12 wall hung/1 door	EA	$ 379.91
6574	302	36x12x12 over refrigerator	EA	$ 427.67
6575	302	30x18x12 over microwave	EA	$ 417.05
6576	302	24x18x12 wall hung/2 door	EA	$ 402.20
6577	302	30x18x12 wall hung/2 door	EA	$ 432.97
6578	302	36x18x12 wall hung/2 door	EA	$ 447.83
6579	302	42x18x12 wall hung/2 door	EA	$ 462.69
6580	302	48x18x12 wall hung/2 door	EA	$ 477.54
6581	308	24x30x12 angle corner	EA	$ 546.52
6582	309	24x30x12 blind corner	EA	$ 373.69
6583	340	30x30x12 wall hung cubbies	EA	$ 485.88
6584	340	36x30x12 wall hung cubbies	EA	$ 538.95
6585	340	42x30x12 wall hung cubbies	EA	$ 592.01
6586	340	48x30x12 wall hung cubbies	EA	$ 645.07
6587	350	30x30x12 wall hung mail box	EA	$ 552.58
6588	350	36x30x12 wall hung mail box	EA	$ 620.81
6589	350	42x30x12 wall hung mail box	EA	$ 526.82
6590	350	48x30x12 wall hung mail box	EA	$ 757.25
6591	400	36x84x24 tall storage / open	EA	$ 1,428.84
6592	400	42x84x24 tall storage / open	EA	$ 1,588.02
6593	400	48x84x24 tall storage / open	EA	$ 1,745.69
6594	402	36x84x24 tall 2 door / lock	EA	$ 1,259.05
6595	440	48x48x24 hutch	EA	$ 1,105.93
6596	502	48x84x24 wardrobe	EA	$ 1,121.09
6597	530	36x84x24 teacher's lock	EA	$ 1,246.92
6598	530	42x84x24 teacher's lock	EA	$ 1,342.43
6599	530	48x84x24 teacher's lock	EA	$ 1,437.94
6600	531	36x84x24 teach w/file	EA	$ 1,639.57
6601	531	42x84x24 teach w/file	EA	$ 1,732.36
6602	531	48x84x24 teach w/file	EA	$ 1,824.52
6603	540	48x15x12 wall hung wardrobe	EA	$ 435.10
6604	541	96x15x12 double wardrobe	EA	$ 973.13
6605	600	36x42x12 library bookcase	EA	$ 534.39
6606	600	42x42x12 library bookcase	EA	$ 588.97
6607	600	48x42x12 library bookcase	EA	$ 645.07
6608	602	36x72x12 bookcase	EA	$ 872.46
6609	602	42x72x12 bookcase	EA	$ 969.49

6610	602	48x72x12 bookcase	EA	$ 1,066.51
6611	620	36x42x24 2 sided bookcase	EA	$ 887.63
6612	620	42x42x24 2 sided bookcase	EA	$ 984.65
6613	620	48x42x24 2 sided bookcase	EA	$ 1,081.68
6614	622	36x72x24 two sided tall	EA	$ 1,519.80
6615	622	42x72x24 two sided tall	EA	$ 1,697.18
6616	622	48x72x24 two sided tall	EA	$ 1,874.55
6617	702	36x30x24 movable cabinet	EA	$ 871.25
6618	702	48x30x24 movable cabinet	EA	$ 906.27
6619	3 mm edge banding		LF	$ 9.05
6620	Cabinet locks, ea		EA	$ 43.51
6621	Laminate top / no backsplash (Wilsonart or equal)		LF	$ 59.43
6622	Laminate top / 4" backsplash (Wilsonart or equal)		LF	$ 71.25
6623	Solid surface top / no backsplash (Wilsonart or equal)		LF	$ 350.20
6624	Solid surface top / 4" backsplash (Wilsonart or equal) - adder		LF	$ 371.42
6625	Finished end panels		EA	$ 129.47
6626	Coat hooks, 10, mounted to laminate ledger		EA	$ 371.42
6627	Wall brackets (for stand-alone countertop)		EA	$ 113.55
6628	Gate, 36x36, with hidden latch		EA	$ 854.27
6629	Learning wall, 16'. (4) base cabinets, (4) upper storage cabinets, (3) 4040 sliding porcelain / steel markerboards		EA	$ 8,845.96
6630	Upgraded hinges		EA	$ 1.52
6631	upgraded drawer slides		EA	$ 75.80
6632	IC core security locks		EA	$ 128.86

ENVIROPLEX, INC.
Manufacturer of High Performance Modular Buildings

APPROVED ON
DEC 14 2016
BOARD AGENDA

4777 E. Carpenter Rd.
Stockton, CA 95215
Main: 209.466.8000 | Fax: 209.461.6555

November 28, 2016

Mr. Eric Holm
Director of Bond Projects
Las Lomitas Elementary School District
1011 Altschul Avenue
Menlo Park, CA 94025

Re: Request for Price Adjustment to Appendix Items List – Alt 1

Dear Mr. Holm:

Pursuant to Section 00200 Page 3 of the Proposal for the Piggyback Bid awarded January 9, 2015, Enviroplex hereby requests that the District approve a price adjustment to the Alt 1 – Appendix Items List:

"The prices set forth in this Bid Proposal Form which the District shall pay the Contractor, are to remain firm until January 16 2016. Adjustments, if approved by the District, for subsequent years may be adjusted quarterly beginning in January 2016, pursuant to the following formula provided the Contractor submits a request to the District for a price adjustment in writing no later than July 1, 2016. The price adjusted shall be no more than a 2% increase escalation every 6 months beginning July 1, 2016 and again January 1, 2017 and every 6 months afterwards."

The price adjustment has no effect on our contract related to the Classroom Additions. Only the Alt 1 – Appendix Items List will be adjusted for future projects that will use Las Lomitas School District's cooperative purchasing agreement going forward.

Please don't hesitate to call with any questions. We appreciate your support.

Sincerely,

Glenn S. Owens
President

Reviewed and Approved

Eric Holm
Director of Bond Projects

CHIEF BUSINESS OFFICER

APPROVED ON

DEC 14 2016

BOARD AGENDA

Section 00200

Proposal

Las Lomitas Elementary School District

Las Lomitas Elementary School District Modular Classroom Buildings and Modular Toilet Room Buildings at Various Sites

NOTE: Refer to "Notice to Contractors" for Proposal due dates, Pre-Proposal Conference dates and other pertinent schedule information. Information contained in those documents has not been repeated herein.

To:

The Board of Trustees

Las Lomitas Elementary School District

In compliance with the advertisements of your Board calling for Proposals to furnish to the Las Lomitas Elementary School District, San Mateo County, all materials and labor to be used and employed in the construction of:

Las Lomitas Elementary School District Modular Classroom Buildings and Modular Toilet Room Buildings at Various Sites

In accordance with the Plans and Specifications prepared by:

Sugimura Finney Architects
2155 S. Bascom Ave. Ste 200
Campbell, CA 95008

Therefore the undersigned hereby proposes to furnish all labor and materials for completion of said work in strict accordance with said Plans, and Specifications for the following sum:

Bidder:

Enviroplex Inc
Company Name

4777 E. Carpenter Road Stockton CA 95215
Address

209-466-8000
Telephone

Base Bid:

The Winning Bidder will be selected based on the **Lowest Base Bid.**

For all Labor and Materials required completing the Work of this Project as shown on the Drawings, Specifications and Addenda.

Form: LUMP SUM PROPOSAL

Amount:

Base Bid Amount for the Delivery and installation of one 24 x 40 relocatable classroom including 3' standard base cabinet with classroom sink and plumbing for sink:

Fifty-nine Thousand Eight hundred Sixty Six Dollars ($59,866.00)

Text Dollars

Additive Alternate to the Base Bid 1; Additional 24 x 40 unit cost not to exceed 5 additional 24 x 40 units (including 3' standard base cabinet with classroom sink and plumbing for sink):

Fifty-nine Thousand Eight hundred Sixty six Dollars ($59,866.)

Text Dollars

PIGGYBACKING:
COOPERATIVE PURCHASING/OTHER AGENCY

It is the intent of the Las Lomitas School District that other Public School Districts, Community College Districts and public agencies throughout the State of California (listed herein, but not limited to) may purchase identical items at the same unit price(s) subject to the same terms and conditions, pursuant to Public Contract Code Sections 20118 and 20652. Building freight/shipping charges are included in the bid prices for the Las Lomitas School District only. Additional freight/shipping charges that may be required by other agencies are outside the scope of the base bid. Furthermore, additional charges are due to site conditions that may apply and are also outside the scope of the base bid. The Las Lomitas School District waives its rights to require other Districts to draw their warrants in favor of this District and authorizes each District to make payment directly to the successful bidder.

After Award of Contract, the District will determine whether to proceed with the work defined by Alternate Prices. The Construction Contract will be executed based on Base Price plus the sum of District chosen Alternate Prices.

Although the code for current portable classrooms falls under the 2013 CBC (current code for which this piggyback is written), it is understood that as long as the DSA allows stockpile installations using the previous code 2010 CBC assumed to end December 31, 2015, the Contractor can option to sell new relocatable buildings under this contract using 2010 CBC or 2014 CBC at the discretion of the Contractor and the availability of the stockpiled product.

The District waives its rights to require the other District to draw their warrants in favor of District and authorizes each District/Agency to make payments direct to the successful bidder. Contractor shall pay one half of one percent (1/2%) fee to the Las Lomitas School District. This fee shall offset the Las Lomitas School District's administrative expenses relative to such purchases. Contractor may pass the cost of this expense onto the purchase District/Agency.

The undersigned bidder declares that this Proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that the proposal is genuine and not collusive or sham; that the undersigned bidder has not directly or indirectly induced, solicited, colluded, or agreed with any bidder or anyone else to put in a sham proposal or to refrain from bidding; that the undersigned bidder

has not directly or indirectly sought by agreement, communication or conference with anyone else to fix his bid price or the bid price of any other bidder, or to secure any advantage against the Owner or anyone interested in this proposal as principals are those named herein; that all statements named in this proposal are true, that the undersigned bidder has not directly or indirectly submitted his bid price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, to any other person, partnership, corporation, or association, except to such person or persons as have a direct financial interest in the bidder's general business.

In accordance with California Contractor licensing procedures, the prime contractor shall possess the required valid contractor's license at the time of contract award.

Piggyback Pricing

The prices set forth in this Bid Proposal Form which the District shall pay the Contractor, are to remain firm until January 16 2016. Adjustments, if approved by the District, for subsequent years may be adjusted quarterly beginning in January 2016, pursuant to the following formula provided the Contractor submits a request to the District for a price adjustment in writing no later than July 1, 2016. The price adjusted shall be no more than a 2% increase escalation every 6 months beginning July 1, 2016 and again January 1, 2017 and every 6 months afterwards.

The contractor is responsible for requesting all price increases.

Bidder (Signature) Glenn S Dunn

Proposal Security

Cashier's Check or Certified Check or bidder's bond drawn payable to the order of the Las Lomitas Elementary School District in the sum of:

($ 6,544.-)

Six thousand Five Hundred Forty-four Dollars

Text Dollars

In the amount equal to ten percent (10%) of the proposal bid, as required by Instructions To Bidders, is enclosed.

The undersigned agrees that the bid amount stated shall remain valid for a period as defined in Section 00110 from the bid opening date. All bid documents shall be retained until the contract has been awarded or until all bids have been rejected.

If awarded the Contract the undersigned hereby agrees to commence work within a maximum of ten (10) days after execution of the contract unless defined elsewhere in the Instructions to Bidders or the Contract Documents.

Addenda

The following individual acknowledges receipt of all Addenda. A list of published Addenda is available from the Architect. All Addenda shall be reviewed and acknowledges for Proposal to be considered responsive.

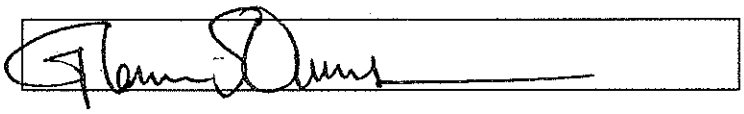
Addenda Received: N/A

Initials

Addendum _____ Date _____ _____

Addendum	_____	Date	_____	_____
Addendum	_____	Date	_____	_____
Addendum	_____	Date	_____	_____
Addendum	_____	Date	_____	_____
Addendum	_____	Date	_____	_____
Addendum	_____	Date	_____	_____

Bidder (Signature)



Required Documents

This Proposal is not valid unless accompanied by the documents defined in Section 00100 and Section 00290.

Execution

The undersigned has examined the location of the proposed work and is familiar with the local conditions at the place where the work is to be performed and has carefully examined the plans and specifications and acknowledges their sufficiency for purposes of completing this proposal.

Signed	x Glenn S Owens
Print	Glenn S. Owens
Company Name	Enviroplex Inc.
Address	4777 E. Carpenter Road Stockton CA 95215
Contractor's License Number	640557
Date of Expiration	3-31-15
Phone Number for Verification of Authority	209-466-8000

Bidder (Signature) Glenn S Owens

End of Section

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Section 00240

Subcontractor List

Listed below is the name of each subcontractor and the location of the office of each subcontractor who will perform work or labor in support of the work of this contract herein above described. Per Section 4101 of California Public Contract Code all first or second tier subcontractors performing any portion, or portions, of the bid in excess of 1/2 of 1% of base bid shall be listed. Include additional pages as necessary to list all sub-contractors.

Per Section 4104 of California Public Contract Code; If a Prime Contractor fails to specify a subcontractor or specifies more than one subcontractor for the same portion of work as described below, the Prime Contractor agrees that he is fully qualified to perform that portion himself and shall perform that portion himself.

Name and Address of Subcontractor	Scope	License
Cliff Overmier Overmier Company P.O. Box 732, San Andreas CA	Plumbing	738491; C-36
~~Dan Albrecht CVRI Inc. 2900 Standiford Ave. Modesto CA~~	~~Installer~~	~~539420; C-47B~~
Golden State Modular 11212 Lander Ave. Turlock CA	Transportation	BL 13-0656
Tracy Flooring Inc. 104 W. 11th Street, Tracy, CA	Flooring	913705; C-15 B
ICAD Solutions Stockton, CA	Casework	925159
Kenyon Plastering Stockton, CA	Stucco	720321; C-35B
T.L. Shield and Assoc. Thousand Oaks, CA	Elevator	605460; C-11
Anaya Construction Salida CA	Installer	746627

	Scope	License
American Crane Escalon, CA	Crane	957693; D-21
West Coast Industrial Flooring	Epoxy Flooring	739160, C-15
American Sheet Metal Partition Sacramento CA	Partitions	277769; C43/C61/D34
~~Fire-Lite, Inc~~ ~~San Jose CA~~	~~Epoxy Flooring~~	~~363562~~
Overhead Door Company of Stockton ~~Stockton, CA~~	Roll-up doors	372543
DPL General Contractors Sacramento, CA	Exterior Siding	925684
Foothill Fire Protection Inc. Loomis, CA	Fire Sprinklers	783132
All Weather Roofing Co. Stockton, CA	Roofing	734515
~~Simplex Grinnell~~ ~~Sacramento CA~~	~~Fire Sprinklers~~	~~486044; C-10/C-16~~

Attach additional sheets if necessary by copying blanks of this sheet. ~~See Attached~~.

Bidder Signature

Printed Name

Glenn S. Owens

Date

1-2-15

End of Section

Section 00250

Non-Collusion Declaration

To Be Executed by Bidder and Submitted with Proposal

State of California

County of San Joaquin

Glenn S. Owens being first duly sworn, deposes and states that he or she is
Name

President of Enviroplex Inc.,
Position Company

the party making the attached Proposal; declares that:
The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Proposal is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a false Proposal or that anyone shall refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true, and, further, the bidder has not, directly or indirectly, submitted his Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham Proposal and has not paid, and will not pay, any person or entity for such purpose.
Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

Signature Enviroplex Inc
Company

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this 2nd day January, 2015 at Stockton, California.

Authority: Public Contract Code 7106
CCP 2015.5

Bidder Signature

End of Section
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Section 00270

DVBE Participation Goal Certification

Per California Education Code. §17076.11

Option 1

CERTIFICATION OF GOOD FAITH EFFORT TO REACH 3% DISABLED VETERAN BUSINESS ENTERPRISES PARTICIPATION

Enviroplex Inc ("**Contractor**") hereby certifies that they have made a good faith effort in order to reach a 3% disabled Veteran Business Enterprise participation in this Project.

The following steps have been taken as part of this Good Faith Effort.

1. Contact was made with the District to identify DVBE's
2. Contact was made with other state agencies with local DVBE organizations to identify DVBE's
3. Advertising was published in trade papers focusing on DVBE's
4. Invitations to bid were submitted to potential DVBE contractors and available DVBE's were considered.

Enviroplex Inc
Contractor (Name of firm)

Glenn S. Owens
Printed name and Title of Authorized Representative

Signature of Authorized Representative

Option 2

PARTICIPATION GOAL CERTIFICATION

As an alternative to indicating that a Good Faith Effort has been made, _____ ("**Contractor**") hereby certifies that the 3% goal for DVBE participation will be met on this project. Documentation supporting this assertion as indicated on the following page will be provided to the District **prior** to release of final project payment.

Contractor (Name of firm)

Printed name and Title of Authorized Representative

Signature of Authorized Representative

Option 2 (continued)

PARTICIPATION GOAL DOCUMENTATION

Required at completion of Project, Prior to release of final Payment

The following Contractors are state certified DVBE's and participated in this project to the extent listed below:

Contractor	Subcontract Amount

Total DVBE Participation _____

Total Contract Amount _____

DVBE Participation Percentage _____

I certify that the above is a true and correct representation of the Actual Disabled Veteran's Business Enterprise Participation on this Project.

_____
Contractor (Name of firm)

_____
Printed name and Title of Authorized Representative

_____
Signature of Authorized Representative

_____
Date

End of Section

Section 00300

Contractor Acknowledgements

By submitting a bid for this project with anticipated execution of the contract for construction, the Contractor Hereby Acknowledges that a promise has been made to the District to provide the labor and materials indicated in herein. Contractor acknowledges that all of these documents are integral components of the Contract for construction:

- Front End (including but not limited to the form of agreement, general, supplemental and specific conditions)
- Technical Specifications
- Drawings
- Hazardous Materials Abatement Specifications
- All Addenda

The following acknowledgements are not meant to supersede or to limit the Contractor's contractual obligation to the District. Contractor is responsible for all items described in the contract documents. The following acknowledgements must be submitted with the contractor's proposal in order to be deemed a responsive and responsible bidder. Not all project requirements are indicated below.

Acknowledgements

Key Requirement	Initial
Contractor has experience managing public school modernization projects on multiple sites simultaneously.	CeSO
Contractor has made no assumptions that requirements called for in these documents do not apply.	CeSO
Contractor acknowledges the District'sright to self perform work. Contractor will not impede the District should the District decide to perform work with its own forces or via another contractor.	CeSO
Section 0800: Supplemental General Conditions General Contractor shall submit all waivers to the Architect with each pay request	CeSO
Section 01000: Project Summary The required completion dates are: Phase 1: **August 15, 2015** (Or as revised by the Piggyback extension) By entering into a contract with the District, the contractor acknowledges a complete understanding of the project and anticipates completion of the project on time and without reservation.	CeSO
The site will be available for a seven (7) day work week.	CeSO
Inspections or Special Inspections will not be available on weekends	CeSO
Architect and Owner Rep/Project Manager will not be available for weekend questions or issues.	CeSO
Key Requirement	**Initial**

Section 01250: Contract Modification Procedures

The District has the right to issue construction change directives when Contractor, Architect and District do not agree on an issue. Contractor will oblige the District's right to issue change directives. GSO

General Contractor's overhead and profit markup (including bond charges) shall not exceed 15% of subtotal, and for work performed by subcontractors shall not exceed 5% GSO

In the case where work is done prior to final pricing, General Contractor must submit a Change Request for cost and time for review by the Architect and District within 30 days. If no Change Request is submitted in this time frame, the work is considered to have been completed as part of the base contract work and at no additional cost to the District. GSO

In the event of a change, delay claims from Contractor will not be entertained for time lost due to waiting for pricing from the contractor. In the event of a critical path item causing a delay, Contractor shall provide alternate pricing within 48 hours of request by Architect or District. GSO

All Change Requests for cost and time related to work completed on a time and material or force account basis must be provided within 30 days of completion of the work. If no Change Request is submitted in this time frame, the work is considered to have been completed as part of the base contract work at no additional cost to the District. GSO

Any work completed on a time and material or force account basis in which a price quote was requested by the Architect or District prior to performing the work and no price was provided must be submitted within 72 hours of completion of the work. If no Change Request is submitted in this time frame, the work is officially considered to have been completed as part of the base contract work at no additional cost to the District. GSO

If the Architect or District requests additional information for a specific Change Request, then the Contractor must submit it within 15 days. If the Contractor fails to respond within 15 days, the Change Request is considered rejected by the District. GSO

Section 01290: Payment Application Procedures

At the District's discretion, failure to submit a Schedule of Values within seven (7) days after award of contract shall be grounds for dismissal of contract. GSO

Waivers are required from all subcontractors with each pay request. GSO

Section 01310: Project Management and Coordination

The District has the right to reject a superintendent, project manager or other contractor staff and require replacement with appropriate/acceptable staff. Contractor will oblige the District's right to approve and accept contractor's staffing. GSO

Section 01311: Project Schedules

Construction may not begin until a schedule has been submitted. GSO

Contractor will submit a preliminary projectschedule and contract within the time limits described. GSO

Key Requirement	Initial

Items on the critical path are items with zero (0) total float time. GSO

Schedule will indicate a fair amount of free float and total float. Submitted schedule will not indicate that all items are Critical. GSO

At the District's discretion, failure to submit a Project Schedule within seven (7) days after award of contract shall be grounds for dismissal of contract. GSO

Float time is shared between District and Contractor. Neither shall assume usage of float time without consultation and agreement. GSO

All time calculations will be provided in calendar days. GSO

Any time extension requests due to a change order must be shown to have an effect on a critical path item or to have created a new critical path. GSO

Schedule updates are required to be submitted each month as a condition of receiving payment. GSO

Contractor recognizes the Project Specific Requirements to include (5) calendar days as one final task in the project schedule to be utilized as the equivalent of Free Float and Total Float solely for the District's use. GSO

Contractor recognizes the Project Specific Requirements to include an additional (5) half days of free float to accommodate for District testing shutdowns. GSO

Section 01320: Construction Progress Documentation
Record Documents are the responsibility of the General Contractor's superintendent. GSO

Record documents shall be kept and updated daily. GSO

Updated record documents are required to be provided each month as a condition of receiving payment. GSO

Section 01330: Submittal Procedures
Contractor acknowledges that contractor shall review all submittals (including but not limited to shop drawings) prior to submittal to Architect and District Representative. Any submittals forwarded to the Architect and District Representative shall be stamped by the Contractor indicating that the contractor has fully reviewed the associated submittal and that contractor believes that the submittal is in conformance with project requirements. Submittals not reviewed by Contractor prior to submittal will be returned to contractor without review. GSO

Section 01351: Title 24, Part 1: Administrative Requirements
Contractor recognizes the authority of the Division of the State Architect (DSA) and will perform all work of this project in conformance with DSA requirements. GSO

Contractor shall provide the Project Inspector Access to all areas of construction at any time during the construction period GSO

Section 01630: Product Options and Substitutions
A submittal schedule will be provided by contractor, indicating a calendar schedule of when GSO

submittals will be submitted to Architect, with associated review periods indicated. GSO

Substitution requests must be submitted prior to bid or within 30 days of award of contract. GSO

Substitutions received within 30 days after award of contract will be reviewed – but Contractor acknowledges that there is no guarantee of acceptance by Architect or District. GSO

Substitution requests submitted later than 30 days after award of contract will only be considered when a product becomes unavailable at no fault of the Contractor. GSO

Contractor acknowledges that substitution submittals that are not clearly marked as such will be summarily rejected. GSO

Substitutions will be submitted with a clear item by item explanation indicating why contractor believes the item is equivalent to a submitted item. GSO

Section 01740: Cleaning
The site must be kept clean at all times on a daily basis. Trash will not be allowed to accumulate on site. GSO

Section 01770: Contract Close Out Procedures
Contractor acknowledges that Occupancy or use by District does not necessarily denote "Beneficial" occupancy. Contractor may still be liable for Liquidated Damages when District occupies the facility while certain project components remain incomplete. GSO

Contractor will not request a substantial completion review until contractor believes that all project components are satisfactorily completed. GSO

Bidder (Signature) Glenn S Owens

Printed Name Glenn S. Owens

End of Section

Section 00500

Agreement

The following Sections represent the proposed Agreement between Owner and Contractor for this Project. Included are the following sections:

AIA Form A101
Standard Form of Agreement Between Owner and Contractor

AIA Form A201
General Conditions of the Contract for Construction

AIA Form A312
Performance Bond and Payment Bond

Section 00800
Supplemental Conditions

Section 00810
Specific Conditions

All other Project Manual Sections and Drawings included herein are integral components and are part of the agreement between Owner and Contractor

End of Section

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Liberty Mutual SURETY

Interchange Corporate Center
450 Plymouth Road, Suite 400
Plymouth Meeting, PA. 19462-1644
Ph. (610) 832-8240

BID BOND

Bond Number: n/a

KNOW ALL MEN BY THESE PRESENTS, that we Enviroplex, Inc., as principal (the "Principal"), and LIBERTY MUTUAL INSURANCE COMPANY, a Massachusetts stock insurance company, as surety (the "Surety"), are held and firmly bound unto Las Lomitas Elementary School District, as obligee (the "Obligee"), in the penal sum of Ten percent of the total amount bid Dollars ($ 10% percent of the total amount bid) for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: Modular Classroom Buildings and Modular Toilet Room Buildings at Various Sites

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal within the period specified therein, or, if no period be specified, within sixty (60) days after opening, and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or contract documents, or in the event of the failure of the Principal to enter into such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference in money not to exceed the penal sum hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void; otherwise to remain in full force and effect. In no event shall the liability hereunder exceed the penal sum thereof.

PROVIDED AND SUBJECT TO THE CONDITION PRECEDENT, that any claim by Obligee under this bond must be submitted in writing by registered mail, to the attention of the Surety Law Department at the address above, within 120 days of the date of this bond. Any suit under this bond must be instituted before the expiration of one (1) year from the date of this bond. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall apply.

DATED as of this 29th day of December, 20 14.

WITNESS / ATTEST

Enviroplex, Inc.
(Principal)

By: Glenn Owens (Seal)
Name: Glenn Owens
Title: President

LIBERTY MUTUAL INSURANCE COMPANY
(Surety)

By: (Seal)
Edith Garibay, Attorney-in-Fact

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)

On 12-29-2014 before me, R. Rivas, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Edith Garibay
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Public

R. RIVAS
Commission # 1954551
Notary Public - California
Orange County
My Comm. Expires Oct 28, 2015

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: None

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer — Title(s): _____	☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☒ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer Is Representing: _____	Signer Is Representing: _____

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2689089

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

LIBERTY MUTUAL INSURANCE COMPANY
BOSTON, MASSACHUSETTS
POWER OF ATTORNEY

KNOW ALL PERSONS BY THESE PRESENTS: That Liberty Mutual Insurance Company (the "Company"), a Massachusetts stock insurance company, pursuant to and by authority of the By-law and Authorization hereinafter set forth, does hereby name, constitute and appoint

EUGENE T. ZONDLO, ROSA E. RIVAS, EDITH GARIBAY, ALL OF THE CITY OF IRVINE, STATE OF CALIFORNIA ..

, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations in the penal sum not exceeding **TWENTY FIVE MILLION AND 00/100**********. DOLLARS ($ **25,000,000.00*****) each, and the execution of such undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company in their own proper persons.

That this power is made and executed pursuant to and by authority of the following By-law and Authorization:

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

By the following instrument the chairman or the president has authorized the officer or other official named therein to appoint attorneys-in-fact:

Pursuant to Article XIII, Section 5 of the By-Laws, Garnet W. Elliott, Assistant Secretary of Liberty Mutual Insurance Company, is hereby authorized to appoint such attorneys-in-fact as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

That the By-law and the Authorization set forth above are true copies thereof and are now in full force and effect.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of Liberty Mutual Insurance Company has been affixed thereto in Plymouth Meeting, Pennsylvania this 11th day of November, 2009.

LIBERTY MUTUAL INSURANCE COMPANY

By _____
Garnet W. Elliott, Assistant Secretary

COMMONWEALTH OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 11th day of November, 2009, before me, a Notary Public, personally came Garnet W. Elliott, to me known, and acknowledged that he is an Assistant Secretary of Liberty Mutual Insurance Company; that he knows the seal of said corporation; and that he executed the above Power of Attorney and affixed the corporate seal of Liberty Mutual Insurance Company thereto with the authority and at the direction of said corporation.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

TERESA PASTELLA COMMONWEALTH OF PENNSYLVANIA NOTARY PUBLIC

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 28, 2013
Member, Pennsylvania Association of Notaries

By _____
Teresa Pastella, Notary Public

CERTIFICATE

I, the undersigned, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy, is in full force and effect on the date of this certificate; and I do further certify that the officer or official who executed the said power of attorney is an Assistant Secretary specially authorized by the chairman or the president to appoint attorneys-in-fact as provided in Article XIII, Section 5 of the By-laws of Liberty Mutual Insurance Company.

This certificate and the above power of attorney may be signed by facsimile or mechanically reproduced signatures under and by authority of the following vote of the board of directors of Liberty Mutual Insurance Company at a meeting duly called and held on the 12th day of March, 1980.

VOTED that the facsimile or mechanically reproduced signature of any assistant secretary of the company, wherever appearing upon a certified copy of any power of attorney issued by the company in connection with surety bonds, shall be valid and binding upon the company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said company, this 29th day of December, 2014.

By _____
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

Section 00290

Required Documents

The following items must be completed, signed where applicable, and submitted as part of completed Proposal. Failure to submit any of the following may result in disqualification of the subject bid. Forms may be removed for use, or photocopied from the Specifications.

See the bid Proposal form for time and location for submitting bids.

Required Bid Documents

Section 00200: Signed Proposal
Including: Addendum Acknowledgement — Initial

Section 00240: Subcontractor List — Initial

Section 00250: Non-Collusion Declaration — Initial

Section 00270: DVBE Participation Goal Certification — Initial

Section 00290: Required Documents Checklist — Initial

Section 00300: Contractor's Acknowledgement of Key Project Requirements — Initial

Bid Security
Cashier's check, certified check or bid bond, payable to:

Las Lomitas Elementary School District — Initial

Bidder (Signature) Glenn S. Owens

Printed Name Glenn S. Owens

End of Section

enviroplex
4777 East Carpenter Road
Stockton CA 95215-8106
209-466-8000

APPROVED ON
DEC 14 2016
BOARD AGENDA

December 6, 2016

Mr. Eric Holm
Director of Bond Projects
Las Lomitas Elementary School District
1011 Altschul Avenue
Menlo Park, CA 94025

Re: Request for Cooperative Purchasing Agreement 1 year Extension

Dear Mr. Holm:

Pursuant to Section 001100 Page 17 of the Instructions to Bidder, Item 20 "Piggyback Terms" sub-section 1, Enviroplex hereby requests that the District approve the 1 year contract extension:

20. Piggyback Terms

1. The contract term is two (2) years after award of Bid and may be extended for an additional one (1) year period in accordance with provisions contained in the Education Code for a total of five (5) years.

The Extension has no effect on our contract related to the Classroom Additions, and will take effect January 14, 2017.

Please don't hesitate to call with any questions. We appreciate your support.

Sincerely,

Glenn S. Owens
President

Reviewed and Approved

Eric Holm
Director of Bond Projects

CHIEF BUSINESS OFFICER

6611	620	36x42x24 2 sided bookcase	EA	$	870.22
6612	620	42x42x24 2 sided bookcase	EA	$	965.35
6613	620	48x42x24 2 sided bookcase	EA	$	1,060.47
6614	622	36x72x24 two sided tall	EA	$	1,490.00
6615	622	42x72x24 two sided tall	EA	$	1,663.90
6616	622	48x72x24 two sided tall	EA	$	1,837.79
6617	702	36x30x24 movable cabinet	EA	$	854.17
6618	702	48x30x24 movable cabinet	EA	$	888.50
6619	3 mm edge banding		LF	$	8.87
6620	Cabinet locks, ea		EA	$	42.66
6621	Laminate top / no backsplash (Wilsonart or equal)		LF	$	58.26
6622	Laminate top / 4" backsplash (Wilsonart or equal)		LF	$	69.85
6623	Solid surface top / no backsplash (Wilsonart or equal)		LF	$	343.33
6624	Solid surface top / 4" backsplash (Wilsonart or equal) - adder		LF	$	364.14
6625	Finished end panels		EA	$	126.93
6626	Coat hooks, 10, mounted to laminate ledger		EA	$	364.14
6627	Wall brackets (for stand-alone countertop)		EA	$	111.32
6628	Gate, 36x36, with hidden latch		EA	$	837.52
6629	Learning wall, 16'. (4) base cabinets, (4) upper storage cabinets, (3) 4040 sliding porcelain / steel markerboards		EA	$	8,672.51
6630	Upgraded hinges		EA	$	1.49
6631	upgraded drawer slides		EA	$	74.32
6632	IC core security locks		EA	$	126.34

6552	223	24x34x24 2 file drawers	EA	$ 636.87
6553	230	24x34x24 3 drawers	EA	$ 743.89
6554	230	30x34x24 3 drawers	EA	$ 791.44
6555	230	36x34x24 3 drawers	EA	$ 840.50
6556	231	42x34x24 3 drawers	EA	$ 899.95
6557	231	48x34x24 3 drawers	EA	$ 948.99
6558	240	24x34x24 4 drawers	EA	$ 887.95
6559	240	30x34x24 4 drawers	EA	$ 957.91
6560	240	36x34x24 4 drawers	EA	$ 1,012.90
6561	240	42x34x24 4 drawers	EA	$ 1,067.90
6562	240	48x34x24 4 drawers	EA	$ 1,122.89
6563	250	30x34x24 5 drawers	EA	$ 1,125.86
6564	250	36x34x24 5 drawers	EA	$ 1,189.77
6565	250	42x34x24 5 drawers	EA	$ 1,253.68
6566	250	48x34x24 5 drawers	EA	$ 1,317.59
6567	300	24x30x12 wall hung/open	EA	$ 318.36
6568	300	30x30x12 wall hung/open	EA	$ 347.05
6569	300	36x30x12 wall hung/open	EA	$ 385.69
6570	300	42x30x12 wall hung/open	EA	$ 424.34
6571	300	48x30x12 wall hung/open	EA	$ 462.98
6572	301	18x30x12 wall hung/1 door	EA	$ 372.46
6573	301	24x30x12 wall hung/1 door	EA	$ 372.46
6574	302	36x12x12 over refrigerator	EA	$ 419.28
6575	302	30x18x12 over microwave	EA	$ 408.88
6576	302	24x18x12 wall hung/2 door	EA	$ 394.31
6577	302	30x18x12 wall hung/2 door	EA	$ 424.48
6578	302	36x18x12 wall hung/2 door	EA	$ 439.05
6579	302	42x18x12 wall hung/2 door	EA	$ 453.61
6580	302	48x18x12 wall hung/2 door	EA	$ 468.18
6581	308	24x30x12 angle corner	EA	$ 535.81
6582	309	24x30x12 blind corner	EA	$ 366.37
6583	340	30x30x12 wall hung cubbies	EA	$ 476.36
6584	340	36x30x12 wall hung cubbies	EA	$ 528.38
6585	340	42x30x12 wall hung cubbies	EA	$ 580.40
6586	340	48x30x12 wall hung cubbies	EA	$ 632.42
6587	350	30x30x12 wall hung mail box	EA	$ 541.75
6588	350	36x30x12 wall hung mail box	EA	$ 608.63
6589	350	42x30x12 wall hung mail box	EA	$ 516.49
6590	350	48x30x12 wall hung mail box	EA	$ 742.40
6591	400	36x84x24 tall storage / open	EA	$ 1,400.83
6592	400	42x84x24 tall storage / open	EA	$ 1,556.89
6593	400	48x84x24 tall storage / open	EA	$ 1,711.46
6594	402	36x84x24 tall 2 door / lock	EA	$ 1,234.36
6595	440	48x48x24 hutch	EA	$ 1,084.24
6596	502	48x84x24 wardrobe	EA	$ 1,099.11
6597	530	36x84x24 teacher's lock	EA	$ 1,222.47
6598	530	42x84x24 teacher's lock	EA	$ 1,316.11
6599	530	48x84x24 teacher's lock	EA	$ 1,409.74
6600	531	36x84x24 teach w/file	EA	$ 1,607.42
6601	531	42x84x24 teach w/file	EA	$ 1,698.39
6602	531	48x84x24 teach w/file	EA	$ 1,788.75
6603	540	48x15x12 wall hung wardrobe	EA	$ 426.56
6604	541	96x15x12 double wardrobe	EA	$ 954.05
6605	600	36x42x12 library bookcase	EA	$ 523.91
6606	600	42x42x12 library bookcase	EA	$ 577.42
6607	600	48x42x12 library bookcase	EA	$ 632.42
6608	602	36x72x12 bookcase	EA	$ 855.35
6609	602	42x72x12 bookcase	EA	$ 950.48
6610	602	48x72x12 bookcase	EA	$ 1,045.60

6200	Dex-O-Tex (or equal)		Per sf	$ 39.21
6201	epoxy floor - type		Per sf	$ 21.18
6202	6" cove for epoxy floor		LF	$ 39.21
	Flooring transition			
6300	Vinyl transition strip		LF	$ 3.58
	Casework			
	WIC # / Description			
6500	100	30x34x12 open base	EA	$ 457.78
6501	100	36x34x12 open base	EA	$ 473.38
6502	100	42x34x12 open base	EA	$ 492.11
6503	100	48x34x12 open base	EA	$ 508.76
6504	100	30x34x24 open base	EA	$ 470.26
6505	100	36x34x24 open base	EA	$ 507.57
6506	100	42x34x24 open base	EA	$ 553.64
6507	100	48x34x24 open base	EA	$ 601.21
6508	101	24x34x24 single door	EA	$ 559.74
6509	102	30x34x24 double door	EA	$ 675.22
6510	102	36x34x24 double door	EA	$ 726.20
6511	102	42x34x24 double door	EA	$ 742.85
6512	102	48x34x24 double door	EA	$ 758.45
6513	110	30x34x24 open divided	EA	$ 533.73
6514	110	36x34x24 open divided	EA	$ 568.52
6515	110	42x34x24 open divided	EA	$ 613.10
6516	110	48x34x24 open divided	EA	$ 657.68
6517	120	30x34x24 open divided	EA	$ 607.15
6518	120	36x34x24 open divided	EA	$ 657.68
6519	120	42x34x24 open divided	EA	$ 708.21
6520	120	48x34x24 open divided	EA	$ 758.75
6521	153	36x34x24 ADA sink base	EA	$ 788.62
6522	153	42x34x24 ADA sink base	EA	$ 810.47
6523	153	48x34x24 ADA sink base	EA	$ 840.64
6524	170	30x34x12 cubbie	EA	$ 580.54
6525	170	36x34x12 cubbie	EA	$ 580.54
6526	170	42x34x12 cubbie	EA	$ 617.55
6527	170	48x34x12 cubbie	EA	$ 663.63
6528	170	30x34x24 cubbie	EA	$ 810.77
6529	170	36x34x24 cubbie	EA	$ 882.11
6530	170	42x34x24 cubbie	EA	$ 953.45
6531	170	48x34x24 cubbie	EA	$ 1,024.79
6532	176	48x34x24 blind corner	EA	$ 820.88
6533	178	24x34x24 vertical storage	EA	$ 471.89
6534	180	42x34x24 cubbie	EA	$ 844.95
6535	180	48x34x24 cubbie	EA	$ 916.29
6536	186	48x34x24 corner base	EA	$ 865.76
6537	197	36x34x24 corner lazy susan	EA	$ 846.89
6538	210	30x34x24 open, drawer	EA	$ 647.27
6539	210	36x34x24 open, drawer	EA	$ 705.25
6540	210	42x34x24 open, drawer	EA	$ 763.21
6541	210	48x34x24 open, drawer	EA	$ 821.18
6542	211	24x34x24 1 drawer / 1 door	EA	$ 554.53
6543	212	30x34x24 1 drwr/2 doors	EA	$ 791.74
6544	212	36x34x24 1 drwr/2 doors	EA	$ 791.74
6545	212	42x34x24 1 drwr/2 doors	EA	$ 816.71
6546	212	48x34x24 1 drwr/2 doors	EA	$ 816.71
6547	220	35x34x18	EA	$ 792.93
6548	222	30x34x24 2 drwr/2 doors	EA	$ 831.28
6549	222	36x34x24 2 drwr/2 doors	EA	$ 855.35
6550	222	42x34x24 2 drwr/2 doors	EA	$ 911.56
6551	222	48x34x24 2 drwr/2 doors	EA	$ 948.99

5304	Bobrick Sierra Series solid color composite ADA stall	EA	$ 3,446.49
5305	Bobrick Sieerra Series solid color composite standard stall	EA	$ 2,742.66
5306	Bobrick Sierra Series solid color composite privacy screen 54x58	EA	$ 1,557.48
5307	Bobrick Sierra Series solid color composite urinal screen 24x42	EA	$ 1,220.39
5308	Reinforcement post and blocking	EA	$ 350.04
	Toilet accessories		
5400	Grab bars, ADA (set of 2), Bobrick B-5806	EA	$ 133.68
5401	Mirror, 18x30, SS framed, Bobrick B-185-1830	EA	$ 130.28
5402	Adder: Mirror, 18x30, SS, Bobrick B-1556-1830-1830	EA	$ 147.84
5403	Liquid soap dispenser, surface mount, Bobrick B-2112	EA	$ 178.95
5404	Toilet paper dispenser, surface mount, single roll, Bobrick B-264	EA	$ 36.97
5405	Toilet paper dispenser, surface mount, multi-roll, Bobrick B-2888	EA	$ 100.92
5406	Toilet paper dispenser, semi-recessed, multi-roll, Bobrick B-3888	EA	$ 161.26
5407	Toilet seat cover dispenser, surface mount, Bobrick B-221	EA	$ 62.42
5408	Paper towel dispenser, surface mount, Bobrick B-262 (folded towels)	EA	$ 100.45
5409	Paper towel dispenser, recessed, Bobrick B-359 (folded towels)	EA	$ 164.38
5410	Paper towel and waste dispenser, recessed (4" wall), Bobrick B-3944	EA	$ 144.32
5411	Waste receptacle, surface mounted, Bobrick B-279	EA	$ 150.12
5412	Sanitary napkin receptacle, surface mounted, Bobrick B-254	EA	$ 148.78
5413	Sanitary napkin receptacle, recessed, Bobrick B-353	EA	$ 176.87
5414	Diaper changing station, surface mounted, Bobrick B-223x24	EA	$ 492.11
5415	Hand dryer, surface mounted, Xlerator XL-W 11 3/4", white	EA	$ 977.98
5416	Hand dryer, surface mounted, Xlerator XL-SB 11 3/4", SS	EA	$ 1,349.40
5417	Mop and broom holder Bobrick B-239-44	EA	$ 451.53
	Flooring (all prices per sf unless otherwise noted)		
	Carpet		
5600	Bigelow, New Basics II, 26oz, w/unitary backing (or equal)	Per sf	$ 4.22
5601	Bigelow, New Basics II, 28oz, w/unitary backing (or equal)	Per sf	$ 4.39
5602	Lee's Faculty IV, Duracolor, w/unibond backing (or equal)	Per sf	$ 6.76
5603	Lee's Workforce, Duracolor, w/unibond backing (or equal)	Per sf	$ 7.44
5604	Collins & Aikman Infinity (or equal)	Per sf	$ 8.33
5605	Collins & Aikman Explorer (or equal)	Per sf	$ 8.10
5606	Carpet Tile - Collins & Aikman (or Equal)	Per sf	$ 6.20
5607	Carpet Tile - Boylu Areial map 14oz (or Equal)	Per sf	$ 3.85
	Top set base		
5700	Burke 4" - Continuous Roll	LF	$ 3.42
5701	Burke 6" - Continuous Roll	LF	$ 4.68
	Tile		
5800	Daltile 12x12 squares (or equal)	Per sf	$ 27.50
5801	Daltile 2"x2" Ceramic tiles	Per sf	$ 28.99
5802	Daltile 6"x6" Ceramic Tiles	Per sf	$ 28.99
	Walk off mats		
5900	Mannington, Recourse II	Per sf	$ 16.37
	Tile		
6000	Armstrong Excelon or equal	Per sf	$ 4.39
6001	Forbo MCT, 13x13	Per sf	$ 10.04
6002	Armstrong Marmorette	Per sf	$ 12.03
6003	Multi-color VCT pattern (adder)	Per sf	$ 0.48
	Sheet vinyl		
6100	Armstrong Connection Corlon	Per sf	$ 9.09
6101	Forbo Marmoleum	Per sf	$ 10.58
6102	6" self cove (adder)	LF	$ 11.16
6103	Welded seams (adder)	Per sf	$ 9.68
	Epoxy flooring		

5008	Drinking fountain, SS, wall hung, single	EA	$ 3,162.82
5009	Drinking fountain, hi-low, SS, wall hung, ADA	EA	$ 4,940.89
5010	Shower, fiberglass, ADA (recessed in floor)	EA	$ 5,638.35
5011	Pot sink: 3 compartment: Just NSFB-354-24RL 3 (or equal)	EA	$ 8,183.79
5012	Prep sink: 1 compartment: Just NSFB-124-24L (or equal)	EA	$ 4,651.63
5013	Hand sink: Just A-33338 (or equal)	EA	$ 2,842.37
5014	Mop sink: Fiat MSB 2424 (or equal)	EA	$ 1,794.69
5015	Grease trap: JR Smith 8220 floor mount (or equal)	EA	$ 6,352.68
5016	Floor sink	EA	$ 1,406.62
5017	hands free faucet	EA	$ 338.13
5018	hot/cold faucet - adder	EA	$ 78.03
5019	goose neck faucet	EA	$ 67.44
	Plumbing - Reduced Flow		
5050	Urinal, waterless	EA	$ 1,793.95
5051	Urinal, low flow (1 GPF)	EA	$ 1,639.37
5052	WC, dual flush (1.6 GPF full flush, 1.1 GPF low flush)	EA	$ 2,514.79
5053	Lavatory, low flow, (1.8 GPM)	EA	$ 1,631.94
5054	Lavatory, ultra low flow, (.8 GPM)	EA	$ 1,631.94
5055	Lavatory, self timing faucet	EA	$ 1,984.19
	Water heaters		
5100	Water Heater, 10 or 20 gal, electric, 120V or 240V	EA	$ 2,013.19
5102	Water Heater, 30 to 50 gal, electric, 240V	EA	$ 2,402.60
5103	Water Heater, 40 or 50 gal, gas, with flue	EA	$ 2,673.10
5104	Water Heater, point-of-use, (Insta-Hot or 2.5 gal storage)	EA	$ 1,344.36
5105	Tankless Heater - Gas	EA	$ 5,476.24
	Plumbing misc infrastructure		
5200	Wash machine outlet/supply box	EA	$ 1,080.53
5201	Ice maker supply box (metal)	EA	$ 555.88
5202	Hose bib Faucet type	EA	$ 581.14
5203	Hose bib, recessed (wall hydrant)	EA	$ 1,120.66
5204	Garbage disposal	EA	$ 865.02
5205	Gas line (black steel), rough in only and fixture fitting, ea	EA	$ 963.11
5206	ABS plastic pipe, rough in only and fixture fitting, ea	EA	$ 585.60
5207	Cast iron pipe, rough in only and fixture fitting, ea	EA	$ 964.60
5208	Copper pipe, Type "L", rough in only and fixture fitting, ea	EA	$ 814.49
5209	Acid waste pipe, rough in only and fixture fitting, ea	EA	$ 1,395.62
5210	Floor Drain	EA	$ 1,132.55
	Science Lab options		
5250	Lab faucet	EA	$ 1,400.08
5251	Gas turret (single)	EA	$ 648.02
5252	Gas turret (dual)	EA	$ 699.15
5253	Eye wash, sink mounted	EA	$ 1,154.84
5254	Eye wash, wall mounted	EA	$ 1,727.06
5255	Drench shower w/drain	EA	$ 2,764.49
5256	Acid diluter (under sink, single station)	EA	$ 646.54
5257	Single-hole top-mount sink for single-hole faucet, stainless steel, acid resistant enamel finish	EA	$ 2,303.75
5258	Single-hole top-mounted (drop in) epoxy resin sink, acid resistant	EA	$ 595.11
5259	Epoxy top, black, per lf	EA	$ 780.30
5260	Chemsurf (or equal) chemical resistant laminate top, per lf	EA	$ 145.66
5261	Waste plumbing, acid resistant, per fixture	EA	$ 1,395.62
5262	Laboratory Fume Hood (Isolator Series with a top and bottom airfoil and aerodynamically shaped fascia posts to minimize turbulence)	EA	$ 25,346.22
5263	Wall-mounted fire blanket cabinet with fire blanket	EA	$ 225.77
	Toilet partitions		
5300	Steel ADA stall w/enamel finish (Accurate or equal)	EA	$ 1,592.57
5301	Steel standard stall w/enamel finish (Accurate or equal)	EA	$ 1,503.40
5302	Steel privacy screen 54x58 w/enamel finish (Accurate or equal)	EA	$ 846.89
5303	Steel urinal screen 24x42 w/enamel finish (Accurate or equal)	EA	$ 460.90

4609	Adder: 6 hole curb/plennum	EA	$ 718.00
4610	240V in-service GFI	EA	$ 393.16
4611	Service disconnect & electrical	EA	$ 434.03
4612	propane kit	EA	$ 517.15
4613	Roof walk off matts - TPO Roofs	EA	$ 88.70
4614	Trane Economizer	EA	$ 2,487.51
	Split system (for specialty rooms, MDF, electrical etc) (line set not longer than 50')		
4700	1 ton / Daikin or equal	EA	$ 8,289.86
4701	2 ton / Daikin or equal	EA	$ 9,776.59
4702	2 Wall mounted air handler/single condenser option - Fujitsu or equal	EA	$ 12,302.83
4703	3 Wall air handler/single condenser option - Fujitsu or equal	EA	$ 16,315.80
4704	4 air handler/single condenser option - Fujitsu or equal	EA	$ 21,369.17
4705	Single wall mount air handler/condenser option - Fujitsu or equal	EA	$ 7,992.60
4706	Single Ceiling mount air handler/condenser option - Fujitsu or equal	EA	$ 15,921.71
4707	small data hvac unit	EA	$ 1,955.28
	Misc HVAC		
4800	Fire dampers (electrical)	EA	$ 2,044.39
4801	Cross-over hole thru beams for ducting into adjacent module	EA	$ 180.61
4802	Return air plenum wall (12')	EA	$ 674.18
4803	9" insulated ducting	LF	$ 10.11
4804	Register, supply with 4-way throw and mixing box	EA	$ 110.28
4805	Register, return air	EA	$ 86.22
4806	Programmable T-stat	EA	$ 194.50
4807	Primary condensate line for roof mounted HVAC	EA	$ 779.95
4808	Air San (return air silencer)	EA	$ 542.25
4809	6 plenum / supply ducted system (Comfort Cool) Per 24x40 Classroom	EA	$ 1,022.18
4810	6 plenum / supply ducted system (Comfort Cool) Per 30x32 Classroom	EA	$ 970.65
4811	PICO Thermostat	EA	$ 443.45
4812	Pelican - wireless control reader & card	EA	$ 357.62
4813	Pelican gateway	EA	$ 167.48
4814	Title 24 Thermostat - Ecobee or equal	EA	$ 519.47
4815	Bard air silencer	EA	$ 1,613.41
4816	hard ducted fiberglass duct 7"x36"	EA	$ 328.44
4817	Economizer for wall hung HVAC unit	EA	$ 688.90
4818	HVAC plenum wall (interior) for noise reduction	EA	$ 942.14
4819	HVAC insolation curb (exterior) for noise reduction	EA	$ 1,454.82
4820	Window Interlock to suspend HVAC	EA	$ 478.60
	PLUMBING		
	Water closets		
4900	WC floor mount, tank type, ADA / 15" height	EA	$ 1,646.81
4901	WC floor mount, flush valve, ADA / 15" height	EA	$ 1,679.51
4902	WC wall hung, tank type, ADA / 15" height	EA	$ 2,514.79
4903	WC wall hung, flush valve, ADA / 15" height	EA	$ 2,268.07
4904	WC child's floor type, tank type, 10" height	EA	$ 1,614.11
4905	Urinal, flush valve, ADA or specified height	EA	$ 1,639.52
4906	Urinal, waterless	EA	$ 1,793.95
4907	Hands Free flush valve	EA	$ 414.08
4908	Push Button flush	EA	$ 512.77
	Sinks / drinking fountains / showers		
5000	Lavatory, wall hung, ADA or specified height, cold only	EA	$ 1,681.18
5001	Sink, classroom, SS, w/ bubbler, cold only	EA	$ 2,461.28
5002	Sink, kitchen, SS, 1 compartment, cold only	EA	$ 2,268.85
5003	Sink, kitchen, SS, 2 compartment, cold only	EA	$ 2,583.17
5004	Sink, mop, floor mount, cold only	EA	$ 1,841.86
5005	Sink, Janitor's, wall mount, cold only	EA	$ 1,521.96
5006	Sink, floor, w/ trap primer if required	EA	$ 1,078.63
5007	Sink, wash, wall hung	EA	$ 4,925.56

4003	Bard 3 ton TS (as above) with MERV 11 filter option	EA	$ 8,270.20
4004	Bard 4 ton TS (as above) with MERV 11 filter option	EA	$ 9,085.46
4005	Bard 5 ton TS (as above) with MERV 11 filter option	EA	$ 9,758.69
	Single-stage high efficiency (11.3 EER for 4 ton) wall mount HP w/ CRV		
4100	Bard 3 ton TH, "Quiet Climate series"	EA	$ 8,547.95
4101	Bard 4 ton TH, "Quiet Climate series"	EA	$ 9,516.12
4102	Bard 5 ton TH, "Quiet Climate series"	EA	$ 9,983.80
4103	Bard 3 ton TH, (as above) with MERV 11 filter option	EA	$ 8,956.67
4104	Bard 4 ton TH, (as above) with MERV 11 filter option	EA	$ 9,516.12
4105	Bard 5 ton TH, (as above) with MERV 11 filter option	EA	$ 10,392.52
	Single Stage energy efficient (10 EER for 4 ton) wall mount HP with CRV		
4200	Bard 2.5 ton SH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 7,331.93
4201	Bard 3 ton SH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 7,633.17
4202	Bard 4 ton SH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 8,321.55
4203	Bard 5 ton SH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 8,893.50
	Single Stage energy efficient (9 EER for 4 ton) wall mount HP with CRV		
4250	Bard 2.5 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 4,758.06
4251	Bard 3 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 5,108.26
4252	Bard 4 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 5,954.57
4253	Bard 5 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 6,460.99
	Interior Heat Pump (9+EER)		
4300	Bard 3.5 ton QTEC interior ht pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 11,666.30
4301	Bard 4.0 ton QTEC (as above)	EA	$ 12,530.18
4302	Bard 5.0 ton QTEC (as above)	EA	$ 13,513.90
	Two Stage Interior Heat Pump (11+EER)		$ -
4400	Bard 3.5 ton ITEC interior ht pump w/CRV, 4 duct runs, programmable T-stat	EA	$ 16,555.96
4401	Bard 4.0 ton ITEC (as above)	EA	$ 18,003.08
4402	Bard 5.0 ton ITEC (as above)	EA	$ 18,017.19
	Wall Mount Gas/Electric unit (9+EER)		
4500	Bard 3.0 ton, Gas/Elec wall hung, upflow w/CRV 4 duct runs, programmable T-stat	EA	$ 8,247.70
4501	Bard 3.5 ton, Gas/Elec (as above)	EA	$ 8,792.64
4502	Bard 4.0 ton, Gas/Elec (as above)	EA	$ 8,764.84
4503	Propane kit for gas/electric	EA	$ 245.23
	Wall Mount Gas/Electric unit (14 IPLV))		
4550	Bard 3.0 ton, Gas/Elec wall hung, upflow w/CRV 4 duct runs, programmable T-stat	EA	$ 9,366.42
4551	Bard 3.5 ton, Gas/Elec (as above)	EA	$ 10,308.65
4552	Bard 4.0 ton, Gas/Elec (as above)	EA	$ 10,733.72
4553	Propane kit for gas/electric	EA	$ 175.83
	Roof Mounted HVAC		
4600	Roof mount HVAC, 4 ton, gas / electric (Goodman or equal)	EA	$ 9,598.78
4601	Roof mount HVAC, 4 ton, electric	EA	$ 8,917.64
4602	Roof mount HVAC, 5 ton, gas / electric	EA	$ 10,892.96
4603	Roof mount HVAC, 5 ton, electric	EA	$ 9,274.84
4604	Goodman Economizer	EA	$ 934.14
4605	Trane 3.5 Ton Gas/Electric or equal	EA	$ 11,041.73
4606	Trane 3.5 Ton Electric or equal	EA	$ 12,007.83
4607	Trane 4.0 Ton Gas/Electric or equal	EA	$ 12,305.08
4608	Trane 4.0 Ton Electric or equal	EA	$ 13,196.85

3502	Duplex receptacle	EA	$	86.27
3503	4-plex receptacle	EA	$	100.46
3504	GFI receptacle	EA	$	104.24
3505	Dedicated circuit	EA	$	187.10
3506	230 v circuit	EA	$	161.26
3507	4 square box with switch ring and 3/4" conduit stub to attic	EA	$	37.45
3508	Conduit 3/4"	LF	$	2.85
3509	Conduit 1"	LF	$	3.76
3510	12x12x8 exterior box	EA	$	94.68
3511	Motion sensor, ceiling	EA	$	312.12
3512	Motion sensor, switch	EA	$	245.76
3513	N-light switching w on/off & dim	EA	$	126.09
3514	N-light switching 4 presets	EA	$	215.08
3515	N-light three way switching	EA	$	232.55
3516	N-light occ sensor	EA	$	273.70
3517	Daylight control	EA	$	307.29
3518	Switched receptacle	EA	$	58.13
3519	Surge Protection receptacle	EA	$	40.66
3520	Adder: Stainless steel switch cover/receptacle	EA	$	5.24
3521	conduit 1 1/2" conduit	LF	$	4.57
3522	conduit 2" conduit	LF	$	4.97
3523	Data box for 1/1/2" to 2" conduit	LF	$	46.90
	Electrical specialty			
3600	Floor box with (2) duplex recepticles, (2) low voltage, w/conduit and pull string for phone/data (Legrand CRF6)	EA	$	684.27
3601	Floor box with (3) duplex recepticles, (3) low voltage recepticles, w/conduit and pull string for phone/data (Legrand EF6)	EA	$	1,268.54
3602	Wiremold 5500 w/duplex / data at 36" OC	LF	$	104.59
3603	Range vent hood, ducted (Broan 4136 or equal) - Need Switch for ADA Operation	EA	$	1,011.58
3604	Exhaust fan - Orbit 80 CFM (or equal)	EA	$	192.49
3605	Exhaust Fan - Orbit 150CFM (or equal)	EA	$	290.58
	Low voltage items			
3700	Plywood backer board for terminal cabinets by others	Per sf	$	4.60
3701	Clock - 120v electric	EA	$	296.71
3702	Clock - battery	EA	$	42.66
3703	Rough-in only for FA pull station	EA	$	40.42
3704	Rough-in only for FA interior horn/strobe	EA	$	40.06
3705	Rough-in only for FA exterior horn/strobe	EA	$	42.66
3706	Clock/speaker box - surface mount	EA	$	361.47
	Fire Sprinkler			
3800	Fire Sprinklers - Light Hazard, per sf (attaches to site riser by others)	Per sf	$	7.49
3801	Fire Sprinklers - Normal Hazard, per sf (attaches to site riser by others)	Per sf	$	7.79
3802	Bell Box	EA	$	213.29
3803	Fire Riser blanket - Used in certain zones	EA	$	2,281.84
3804	Fire Riser - 6" diamter installed on 6" above ground stub by Others	EA	$	7,483.84
	HVAC Systems			
	Two-Stage high efficency (14.6/10.2 EER for 4 ton) wall mount HP w/ CRV			
3900	Bard 3 ton CH, "Quiet Climate 2" wall hung heat pump, 4 duct runs, programmable thermostat	EA	$	9,030.53
3901	Bard 4 ton CH (see above)	EA	$	9,602.17
3902	Bard 5 ton CH (see above)	EA	$	10,098.59
3903	Bard 3 ton CH (as above) with MERV 11 filter option	EA	$	9,439.25
3904	Bard 4 ton CH (as above) with MERV 11 filter option	EA	$	10,010.90
3905	Bard 5 ton CH (as above) with MERV 11 filter option	EA	$	10,507.31
	Two-Stage high efficency (15/11 EER for 4 ton) wall mount HP w/ CRV			
4000	Bard 3 ton TS, "Quiet Climate series"	EA	$	7,861.48
4001	Bard 4 ton TS, "Quiet Climate series"	EA	$	9,085.46
4002	Bard 5 ton TS, "Quiet Climate series"	EA	$	9,758.69

3236	Aluminum roll-up door (garage type), 8070	EA	$ 5,434.15
3237	Custom serving window. Each 4' wide x 6' tall R&S counter with QuickServe; 22 ga small flat slats, tan; formed channel guides; manual push up; keyed bottom bars, single hung service window 216 sq.in. max area; auto close; audio communication ports in fixed window; clear anodized aluminum frame	EA	$ 11,722.72
3238	Verticle Binds - 3" Vinyl	EA	$ 286.12
3239	Motorized shades	EA	$ 1,070.89
3240	Roll up door conditioned space seal	EA	$ 240.42
	Daylighting		
3241	Window, daylighting (transom window above 7'6")	EA	$ 795.91
3242	Window, daylighting (transom window above 7'6") with light louvers	EA	$ 1,035.20
3243	Light shelf (Alcoa In-Lighten or equal)	EA	$ 631.12
	Electrical Options		
	Panels		
3300	125 amp 1-phase panel	EA	$ 692.38
3301	150 amp 1-phase panel	EA	$ 955.69
3302	200 amp 1-phase panel	EA	$ 1,093.46
3303	225 amp 1-phase panel	EA	$ 928.22
3304	400 amp 1-phase panel	EA	$ 1,275.53
3305	125 amp 3-phase panel	EA	$ 1,111.59
3306	150 amp 3-phase panel	EA	$ 1,187.47
3307	200 amp 3-phase panel	EA	$ 1,228.04
3308	225 amp 3-phase panel	EA	$ 1,523.96
3309	400 amp 3-phase panel	EA	$ 1,766.90
3310	Exterior RT panel (adder)	EA	$ 282.42
	Lights		
3400	Troffer, 2x4, T-8, 3-tube	EA	$ 297.73
3401	Troffer, 2x4, T-5, 3-tube	EA	$ 307.64
3402	Troffer, 2x4, T-5, direct/indirect (Lithonia 2AVG or equal)	EA	$ 308.20
3403	Troffer, 1x4, T-8, 2-tube	EA	$ 140.29
3404	Troffer, 2x2, T-8, "u"-tube	EA	$ 177.70
3405	Pendent, T-8 (Peerless or equal)	EA	$ 781.85
3406	Sconce light, wall mounted	EA	$ 640.89
3407	Fluorescent exterior door light	EA	$ 160.22
3408	Lighted "Exit" sign (battery back-up)	EA	$ 194.55
3409	Photo cell	EA	$ 42.55
3410	LED 2x4 - 2GTL	EA	$ 334.82
3411	LED 2x2- 2GTL	EA	$ 326.97
3412	LED 1x4 - 2GTL	EA	$ 333.51
3413	LED with Battery Back-up - 2x4 2GTL	EA	$ 766.76
3414	Exterior Door Light - LED w/ Photocell	EA	$ 271.44
3415	Exterior Light with battery backup/photocell - LED	EA	$ 627.99
3416	Teacher lighting controls - Academy pack	EA	$ 5,838.20
3417	Lighted Exit Sign - no battery backup	EA	$ 58.89
3418	LED 2x4 - Direct/Indirect 2ALL4	EA	$ 637.60
3419	LED 2x2 - Direct/Indirect 2ALL4	EA	$ 562.40
3420	LED 1x4 - Direct/Indirect 2ALL4	EA	$ 637.60
3421	Markerboard light - Lithonia 1x4	EA	$ 1,097.63
3422	LED 2x4 Direct/Indirect 2VTL	EA	$ 474.11
3423	LED 2x4 Direct/Indirect 2VTL	EA	$ 474.11
3424	LED 2x4 Direct/Indirect 2VTL	EA	$ 474.11
3425	LED Sofffit Lights - Surface mount	EA	$ 263.82
	Skylights		
3426	Tubular skylight (Solatube or equal)	EA	$ 1,505.95
3427	LED option in Solatube	EA	$ 1,137.05
	Electrical Infrastructure		
3500	Individual room switching	EA	$ 100.42
3501	3-way switching	EA	$ 316.87

3121	Lighted exit sign	EA	$	186.23
3122	Door closer (Norton 7500 w/hold-open)	EA	$	368.27
3123	View lite, 8x30 (adder)	EA	$	181.12
3124	View Light 8x30 Frosted Glass (Adder)	EA	$	213.66
3125	Half lite, 24x30	EA	$	254.53
3126	Full lite, 24x66	EA	$	446.77
3127	Louver, 12x12 in door	EA	$	83.98
3128	Louver, 24x12 in door	EA	$	226.08
3129	10" high kick plate, silver	EA	$	106.12
3130	Store front assembly with (2) doors. 12' x 8.5' dimension. Clear anodized, DG, Low E	EA	$	14,496.24
3131	Store front assembly with (1) door. 6' x 8.5' dimension. Clear anodized, DG, Low E	EA	$	10,062.82
3132	Hold open, wall mounted	EA	$	67.50
3133	Fire rated door, interior, 3070, 20 Min (adder)	EA	$	648.17
3134	Fire rated door, interior, 6070, 20 Min (adder)	EA	$	1,162.13
3135	Fire rated door, exterior, 3070, 20 Min (adder)	EA	$	548.82
3136	Fire rated door, exterior, 6070, 20 Min (adder)	EA	$	727.63
3137	Fire rated view lite window, 8x24 w/ interior wire, 20 Min (adder)	EA	$	440.09
3138	Fire rated doors, additional cost for 45 Min (additional adder)	EA	$	1,232.22
3139	Fire rated doors, additional cost for 60 Min (additional adder)	EA	$	1,342.96
3140	Fire rated doors, additional cost for 120 Min (additional adder)	EA	$	1,537.71
	Windows			
3200	8040 xox - Aluminium Bronze Anodized	EA	$	969.81
3201	6040 xo - Aluminium Bronze Anodized	EA	$	783.94
3202	4040 xo - Aluminium Bronze Anodized	EA	$	823.19
3203	4030 xo - Aluminium Bronze Anodized	EA	$	659.08
3204	3010 xo, obscured glass - Aluminium Bronze Anodized	EA	$	528.35
3205	4040 single hung - Aluminium Bronze Anodized	EA	$	1,234.06
3206	3040 single hung - Aluminium Bronze Anodized	EA	$	922.28
3207	6040 single hung - Aluminium Bronze Anodized	EA	$	1,188.14
3208	4040 fixed exterior - Aluminium Bronze Anodized	EA	$	958.27
3209	2060 fixed exterior - Aluminium Bronze Anodized	EA	$	731.54
3210	4040 fixed interior (SG, clear glass) - Aluminium Bronze Anodized	EA	$	823.19
3211	3020 hopper (opens inward) - Aluminium Bronze Anodized	EA	$	873.22
3212	6020 hopper (opens inward) - Aluminium Bronze Anodized	EA	$	1,167.55
3213	Hopper pole w/bracket	EA	$	124.37
3214	3030 awning (opens outward w/crank) - Aluminium Bronze Anodized	EA	$	941.93
3215	8040 xox - Vinyl Standard Color Selection	EA	$	1,161.71
3216	6040 xo - Vinyl Standard Color Selection	EA	$	1,027.95
3217	4040 xo - Vinyl Standard Color Selection	EA	$	809.11
3218	4030 xo - Vinyl Standard Color Selection	EA	$	723.45
3219	3010 xo, obscured glass - Vinyl Standard Color Selection	EA	$	588.16
3220	4040 single hung - Vinyl Standard Color Selection	EA	$	852.49
3221	3040 single hung - Vinyl Standard Color Selection	EA	$	831.06
3222	6040 single hung - Vinyl Standard Color Selection	EA	$	1,336.54
3223	4040 fixed exterior - Vinyl Standard Color Selection	EA	$	903.30
3224	2060 fixed exterior - Vinyl Standard Color Selection	EA	$	750.37
3225	4040 fixed interior (SG, clear glass) - Vinyl Standard Color Selection	EA	$	903.30
3226	3020 hopper (opens inward) - Vinyl Standard Color Selection	EA	$	653.58
3227	6020 hopper (opens inward) - Vinyl Standard Color Selection	EA	$	1,148.53
3228	3030 awning (opens outward w/crank) - Vinyl Standard Color Selection	EA	$	802.96
3229	Mini-blinds, aluminum (Levellor 1" or equal)	EA	$	451.73
3230	Side lite, 16"x84"	EA	$	625.75
3231	Security screens, hinged w/internal release (8040 xox)	EA	$	504.59
3232	1 HR rated glass, interior wire	Per sf	$	79.15
3233	Aluminum roll-up security shutter, 6040	EA	$	3,484.15
3234	Aluminum roll-up shutter with serving window, 6040	EA	$	6,054.73
3235	Aluminum roll up shutter with ticket window, 6040	EA	$	4,156.74

3001	Interior wall, 2x4, tape/ texture/paint	LF	$	53.37
3002	Interior wall, 2x6 adder	LF	$	5.26
3003	Interior wall extension from ceiling level to roof deck	LF	$	32.38
3004	Sound attenuation batts at modline roof beams	LF	$	20.56
3005	Sound attenuating wall assembly, STC 46? (per Gypsum Association specifications)	LF	$	75.29
3006	Toilet room, single, cold only (ADA compliant)	EA	$	9,367.81
3007	8x4 porcelain / steel markerboard	EA	$	300.86
3008	12x4 porcelain / steel markerboard	EA	$	560.78
3009	6' projection screen (wall mount)	EA	$	246.57
3010	TV bracket, flat screen	EA	$	441.13
3011	Blocking only, wall mounted accessories, 4x4	LF	$	11.47
3012	Blocking only, ceiling mounted accessories	EA	$	71.03
3013	Blocking only, casework (double row)	LF	$	14.88
3014	Blocking only - Cabinet Uppers (Double Row)	LF	$	14.88
3015	Blocking - IDF cabinet up to 24" wide x 32" high	EA	$	76.01
3016	Fire extinguisher w/wall bracket (51b 3A-40BC)	EA	$	114.84
3017	Fire Extinguisher Cabinet, Recessed Mount, Capacity 10lb, width 10-5/16 in, height 24-3/8 in, construction galvanized steel, finish powder coated - Grainger	EA	$	122.02
3018	FRP wall panels	Per sf	$	3.06
3019	FRP w/ Aluminum Trim	Per sf	$	4.33
3020	Ceramic tile on walls with thin set over 1/2" backing (Daltile standard or equal)	Per sf	$	29.92
3021	Densglass or equal (in lieu of sheet rock)	Per sf	$	4.43
3022	Ceiling tile - Armstrong 2910 fiberglass random fissure (or equal)	Per sf	$	1.80
3023	Adder: Ceiling tile - Armstrong mineral board #769 Cortega (or equal)	Per sf	$	1.32
3024	Ceiling tile - food service area approved	Per sf	$	1.25
3025	Interior 1-hr fire wall construction (adder)	LF	$	44.67
3026	Interior 2-hr fire wall construction (adder)	LF	$	55.15
3027	Sheetrock ceiling with surface mounted lights (ceiling height approx 8')	Per sf	$	4.09
3028	Access panel, through floor	EA	$	1,175.08
3029	Access panel, through ceiling (sheet rock ceiling only) 8x8	EA	$	118.61
3030	Operable wall - Hufcor (or equal) ceiling supported, 8' 6" high STC 45 (or equal)	LF	$	920.10
3031	Restroom signs (set)	EA	$	98.84
3032	Adder: Ceiling tiles - Armstrong School Zone Fine Fissured	Per sf	$	1.35
3033	Ceiling tile clips	Per sf	$	1.78
3034	Koroseal	Per sf	$	3.75
	Doors (18 Ga. KD Frames standard)			
3100	Adder: Welded frame, 3070 - Adder	EA	$	248.55
3101	Adder: Welded frame, 6070 - Adder	EA	$	476.15
3102	Stucco flange welded frames - Adder to 3070 Exterior KD Frame	EA	$	541.76
3103	3670 steel door w/Schlage D95 lever hardware, Norton 7500 door closer with hold open	EA	$	1,716.66
3104	6070 steel double door w/Schlage D95 lever hardware, Norton 7500 door closer with hold open	EA	$	2,132.82
3105	1' 4" 70 steel plumb chase door w/ deadbolt	EA	$	1,389.04
3106	FRP door - continuous Hinge - no view light	EA	$	4,869.45
3107	FRP door - continuous hinge - View Light	EA	$	4,984.98
3108	3068 interior wood door in steel frame, sold core, pre-finished (Oak Legacy, White Ash or Walnut)	EA	$	1,154.84
3109	Interior 3068 Stain Grade Door - 5 layer finish - Wood Species	EA	$	1,466.96
3110	3068 interior wood Dutch door in steel frame	EA	$	1,498.96
3111	6068 interior wood double door in steel frame	EA	$	1,625.65
3112	5068 wood bi-fold door with full louvers	EA	$	1,723.94
3113	3070 option for interior doors (adder)	EA	$	1,490.08
3114	Panic hardware, Von Duprin CD99NL or equal	EA	$	2,215.01
3115	Continuous Hinges - IVES Stainless Steel -	EA	$	482.79
3116	Door Hold Open - Trimco	EA	$	105.56
3117	LCN 4041 Upgrade	EA	$	152.71
3118	IC Cores	EA	$	135.88
3119	Primus per IC Core	EA	$	147.41
3120	Peep holes	EA	$	28.09

2509	Eisenwall 2-coat stucco system	Per sf	$ 1.49
2510	Acrylic Color - Standard Color Selections	Per sf	$ 1.04
2511	Cement board siding with chair rail	Per sf	$ 6.63
	Misc exterior finish		$ -
2600	Thin brick veneer	Per sf	$ 20.83
2601	Control Joint for Thin Brick Veneer	Per LF	$ 14.87
2602	Exterior paint colors (after two colors standard), whole surface	Per sf	$ 333.98
2603	Metal roof and wall closure panels between classrooms, up to 6"	EA	$ 170.63
2604	Exterior 1-hr fire wall construction (adder)	LF	$ 132.58
2605	Wood closure panel between buildings, up to 2'	EA	$ 327.74
2606	Roof access ladder 8'6", exterior, fixed to wall	EA	$ 1,133.56
2607	Interior access ladder; fixed to wall, includes safety post and hatch	EA	$ 4,505.46
2608	Add for finished soffits (elastomeric texture paint over plywood)	Per sf	$ 6.47
2609	Exterior Paint in field	Per sf	$ 3.51
	Basic construction		
2650	FSC wood in lieu of standard lumber (2x4 walls) adder	LF	$ 4.44
2651	FSC wood in lieu of standard lumber (2x6 walls) adder	LF	$ 7.45
2652	FSC wood in lieu of standard lumber (plywood floor) adder	Per sf	$ 1.33
2653	FSC wood in lieu of standard lumber (plywood roof deck) adder	Per sf	$ 0.74
2654	Dupont Tyvek Air Barrier	Per sf	$ 1.25
	Roofing Options		
	Standard pitch roofs (1/4:12), 2" galvanized standing seam, 5/8" plywood roof deck)		
2700	Shed Roof design	Per module	$ 260.10
2701	Extend rear overhang to 5' (2'6" is standard)	Per module	$ 436.53
2702	Overhangs on 12x40 restroom building	Per module	$ 1,812.12
2703	Gable end overhang, up to 18"	Per pair	$ 3,259.30
2704	Plant-on fascia, max 36" higher than ceiling level, factory built. (Shipping heights and wind loads must be confirmed)	LF	$ 145.91
2705	3/4" T&G plywood roof deck (Adder)	Per sf	$ 1.28
2706	Weather overhang (canvas), 5'L x 3'W max. Site installed	EA	$ 896.25
2707	Weather overhang (aluminum), 5'L x 3'W max. Site installed	EA	$ 1,307.22
2708	Extend front overhang from 5' to 8'	Per module	$ 162.05
2709	Metal Panel finish on Plant on Fascia - Artisian 12" Panel Standard Color	Per sf	$ 20.83
2710	Flat Soffits on pitched roofs	Per module	$ 501.57
2711	WUI Soffit Vents	EA	$ 4.94
2712	WUI Gutter Guards	EA	$ 4.09
2713	Roof Jack	EA	$ 63.04
2714	Continuous Gutter	LF	$ 8.24
2715	Downspouts - thick walled round pipe	EA	$ 430.52
	Insulation		
2750	Insulation, attic, R-36 (R-30 standard) - Adder	Per sf	$ 1.03
2751	Insulation, wall, R-19 (R-13 standard) - Adder	Per sf	$ 0.43
	Enhanced pitch roof (>1/4:12), finish material must be selected below		
2800	1/4:12 to 1.5:12, per module (shipping heights must be investigated)	Per module	$ 5,481.12
2801	2:12 to 5:12, end unit. Must be shipped as separate module.	Per module	$ 9,848.17
2802	2:12 to 5:12 center unit. Must be shipped as separate module.	Per module	$ 9,092.68
2803	30lb snow load (Adder)	Per module	$ 932.77
	Roof finish materials (standing seam metal roofs are 26 gauge over 5/8" wood roof deck)		
2900	Galvanized, standing seam	Per sf	$ 2.46
2901	Title 24 Compliant standing seam metal, (Solar White Kynar) or equal	Per sf	$ 4.28
2902	Colored, standing seam metal, Kynar or equal, standard color, in-stock selection. 10 floor minimum for ordered material	Per sf	$ 6.10
2903	Colored, standing seam metal, Kynar or equal, custom color, 10 floor minimum	Per sf	$ 7.20
2904	"Cool Roof" TPO, (Dura-last or equal)	Per sf	$ 10.86
2905	TPO jacks	EA	$ 74.32
2906	TPO Curbs	EA	$ 334.43
	Interior Options		
3000	Interior wall, 2x4, standard finish (tack board) (Décor or equal)	LF	$ 48.19

2102	Extended platform and ramp	Per sf	$ 49.73
2103	Stairs for standard 12" high ramp platform	EA	$ 711.03
2104	MDO ramp skirting up to 24" high	Per sf	$ 3.40
2105	Cement Board skirting 1/4" up to 24" high	Per sf	$ 3.63
	Concrete Foundations		
	Standard foundations (based on 1500 psf soil bearing pressure, non-expansive soil and level ground)		
2200	12x40 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment)	EA	$ 12,960.41
2201	12x40 at grade foundation (additional foundations segments)	EA	$ 9,987.84
2202	10x32 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment)	EA	$ 9,655.95
2203	10x32 at grade foundation (additional foundation segments)	EA	$ 7,364.99
2204	Rat slab, 2" rough finish	Per sf	$ 4.64
2205	12" wide foundation - Adder	EA	$ 372.46
2206	15" wide foundation - Adder	EA	$ 743.89
2207	Extra Height foundations - 30" to 36"	EA	$ 12,900.96
2208	Extra Height foundations - over 36" to 42"	EA	$ 14,386.65
2209	Shear Plates	EA	$ 307.24
2210	Concrete Foundation Bolt Kit 50 or 65 Lb Floor	EA	$ 68.99
2211	Concrete Foundation Bolt Kit 125Lb Floor	EA	$ 89.80
2212	Concrete Foundation Bolt Kit 150Lb Floor	EA	$ 158.85
	High Siesmic Concrete Foundations		
2250	12x40 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment) - High Seismic Zone	EA	$ 14,387.24
2251	12x40 at grade foundation (additional foundations segments) - High Seismic Zone	EA	$ 11,414.68
2252	10x32 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment) - High Seismic Zone	EA	$ 9,586.55
2253	10x32 at grade foundation (additional foundation segments) - High Seismic Zone	EA	$ 7,609.79
2254	12" wide foundation - Adder	EA	$ 372.46
2255	15" wide foundation - Adder	EA	$ 742.85
2256	Extra Height foundations - 30" to 36" - High Seismic Zone	EA	$ 12,900.96
2257	Extra Height foundations - over 36" to 42" - High Seismic Zone	EA	$ 14,386.65
2258	Shear Plates	EA	$ 307.24
2259	High Siesmic Concrete Foundation Bolt Kit 50 or 65 Lb Floor	EA	$ 68.99
2260	High SeismicConcrete Foundation Bolt Kit 125Lb Floor	EA	$ 89.80
2261	High SeismicConcrete Foundation Bolt Kit 150Lb Floor	EA	$ 158.85
	Foundation Vents & Flashing		
2300	2x4 access vent well with retained metal grate (Non ADA)	EA	$ 3,719.43
2301	2x4 access vent well with retained metal grate (ADA)	EA	$ 5,044.54
2302	4' polyvent	EA	$ 1,447.96
2303	6' polyvent	EA	$ 2,124.50
2304	12" high, 24 ga metal flashing	LF	$ 18.73
	Exterior Finish Options		
	Wood or engineered wood products		
2400	MDO "smart panel" with grooves 8" OC, per sf (T1-11 replacement)	Per sf	$ 2.32
2401	1/2" cdx plywood (for use under exterior finish products)	Per sf	$ 1.44
2402	2x6 exterior wall studs in lieu of 2x4	LF	$ 4.73
2403	1x4 wood trim or battens (in addition to standard window and door trim)	LF	$ 3.82
	Cement based or stucco		
2500	Cement board siding (4x9) (Hardie or equivalent)	Per sf	$ 5.93
2501	Cement board lap siding, per sf (Hardie or equivalent)	Per sf	$ 16.12
2502	Cement backer, exterior (for use under exterior finish products)	Per sf	$ 2.16
2503	Stuc-o-flex synthetic stucco	Per sf	$ 15.11
2504	Stuc-o-flex control joint	LF	$ 0.53
2505	Stuc-o-flex mod line close-up, per mod line (performed in field at prev. wage)	Per module	$ 492.81
2506	3-coat stucco (performed in field at prevailing wage)	Per sf	$ 19.12
2507	3-coat stucco control joint	LF	$ 5.94
2508	1x4 cement board trim or battens	LF	$ 4.15

APPENDIX ITEMS LIST

Pricing as of January 1, 2017

ITEM	DESCRIPTION	BASIS	$ Price
	1-STORY RIGID STEEL MOMENT FRAME BUILDINGS		
1000	24X40 Typical Classroom where Ss< 1.875	EA	$ 50,924.46
1001	24X40 Typical Classroom - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 52,817.99
1002	36x40 Typical Science Classroom where Ss< 1.875	EA	$ 301,390.35
1003	36x40 Typical Science Classroom - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 305,537.39
1004	30x32 Typical Classroom where Ss< 1.875	EA	$ 56,080.68
1005	30x32 Typical Classroom - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 57,652.73
1006	add 12x40 center module where Ss< 1.875	EA	$ 20,514.61
1007	add 12x40 center module - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 21,150.29
1008	add 10x32 center module where Ss< 1.875	EA	$ 19,539.75
1009	add 10x32 center module - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 20,516.69
1010	12x40 boy's / girl's restroom where Ss< 1.875	EA	$ 73,240.00
1011	12x40 boy's / girl's restroom - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 74,445.82
1012	12x40 boy's / girl's restroom with staff room where Ss< 1.875	EA	$ 73,830.95
1013	12x40 boy's / girl's restroom with staff room - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 77,053.06
1014	12x40 building (exterior walls, 1 door, minimal electric)where Ss< 1.875	EA	$ 33,699.60
1015	12x40 building (exterior walls, 1 door, minimal electric) - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 34,904.38
1016	10x32 building (exterior walls, 1 door, minimal electric) where Ss< 1.875	EA	$ 27,228.31
1017	10x32 building (exterior walls, 1 door, minimal electric) - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 27,637.19
1018	10x10 building (exterior walls, 1 door, minimal electric) where Ss< 1.875	EA	$ 21,328.20
1019	10x10 building (as above) - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 22,368.60
1020	12x12 building (exterior walls, 1 door, minimal electric) where Ss< 1.875	EA	$ 23,513.04
1021	12x12 building (as above) - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 25,593.84
1022	30x32 Daylight Building	EA	$ 228,888.00
1023	30x32 Daylight Building - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 228,888.00
1024	Vaulted Ceiling Building	EA	$ 66,201.69
1025	Vaulted Ceiling Building - High Seismic Zone where 1.875< Ss< 2.625	EA	$ 68,663.28
	Sub-floor options		
1100	125 lb floor load, standard wood subfloor (adder)	Per module	$ 289.23
1101	150 lb floor load, standard wood subfloor (adder)	Per module	$ 610.07
1102	Concrete floor 125 lb floor load, light weight fill, 3" fill (adder)	Per module	$ 9,025.46
1103	Cement floor, self-levelling, pour in place (Levelrock or equal) (adder) - 3/4" depth with Sound Matt	Per module	$ 4,464.81
1104	Stiffened floor 10x32 - 24 O.C. Floor joists 14 Gauge (Adder)	Per module	$ 247.02
1105	Concrete Floor for 2 or less floors	Per module	$ 11,002.23
1106	150 Lb floor - High seismic adder	Per module	$ 837.16
	Wood Foundation Options (DSA allows up to 2000 sf)		
2000	1 1/2" layer of wood foundation for 12x40	EA	$ 82.19
2001	1 1/2" layer for 24x40	EA	$ 132.13
2002	1 1/2" layer for 36x40	EA	$ 181.03
2003	1 1/2" layer for 48x40	EA	$ 232.01
2004	MDO skirting up to 24" high	Per sf	$ 4.16
2005	Treated lumber upcharge per 12x40	LF	$ 297.45
2006	Expanded metal vents up to 12" high	LF	$ 39.33
2007	Cement Board skirting 1/4" up to 24" high	Per sf	$ 3.63
2008	Expanded metal vents for WUI up to 12" high	EA	$ 164.41
2009	Wood Foundation Bolt kit 50 or 65 lb Floor	EA	$ 103.21
2010	Wood Foundation Bolt kit 125lb Floor	EA	$ 136.26
2011	Shear Plates	EA	$ 37.29
	ADA Access Ramps		
2100	12' zero clearance ramp (site must be completely level for base ramp)	EA	$ 4,538.75
2101	Field adjustments to ramps due to site conditions	Man hour	$ 73.87

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SANTA CRUZ CITY SCHOOLS
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Independent Contractor Services Agreement ("Agreement") is made and entered into effective _____, 20__ (the "Effective Date") by and between Santa Cruz City Schools ("District") and _____ ("Contractor").

1. Contractor Services. Contractor agrees to provide the following services:
_____
_____
_____

2. Contractor Qualifications. Contractor represents that it or its principals or employees assigned to provide services under this Agreement have or shall have in effect all licenses, credentials, permits and has otherwise all legal qualifications to perform this Agreement. [OPTIONAL: Contractor shall provide District with a copy of a current curriculum vitae for each principal or employee assigned to work on District projects.]

3. Term. This Agreement shall begin on _____, 20__, and shall terminate upon completion of the scope of work, but no later than _____. There shall be no extension of the term of this Agreement without express written consent by the District and Contractor.

4. Termination. The District may terminate this Agreement immediately at any time by giving written notice to the Contractor. Such written notice shall be sufficient to stop further performance of services by Contractor. In the event of termination prior to the end of the term of this Agreement, Contractor shall invoice the District for any work performed up to the date of termination, and shall promptly return any District property or records, and any copies thereof, in its possession to the District. The District may then proceed with the work in any manner the District deems proper.

5. Payment. District agrees to pay Contractor at the rate of $_____ per ____. [OPTIONAL: District shall reimburse Contractor's reasonable travel expenses at the rate of $_____ per mile plus per diem costs totaling no more than $ _____ per day.] The rate shall not be increased by the Contractor over the course of this Agreement. Total payment by District to Contractor shall not exceed $_____. District agrees to pay Contractor within thirty (30) days of receipt of a detailed invoice.

6. Indemnity. The Contractor shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Education, and members of the Board of Education, 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 Contractor's use of the site; the Contractor'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 Education,

members of the Board of Education, for any act, omission, negligence, or willful misconduct of the Contractor or its respective agents, subcontractors, 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.

7. Comprehensive General Liability and Automobile Insurance. Without limiting Contractor's indemnification as set forth in Section 6 hereof, Contractor shall, before beginning any of the services or work called for by any term of this Agreement, secure and maintain in full force and effect during the term of this Agreement, the following insurance (check all that apply):

□ Comprehensive General Liability, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

□ Automobile Insurance, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

All required insurance shall have combined single limits of $_____, or $ _____ per person and $_____ per accident, with no aggregate limit. Property damage limits shall be $_____.

The District shall be named as an additional insured on Contractor'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. A copy of the declarations page of Contractor's insurance policy shall be attached to this Agreement as proof of insurance.

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

9. Workers' Compensation Insurance. Contractor agrees to provide all necessary workers' compensation insurance for Contractor's principals and employees, if any, at Contractor's own cost and expense.

10. Fingerprinting. Contractor shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor and District agree to the following:

A. □ Contractor and principals, employees, and subcontractors assigned to provide services under this Agreement will have only limited or no contact with District students at all times during the Term of this Agreement.

B. ☐ The following Contractor principals, employees, and subcontractors assigned to provide services under this Agreement will have more than limited contact with District students during the Term of this Agreement:

_____

_____

If Box B. above is checked fingerprints must be submitted to the Assistant Superintendent, Business Services or designee. (Education Code § 45125.1.)

Signature of Assistant Superintendent, Business Services or designee:

_____

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting background check requirements have been satisfied and District determines whether any such contact is permissible.

11. Taxes. Contractor agrees that Contractor has no entitlement to any future work from the District or to any employment or fringe benefits from the District. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Contractor. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Contractor agrees to defend, indemnify and hold District harmless from all State and Federal tax consequences and any related consequences stemming from or related to this Agreement. Contractor is independently responsible for the payment of all applicable taxes.

12. Assignment. The Contractor 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.

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

14. 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.

15. 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.

16. 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.

17. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the Contractor, 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:	Contractor:
	[FILL]
Santa Cruz City Schools 405 Soquel-San Jose Road Soquel, CA 95073 Attn: Assistant Superintendent, Business Services	

18. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.

19. 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.

20. Execution of Other Documents. The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

21. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

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

SANTA CRUZ CITY SCHOOLS

By: _____
Name:
Title:

Date: _____

CONTRACTOR

By: _____
Name:
Title:

Date: _____

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM:	Approve Joseph R. Renda Construction Services, Inc. Proposal and Standard Contract Terms for In-Plant DSA Inspector of Record Services for In-Plant Harbor High School Concession/Restroom Building Project
MEETING DATE:	April 25, 2018
FROM:	Patrick K. Gaffney, Assistant Superintendent, Business Services
THROUGH:	Kris Munro, Superintendent

RECOMMENDATION:
Approve the Joseph R. Renda Construction Services, Inc. proposal and standard contract terms for in-plant DSA Inspection of Record Services for in-plant inspections of the Harbor High Concession/Restroom Building project.

BACKGROUND:
This proposal is for professional services, and is based on the requirements to have a DSA inspector on each and every DSA project the District engages in. The estimate is based on the proposed rate, and is for in-plant welding and fabrication inspections at Enviroplex, Inc., where the modular concession/restroom building is being constructed. Included under this cover is a standard contract that will be completed with the terms of the bid proposal. This item is approving of both the proposal and standard terms in this contract.

FISCAL IMPACT:
Rate is estimated at $3,300.00 to be paid from Measure A Bond Funds (Restricted), representing .01% of the overall site budget.

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

DSA 5-IPI

IN-PLANT PROJECT INSPECTOR QUALIFICATION AND APPROVAL

This form must be completed by the Design Professional delegated or subdelegated the responsibility for observation of in-plant construction. Form must be signed and dated by Inspector, Owner and the Design Professional delegated responsibility listed on Section 1.0 of the DSA 1-MR, or if subdelegated by the individual listed on Section 1.1 of the DSA 1-MR. A completed and signed form must be submitted to the Division of the State Architect (DSA) by the Design Professional delegated responsibility for observation of construction, to ensure DSA approval of the Project Inspector prior to the commencement of construction work (for Original Request) or before continuation of construction work (for Replacement Inspector).

1. PROJECT INFORMATION (*To be completed by Design Professional*)

School District/Owner: SANTA CRUZ CITY SCHOOLS	DSA File #: 44- H 2
Project/School Name: HARBOR HIGH CONCESSION / RESTROOM BLDG.	DSA App. #: 01 - 116975
Project Class: RBIP	Estimated Construction Start Date of the work requiring inspection:
Type of DSA approval requested: ☒ Relocatable Building In-Plant (RBIP) & ☒ AWS CWI/SCWI #: 96041221 ☐ Request for Approval of Replacement In-Plant Inspector	DSA 5-IPI Submittal Date: ☐ Initial Request ☐ Revised Request

2. INSPECTOR INFORMATION (*To be completed by In-Plant Project Inspector*)

Name: JOSEPH RENDA		
Address: PO BOX 1085		
City: MANTECA	State: CA.	ZIP: 95336
Phone #: (209) 470-0556	Email Address: RENDAJOE323@GMAIL.COM	
DSA Certification Class: RBIP	DSA Certification #: 2833	Expiration Date: 11/25/22

3. EXPERIENCE RECORD (*To be completed by In-Plant Project Inspector*)

List at least three previous projects that best qualify you to perform inspection services for the project described above. Identify projects by name and (where available) identification/project number(s).

A. Project Name: VACAVILLE SCHOOL DISTRICT

DSA Application #: *(If applicable.)* 02-115210	Job Duties (Role):
Construction Cost: $ 8	☐ Project Inspector ☐ Assistant Inspector
Type: ☐ New Construction ☐ Alteration ☒ Relocatable Bldgs. New Construction Sq. Ft.:	☐ Field Superintendent ☒ Other: IN-PLANT INSPECTOR
Structural systems of new construction or structural alterations: ☐ Wood Shear Wall ☐ Concrete/Masonry Shear Wall ☒ Steel Frame	Dates Employed From: 01/09/17 To: 10/15/17
Employer: SCHOOL DISTRICT	Contact Name: WINDY BULLER
Contact Email Address: WINDY@CAPITALPM@.COM	Contact Phone #: (916) 812-7006

B. Project Name: HOLLISTER SCHOOL DISTRICT

DSA Application #: *(If applicable.)* 01-116329	Job Duties (Role):
Construction Cost: $ 3	☐ Project Inspector ☐ Assistant Inspector
Type: ☐ New Construction ☐ Alteration ☐ Relocatable Bldgs. New Construction Sq. Ft.:	☐ Field Superintendent ☒ Other: IN-PLANT INSPECTOR
Structural systems of new construction or structural alterations: ☐ Wood Shear Wall ☐ Concrete/Masonry Shear Wall ☒ Steel Frame	Dates Employed From: 03/27/17 To: 08/05/17
Employer: SCHOOL DISTRICT	Contact Name: CAROLYN LECE

153 of 547

DSA 5-IPI

PROJECT INSPECTOR QUALIFICATION AND APPROVAL

DSA File #: 44 - H 2	DSA App. #: 01 - 116975
Contact Email Address:	Contact Phone #: (831) 915-0691

C. Project Name: FRANKLIN McKINLEY SCHOOL DISTRICT	
DSA Application #: *(If applicable.)* 01-1153255	Job Duties (Role): ☐ Project Inspector ☐ Assistant Inspector ☐ Field Superintendent ☒ Other: IN PLANT INSPECTOR
Construction Cost: $5,000	
Type: ☐ New Construction ☐ Alteration ☒ Relocatable Bldgs. New Construction Sq. Ft.:	
Structural systems of new construction or structural alterations: ☐ Wood Shear Wall ☐ Concrete/Masonry Shear Wall ☒ Steel Frame	Dates Employed From: 11/28/17 To: 05/18/17
Employer: SCHOOL DISTRICT	Contact Name: VERONICA LANTO
Contact Email Address: VERONICA ..LANTO@FMSD.ORG	Contact Phone #: (408) 283-6160

4. INSPECTOR'S TIME COMMITMENT/WORKLOAD (*To be completed by In-Plant Project Inspector*)

Specify your time commitment to this project:

☒ Full Time (40 hours per week) ☐ Part Time Anticipated average hours per week: _____

Will you be working concurrently on other school projects? ☐ Yes ☒ No If yes, list each project below.

(Attach additional sheets if necessary.)

DSA Application #	Project Name	Project Location (City)	Project Class	Avg. Hrs. per Wk.	% Complete

Will you be working concurrently on non-school projects or other employment? ☐ Yes ■ No

If yes, list each project below. *(Attach additional sheets if necessary.)*

Project Name	Project Location (City)	Type of Construction	Job Duties/Role	% Complete

5. IN-PLANT PROJECT INSPECTOR'S AFFIDAVIT

I hereby certify under penalty of perjury that all information reporting in sections 2, 3 and 4 of this form is true, and I agree and understand that any misstatement of material fact contained in this form will be sufficient cause for withdrawal of my DSA approval for this project.

If appointed, I will accept the responsibilities of Project Inspector and will perform the duties as prescribed by Education Code Sections 17280-17316 (for public schools) or 81130-81147 (for community colleges), or Health and Safety Code Sections 16000-16023 (for essential services buildings).

Signature: _____ Print Name: JOSEPH RENDA Date: 04/05/18

PROJECT INSPECTOR QUALIFICATION AND APPROVAL

DSA File #: 44 - H 2	DSA App. #: 01 - 116975

6. SCHOOL DISTRICT/OWNER'S AFFIDAVIT

The inspector named on this form has been selected by the School District/Owner approval by DSA.

I further certify that: (*Check one that applies.*)

☐ The inspector will be employed/contracted directly by the School District/Owner.*

☐ The inspector will be employed/contracted by the following entity, _____ which provides only project inspection services to the School District/Owner:*

This individual is to provide competent, adequate project inspection during construction of this project. I understand that the project inspector will act under the general direction of the project architect or structural engineer in general responsible charge. The inspector shall be directly responsible to the School District/Owner.*

I am aware that any replacement of the approved project inspector must be done only upon approval of the replacement inspector by DSA and prior to continuation of construction work.

Signature: _____ Print Name: _____ Date: _____

Title: _____

*For manufacturer's stockpile projects of relocatable buildings, the school district/owner shall be replaced by the engineering manager of a DSA certified laboratory.

7. AFFIDAVIT OF DESIGN PROFESSIONAL DELEGATED RESPONSIBILITY FOR THE OBSERVATION OF IN-PLANT CONSTRUCTION

(Section to be completed and signed by the individual listed in Section 1.0 of DSA 1-MR, or if subdelegated by the individual listed on Section 1.1 of DSA 1-MR.)

I find the inspector named on this form to be suitably qualified and satisfactory to perform project inspection on this project. My assessment is based on: (*Check one.*)

☐ Interview: (Date of interview.) _____ OR ☐ Prior Professional Relationship.

I will provide general direction of the work of the in-plant project inspector.

If I become aware of any changes to the information reported herein I will submit a revised form DSA 5-IPI to DSA. I will submit a Form DSA 5-IPI to DSA for any replacement inspectors to ensure DSA approval of the replacement inspector prior to continuation of construction work.

Signature: _____ Print Name: _____ Date: _____

APPROVAL BY DIVISION OF THE STATE ARCHITECT	Signature of the DSA Field Engineer:	
	Print Name:	Date:

Submit this form electronically to the DSA Regional Office with construction oversight authority for the project:			
☐ DSA OAKLAND Oakfielddocs@dgs.ca.gov	☐ DSA SACRAMENTO Sacfielddocs@dgs.ca.gov	☐ DSA LOS ANGELES LAfielddocs@dgs.ca.gov	☐ DSA SAN DIEGO SDfielddocs@dgs.ca.gov

JOSEPH R. RENDA CONSTRUCTION SERVICES, INC.
Rendajoe323@gmail.com
P.O. BOX 1085 MANTECA, CA 95336
TELEPHONE (209) 470-0556 FAX(209) 461-6555

DATE: 4-5-18

SANTA CRUZ CITY SCHOOLS DISTRICT
C/O DAVID FEARTREE-ARCHITECT

REFERENCE: IN-PLANT INSPECTION OF RELOCABLE BUILDINGS

Site: HARBOR HIGH CONCESSION/RESTROOM BLDG.
No. of Buildings: (1) 36X40' = TOTAL (#3) MODULES
FD# 11719-11720-11721
DSA #01-116975
2013-CODE - CONCRETE FLOORS.

To Whom It May Concern:

I am pleased to submit my proposal for in-plant welding and fabrication inspections at Enviroplex, Inc. I have been inspecting modular buildings produced by Enviroplex, Inc, since 1992 for various school districts in California. My inspection fee for the above named project is $ 3,300.00. Since mill test reports are provided there is no fee for destructive testing of steel.

In accordance with the Division of the State Architect's (DSA) requirements, shop welding inspection will be performed per AWS Structural welding codes D1.1 Structural Welding Code; D1.3 Structural Welding code Sheet-Steel and QC1. Shop Fabrication inspection will be performed per Title 24 and all applicable codes.

Upon acceptance of this proposal, please have an authorized agent sign and return one (1) copy, along with a Purchase Order to my office. I have forwarded my Building Inspector Qualification Record forms directly to the office of ARCHITECT. After completion, these forms need to be forwarded to DSA.

It is the responsibility of the owner and/or Architect to provide me with the approved plans and pertinent data required for each job.

If you have any questions, please do not hesitate to contact me. I look forward to hearing from you.

Respectfully Submitted,

Joseph R. Renda

Relocatable Building In-Plant Project Inspector

Proposal Accepted:

Signature Date

Enclosure: FORM 5 & W-9

SANTA CRUZ CITY SCHOOLS
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Independent Contractor Services Agreement ("Agreement") is made and entered into effective _____, 20__ (the "Effective Date") by and between Santa Cruz City Schools ("District") and _____ ("Contractor").

1. Contractor Services. Contractor agrees to provide the following services:
_____
_____
_____

2. Contractor Qualifications. Contractor represents that it or its principals or employees assigned to provide services under this Agreement have or shall have in effect all licenses, credentials, permits and has otherwise all legal qualifications to perform this Agreement. [OPTIONAL: Contractor shall provide District with a copy of a current curriculum vitae for each principal or employee assigned to work on District projects.]

3. Term. This Agreement shall begin on _____, 20__, and shall terminate upon completion of the scope of work, but no later than _____. There shall be no extension of the term of this Agreement without express written consent by the District and Contractor.

4. Termination. The District may terminate this Agreement immediately at any time by giving written notice to the Contractor. Such written notice shall be sufficient to stop further performance of services by Contractor. In the event of termination prior to the end of the term of this Agreement, Contractor shall invoice the District for any work performed up to the date of termination, and shall promptly return any District property or records, and any copies thereof, in its possession to the District. The District may then proceed with the work in any manner the District deems proper.

5. Payment. District agrees to pay Contractor at the rate of $_____ per ____. [OPTIONAL: District shall reimburse Contractor's reasonable travel expenses at the rate of $_____ per mile plus per diem costs totaling no more than $ _____ per day.] The rate shall not be increased by the Contractor over the course of this Agreement. Total payment by District to Contractor shall not exceed $_____. District agrees to pay Contractor within thirty (30) days of receipt of a detailed invoice.

6. Indemnity. The Contractor shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Education, and members of the Board of Education, 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 Contractor's use of the site; the Contractor'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 Education,

members of the Board of Education, for any act, omission, negligence, or willful misconduct of the Contractor or its respective agents, subcontractors, 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.

7. Comprehensive General Liability and Automobile Insurance. Without limiting Contractor's indemnification as set forth in Section 6 hereof, Contractor shall, before beginning any of the services or work called for by any term of this Agreement, secure and maintain in full force and effect during the term of this Agreement, the following insurance (check all that apply):

□ Comprehensive General Liability, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

□ Automobile Insurance, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

All required insurance shall have combined single limits of $_____, or $ _____ per person and $_____ per accident, with no aggregate limit. Property damage limits shall be $_____.

The District shall be named as an additional insured on Contractor'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. A copy of the declarations page of Contractor's insurance policy shall be attached to this Agreement as proof of insurance.

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

9. Workers' Compensation Insurance. Contractor agrees to provide all necessary workers' compensation insurance for Contractor's principals and employees, if any, at Contractor's own cost and expense.

10. Fingerprinting. Contractor shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor and District agree to the following:

A. □ Contractor and principals, employees, and subcontractors assigned to provide services under this Agreement will have only limited or no contact with District students at all times during the Term of this Agreement.

B. ☐ The following Contractor principals, employees, and subcontractors assigned to provide services under this Agreement will have more than limited contact with District students during the Term of this Agreement:

_____

_____

If Box B. above is checked fingerprints must be submitted to the Assistant Superintendent, Business Services or designee. (Education Code § 45125.1.)

Signature of Assistant Superintendent, Business Services or designee:

_____

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting background check requirements have been satisfied and District determines whether any such contact is permissible.

11. Taxes. Contractor agrees that Contractor has no entitlement to any future work from the District or to any employment or fringe benefits from the District. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Contractor. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Contractor agrees to defend, indemnify and hold District harmless from all State and Federal tax consequences and any related consequences stemming from or related to this Agreement. Contractor is independently responsible for the payment of all applicable taxes.

12. Assignment. The Contractor 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.

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

14. 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.

15. 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.

16. 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.

17. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the Contractor, 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:	Contractor:
	[FILL]
Santa Cruz City Schools 405 Soquel-San Jose Road Soquel, CA 95073 Attn: Assistant Superintendent, Business Services	

18. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.

19. 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.

20. Execution of Other Documents. The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

21. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

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

SANTA CRUZ CITY SCHOOLS

By: _____
Name:
Title:

Date: _____

CONTRACTOR

By: _____
Name:
Title:

Date: _____

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve M3 Environmental Consulting LLC Proposal and Standard Contract Terms for Abatement Oversight for the Roof Replacement Project at Gault Elementary School

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve the M3 Environmental Consulting LLC proposal and standard contract terms for abatement oversight for the Roof Replacement Project at Gault Elementary School.

BACKGROUND:
The proposal is for professional services. It is based on the Cal-OSHA requirements to provide an abatement specification and abatement oversight services during demolition activities that will disturb hazardous materials. Included under this cover is a standard contract that will be completed with the terms of the bid proposal. This item is approving of both the proposal and standard terms in this contract.

FISCAL IMPACT:
$10,910.00 to be paid from Measure 'B' Bond Funds (Restricted). This represents 0.08% of the overall site budget.

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

ENVIRONMENTAL
CONSULTING LLC

April 5, 2018

Mr. Trevor Miller
Director of Facilities
Santa Cruz City Schools
536 Palm Street
Santa Cruz, CA 95060
831.429.3904 (p)

Via email:
trevormiller@sccs.net

Subject: Proposal for Specification Development and Abatement Oversight for the Roof Replacement Project at Gault Elementary School Located at 1320 Seabright Avenue in Santa Cruz, California.
M³ Proposal No. 182366

Dear Mr. Miller:

M³ Environmental Consulting (M³) is pleased to present this proposal to provide an abatement specification and abatement oversight services for the roof replacement project at Gault Elementary School located at 1320 Seabright Avenue in Santa Cruz, California. This proposal is based on information gathered during the initial inspection conducted on January 30, 2018 and subsequent telephone conversations and e-mails with the District and M³.

Project Understanding

M³ understands that the main roof at the school is to be re-roofed. Demolition activities will disturb asbestos and lead paint and require a hazardous material removal specification, and subsequent abatement oversight services.

The Santa Cruz City Schools District (SCCS) is requesting a quote for a written specification for the removal of hazardous materials prior to demolition of the roof, as well as abatement oversight services.

The intent of the asbestos inspection is to meet the requirements of the Monterey Bay Air Resources District (MBARD) Rule 424 and the California Occupational Safety and Health Administration (Cal-OSHA) asbestos construction standard.

The lead and other hazardous materials inspections are to be performed to meet the requirements of the Cal-OSHA lead standard and EPA disposal requirements.

Scope of Work

This proposal presents the services needed to successfully complete this project based on the above understanding. M³ will provide the following services to successfully complete this project:

Task 1 - Hazardous Materials Abatement Specification

The specification will identify the materials (primarily ACM and LCP) to be removed during this project and will require compliance with regulations issued by the Federal Occupational Safety and Health Administration (OSHA), California OSHA (Cal/OSHA), the United States Environmental Protection Agency (EPA), and the MBARD. The specification will describe the scope of work and procedures to be followed, including:

- Required notifications
- Applicable regulations

- Air monitoring
- Work area preparation
- Work practices
- Methods of removal
- Decontamination
- Condition of occupancy
- Waste disposal requirements

Task 2 – Hazardous Materials Abatement Oversight

- Provide an industrial hygienist to supervise M³ staff working on the project and attend pre-bid and pre-construction meetings, as requested.

- Review the abatement contractor's submittals for conformance with the abatement specification and regulatory requirements

- Observe the work practices and procedures of the abatement contractor during hazardous materials removal activities and monitor conformance with the specification and applicable federal, state, and local regulations. We will complete checklists summarizing field observations and will include this in a written report at the completion of the project. As there is no project scope, for the purposes of this proposal it is assumed the contractor will complete the abatement within five 8-hour shifts, including time for visual clearances of the work areas.

- Conduct area air sampling during asbestos and lead removal activities at locations adjacent to the work areas to evaluate contractor work practices and to evaluate how well fibers and dust emissions are being contained in the regulated work areas. Up to four samples will be collected per day each for lead and asbestos.

  In the event that airborne fiber counts exceed the United States Environmental Protection Agency (USEPA)-recommended PCM clearance level of 0.01 fibers/cubic centimeter (f/cc), these samples will, with your prior authorization, be submitted for confirmatory analysis by TEM, utilizing the USEPA Asbestos Hazard Emergency Response Act (AHERA) analytical protocol. This method differentiates asbestos fibers from other fibers.

- Conduct a visual inspection of the work areas prior to contractor demobilization and re-roofing activities.

- Collect two lead waste stream samples for analysis to determine if the waste is hazardous.

- Prepare and submit a written report at the completion of the project documenting project activities and air monitoring results.

Fees

All services described will be provided based on the following schedules:

Task 1 – Hazardous Materials Abatement Specification

Fixed fee		$2,500.00
	Abatement Specification Total Fee	***$2,500.00***

Task 2 – Hazardous Materials Abatement Oversight

Staff/Expense	Budget	Unit	Total
Principal	4 hours	$205/hour	$820.00
Staff Environmental Consultants (Includes prep, travel, survey, report writing)	60 hours	$95/hour	5,700.00
Clerical	4 hours	$65/hour	260.00
PCM air samples (3-day turnaround)	16 samples	$14 each	224.00
Lead FAA air samples (3-day turnaround)	16 samples	$16 each	256.00
Lead waste stream testing (5-day turnaround)	2 samples	$350 each	700.00
Mileage, FedEx, copies, supplies, etc.			450.00
	Estimated Oversight Fee		***$8,410.00***
	Estimated Project Total		**$10,910.00**

Our estimated fee is based on the following assumptions:

Abatement Oversight

- M³ rates are based on 8-hour work shifts. Extra hours for additional or longer shifts, meetings outside of the work shift hours, or other necessary activities will be charged according to the hourly rates as shown, plus overtime, upon receipt of you prior approval. The overtime rate for a staff consultant is $115/hour. Costs for M³ to conduct this project are dependent on the performance and timeliness of the asbestos abatement contractor.

- As there is no project scope, for the purposes of this proposal it is assumed the contractor will complete the abatement within five 8-hour shifts, including time for clearances in one containment. Following the receipt of the abatement contractor's schedule the estimated fee is subject to change to fit the appropriate timeline.

Limitations

Although a reasonable effort will be made to identify suspect materials, this does not guarantee that all possible sources of hazardous materials will be identified as certain building materials may be inaccessible or hidden by walls, flooring, partitions, etc. During demolition or renovation operations, building materials may be uncovered that may be suspect. These materials should be sampled and identified before activities resume.

Thank you for the opportunity to submit our proposal to you. If you have any questions please call me at 831.649.4623.

Sincerely,
M³ Environmental Consulting LLC

Chris G. Gatward
Principal
California CAC No. 92-0216

SANTA CRUZ CITY SCHOOLS
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Independent Contractor Services Agreement ("Agreement") is made and entered into effective _____, 20__ (the "Effective Date") by and between Santa Cruz City Schools ("District") and _____ ("Contractor").

1. Contractor Services. Contractor agrees to provide the following services:
_____
_____
_____

2. Contractor Qualifications. Contractor represents that it or its principals or employees assigned to provide services under this Agreement have or shall have in effect all licenses, credentials, permits and has otherwise all legal qualifications to perform this Agreement. [OPTIONAL: Contractor shall provide District with a copy of a current curriculum vitae for each principal or employee assigned to work on District projects.]

3. Term. This Agreement shall begin on _____, 20__, and shall terminate upon completion of the scope of work, but no later than _____. There shall be no extension of the term of this Agreement without express written consent by the District and Contractor.

4. Termination. The District may terminate this Agreement immediately at any time by giving written notice to the Contractor. Such written notice shall be sufficient to stop further performance of services by Contractor. In the event of termination prior to the end of the term of this Agreement, Contractor shall invoice the District for any work performed up to the date of termination, and shall promptly return any District property or records, and any copies thereof, in its possession to the District. The District may then proceed with the work in any manner the District deems proper.

5. Payment. District agrees to pay Contractor at the rate of $_____ per ____. [OPTIONAL: District shall reimburse Contractor's reasonable travel expenses at the rate of $_____ per mile plus per diem costs totaling no more than $ _____ per day.] The rate shall not be increased by the Contractor over the course of this Agreement. Total payment by District to Contractor shall not exceed $_____. District agrees to pay Contractor within thirty (30) days of receipt of a detailed invoice.

6. Indemnity. The Contractor shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Education, and members of the Board of Education, 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 Contractor's use of the site; the Contractor'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 Education,

members of the Board of Education, for any act, omission, negligence, or willful misconduct of the Contractor or its respective agents, subcontractors, 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.

7. Comprehensive General Liability and Automobile Insurance. Without limiting Contractor's indemnification as set forth in Section 6 hereof, Contractor shall, before beginning any of the services or work called for by any term of this Agreement, secure and maintain in full force and effect during the term of this Agreement, the following insurance (check all that apply):

□ Comprehensive General Liability, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

□ Automobile Insurance, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

All required insurance shall have combined single limits of $_____, or $ _____ per person and $_____ per accident, with no aggregate limit. Property damage limits shall be $_____.

The District shall be named as an additional insured on Contractor'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. A copy of the declarations page of Contractor's insurance policy shall be attached to this Agreement as proof of insurance.

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

9. Workers' Compensation Insurance. Contractor agrees to provide all necessary workers' compensation insurance for Contractor's principals and employees, if any, at Contractor's own cost and expense.

10. Fingerprinting. Contractor shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor and District agree to the following:

A. □ Contractor and principals, employees, and subcontractors assigned to provide services under this Agreement will have only limited or no contact with District students at all times during the Term of this Agreement.

B. ☐ The following Contractor principals, employees, and subcontractors assigned to provide services under this Agreement will have more than limited contact with District students during the Term of this Agreement:

_____

_____

If Box B. above is checked fingerprints must be submitted to the Assistant Superintendent, Business Services or designee. (Education Code § 45125.1.)

Signature of Assistant Superintendent, Business Services or designee:

_____

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting background check requirements have been satisfied and District determines whether any such contact is permissible.

11. Taxes. Contractor agrees that Contractor has no entitlement to any future work from the District or to any employment or fringe benefits from the District. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Contractor. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Contractor agrees to defend, indemnify and hold District harmless from all State and Federal tax consequences and any related consequences stemming from or related to this Agreement. Contractor is independently responsible for the payment of all applicable taxes.

12. Assignment. The Contractor 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.

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

14. 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.

15. 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.

16. 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.

17. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the Contractor, 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:	Contractor:
	[FILL]
Santa Cruz City Schools 405 Soquel-San Jose Road Soquel, CA 95073 Attn: Assistant Superintendent, Business Services	

18. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.

19. 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.

20. Execution of Other Documents. The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

21. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

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

SANTA CRUZ CITY SCHOOLS

By: _____
Name:
Title:

Date: _____

CONTRACTOR

By: _____
Name:
Title:

Date: _____

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve M3 Environmental Consulting LLC Proposal and Standard Contract Terms for Abatement Oversight for the Roof Replacement Project at Harbor High School

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve the M3 Environmental Consulting LLC proposal and standard contract terms for abatement oversight for the Roof Replacement Project at Harbor High School.

BACKGROUND:
The proposal is for professional services. It is based on the Cal-OSHA requirements to provide an abatement specification and abatement oversight services during demolition activities that will disturb hazardous materials. Included under this cover is a standard contract that will be completed with the terms of the bid proposal. This item is approving of both the proposal and standard terms in this contract.

FISCAL IMPACT:
$10,910.00 to be paid from Measure 'A' Bond Funds (Restricted).
This represents 0.04% of the overall site budget.

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

ENVIRONMENTAL
CONSULTING LLC

April 5, 2018

Mr. Trevor Miller
Director of Facilities
Santa Cruz City Schools
536 Palm Street
Santa Cruz, CA 95060
831.429.3904 (p)

Via email:
trevormiller@sccs.net

Subject: Proposal for Specification Development and Abatement Oversight for the Roof Replacement Project at Harbor High School Located at 300 La Fonda Avenue in Santa Cruz, California.
M³ Proposal No. 182365

Dear Mr. Miller:

M³ Environmental Consulting (M³) is pleased to present this proposal to provide an abatement specification and abatement oversight services for the roof replacement project at Harbor High School located at 300 La Fonda Avenue in Santa Cruz, California. This proposal is based on information gathered during the initial inspection conducted on March 4-5, 2018 and subsequent telephone conversations and e-mails with the District and M³.

Project Understanding

M³ understands that several buildings at the school are to be re-roofed. Demolition activities will disturb asbestos and lead paint and require a hazardous material removal specification, and subsequent abatement oversight services.

The Santa Cruz City Schools District (SCCS) is requesting a quote for a written specification for the removal of hazardous materials prior to demolition of the roof, as well as abatement oversight services.

The intent of the asbestos inspection is to meet the requirements of the Monterey Bay Air Resources District (MBARD) Rule 424 and the California Occupational Safety and Health Administration (Cal-OSHA) asbestos construction standard.

The lead and other hazardous materials inspections are to be performed to meet the requirements of the Cal-OSHA lead standard and EPA disposal requirements.

Scope of Work

This proposal presents the services needed to successfully complete this project based on the above understanding. M³ will provide the following services to successfully complete this project:

Task 1 - Hazardous Materials Abatement Specification

The specification will identify the materials (primarily ACM and LCP) to be removed during this project and will require compliance with regulations issued by the Federal Occupational Safety and Health Administration (OSHA), California OSHA (Cal/OSHA), the United States Environmental Protection Agency (EPA), and the MBARD. The specification will describe the scope of work and procedures to be followed, including:

- Required notifications
- Applicable regulations

- Air monitoring
- Work area preparation
- Work practices
- Methods of removal
- Decontamination
- Condition of occupancy
- Waste disposal requirements

Task 2 – Hazardous Materials Abatement Oversight

- Provide an industrial hygienist to supervise M³ staff working on the project and attend pre-bid and pre-construction meetings, as requested.

- Review the abatement contractor's submittals for conformance with the abatement specification and regulatory requirements

- Observe the work practices and procedures of the abatement contractor during hazardous materials removal activities and monitor conformance with the specification and applicable federal, state, and local regulations. We will complete checklists summarizing field observations and will include this in a written report at the completion of the project. As there is no project scope, for the purposes of this proposal it is assumed the contractor will complete the abatement within five 8-hour shifts, including time for visual clearances of the work areas.

- Conduct area air sampling during asbestos and lead removal activities at locations adjacent to the work areas to evaluate contractor work practices and to evaluate how well fibers and dust emissions are being contained in the regulated work areas. Up to four samples will be collected per day each for lead and asbestos.

  In the event that airborne fiber counts exceed the United States Environmental Protection Agency (USEPA)-recommended PCM clearance level of 0.01 fibers/cubic centimeter (f/cc), these samples will, with your prior authorization, be submitted for confirmatory analysis by TEM, utilizing the USEPA Asbestos Hazard Emergency Response Act (AHERA) analytical protocol. This method differentiates asbestos fibers from other fibers.

- Conduct a visual inspection of the work areas prior to contractor demobilization and re-roofing activities.

- Collect two lead waste stream samples for analysis to determine if the waste is hazardous.

- Prepare and submit a written report at the completion of the project documenting project activities and air monitoring results.

Fees

All services described will be provided based on the following schedules:

Task 1 – Hazardous Materials Abatement Specification

Fixed fee	$2,500.00
Abatement Specification Total Fee	***$2,500.00***

174 of 547

Task 2 – Hazardous Materials Abatement Oversight

Staff/Expense	Budget	Unit	Total
Principal	4 hours	$205/hour	$820.00
Staff Environmental Consultants (Includes prep, travel, survey, report writing)	60 hours	$95/hour	5,700.00
Clerical	4 hours	$65/hour	260.00
PCM air samples (3-day turnaround)	16 samples	$14 each	224.00
Lead FAA air samples (3-day turnaround)	16 samples	$16 each	256.00
Lead waste stream testing (5-day turnaround)	2 samples	$350 each	700.00
Mileage, FedEx, copies, supplies, etc.			450.00
	Estimated Oversight Fee		***$8,410.00***
	Estimated Project Total		**$10,910.00**

Our estimated fee is based on the following assumptions:

Abatement Oversight

- M³ rates are based on 8-hour work shifts. Extra hours for additional or longer shifts, meetings outside of the work shift hours, or other necessary activities will be charged according to the hourly rates as shown, plus overtime, upon receipt of you prior approval. The overtime rate for a staff consultant is $115/hour. Costs for M³ to conduct this project are dependent on the performance and timeliness of the asbestos abatement contractor.

- As there is no project scope, for the purposes of this proposal it is assumed the contractor will complete the abatement within five 8-hour shifts, including time for clearances in one containment. Following the receipt of the abatement contractor's schedule the estimated fee is subject to change to fit the appropriate timeline.

Limitations

Although a reasonable effort will be made to identify suspect materials, this does not guarantee that all possible sources of hazardous materials will be identified as certain building materials may be inaccessible or hidden by walls, flooring, partitions, etc. During demolition or renovation operations, building materials may be uncovered that may be suspect. These materials should be sampled and identified before activities resume.

Thank you for the opportunity to submit our proposal to you. If you have any questions please call me at 831.649.4623.

Sincerely,
M³ Environmental Consulting LLC

Chris G. Gatward
Principal
California CAC No. 92-0216

SANTA CRUZ CITY SCHOOLS
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

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5. Payment. District agrees to pay Contractor at the rate of $_____ per ____. [OPTIONAL: District shall reimburse Contractor's reasonable travel expenses at the rate of $_____ per mile plus per diem costs totaling no more than $ _____ per day.] The rate shall not be increased by the Contractor over the course of this Agreement. Total payment by District to Contractor shall not exceed $_____. District agrees to pay Contractor within thirty (30) days of receipt of a detailed invoice.

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members of the Board of Education, for any act, omission, negligence, or willful misconduct of the Contractor or its respective agents, subcontractors, 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.

7. Comprehensive General Liability and Automobile Insurance. Without limiting Contractor's indemnification as set forth in Section 6 hereof, Contractor shall, before beginning any of the services or work called for by any term of this Agreement, secure and maintain in full force and effect during the term of this Agreement, the following insurance (check all that apply):

□ Comprehensive General Liability, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

□ Automobile Insurance, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

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

9. Workers' Compensation Insurance. Contractor agrees to provide all necessary workers' compensation insurance for Contractor's principals and employees, if any, at Contractor's own cost and expense.

10. Fingerprinting. Contractor shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor and District agree to the following:

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B. ☐ The following Contractor principals, employees, and subcontractors assigned to provide services under this Agreement will have more than limited contact with District students during the Term of this Agreement:

_____

_____

If Box B. above is checked fingerprints must be submitted to the Assistant Superintendent, Business Services or designee. (Education Code § 45125.1.)

Signature of Assistant Superintendent, Business Services or designee:

_____

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting background check requirements have been satisfied and District determines whether any such contact is permissible.

11. Taxes. Contractor agrees that Contractor has no entitlement to any future work from the District or to any employment or fringe benefits from the District. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Contractor. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Contractor agrees to defend, indemnify and hold District harmless from all State and Federal tax consequences and any related consequences stemming from or related to this Agreement. Contractor is independently responsible for the payment of all applicable taxes.

12. Assignment. The Contractor 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.

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

14. 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.

15. 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.

16. 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.

17. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the Contractor, 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:	Contractor:
	[FILL]
Santa Cruz City Schools 405 Soquel-San Jose Road Soquel, CA 95073 Attn: Assistant Superintendent, Business Services	

18. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.

19. 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.

20. Execution of Other Documents. The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

21. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

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

SANTA CRUZ CITY SCHOOLS

By: _____
Name:
Title:

Date: _____

CONTRACTOR

By: _____
Name:
Title:

Date: _____

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve Andy's Roofing Co., Inc. Bid and Standard Contract Terms for Mission Hill Middle School and Gault Elementary School Roofing Replacements

MEETING DATE: April 25, 2018

FROM: Patrick K. Gaffney, Assistant Superintendent

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Approve Andy's Roofing Co., Inc. Bid and Agreement for Mission Hill Middle School and Gault Elementary School Roofing Replacements.

BACKGROUND:

The project consists of: Clay Tile Roofing Replacement at Gault Elementary School Main Classroom building (approx. 22,000 sf) and Entire Roofing Replacement at Mission Hill Middle School Main Classroom Building (approx. 37,000 sf) including rooftop ductwork replacement and attic ventilation. A request for bids was sent out to all contractors on out Uniform Construction Cost Accounting Construction Application list, noticed to the builder's plan rooms, advertised in local newspapers and was distributed through Bartos Architecture website. Five bids were received.
Andy's Roofing Co., Inc. was the lowest successful bidder.

CONTRACTOR	CITY	BASE BID	
Andy's Roofing Co., Inc.	San Leandro	$1,775,700	**Low Bid**
Best Contracting Services, Inc.	Union City	$1,852,125	
Scudder Roofing, Inc.	Marina	$2,028,670	
Waterproofing Assoc., Inc.	Mountain View	$2,380,554	
Pueblo Construction	Seaside	$2,781,816	

Staff recommends awarding the bid to Andy's Roofing Co., Inc. the lowest responsive, responsible bidder. The agreement with Andy's Roofing is also attached for approval.

FISCAL IMPACT:

Mission Hill MS	
To be paid from Measures A Bond Funds	$1,158,300
Materials Cost through CMAS	$249,738
Total Project construction cost	$1,408,038 (7 % of Budget)
Gault ES	
To be paid from Measures B Bond Funds	$617,400
Materials Cost through CMAS Gault ES	$71,803
Total Project construction cost Gault ES	$689,203 (6 % of Budget)
Total Project Cost	$2,097,241

This work is in direct support of the following District goals and their corresponding metrics:
Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of students
Goal #5: SCCS will maintain a balanced budget and efficient and effective management
Goal #6: SCCS will maintain a strong communication and partnership with its diverse community

Prepared by: Trevor Miller, Director, Facility Services

Section 00 20 00

Proposal

Santa Cruz City School District

Roof Replacement
At
Mission Hill Middle School and
Gault Elementary School

NOTE: Refer to "Notice to Contractors" for Proposal due dates, Pre-Proposal Conference dates and other pertinent schedule information. Information contained in those documents has not been repeated herein.

To:
The Board of Trustees
Santa Cruz City Schools

In compliance with the advertisements of your Board calling for Proposals to furnish to the Santa Cruz City School District, Santa Cruz County, all materials and labor to be used and employed in the construction of:

In accordance with the Plans and Specifications prepared by:

Bartos Architecture
1730 S. Amphlett Blvd. Suite 225
San Mateo, CA 94402

Architect's Project Number(s):
17-006.1 & 17-005.1

Therefore the undersigned hereby proposes to furnish all labor and materials for completion of said work in strict accordance with said Plans, and Specifications for the following sum:

Bidder:

Andy's Roofing Co., Inc.
Company Name

2161 Adams Avenue, San Leandro, CA 94577
Address

510/777-1100
Telephone

Base Bid:

The Winning Bidder will be selected based on the **Lowest Total Base Bid.**

For all Labor and Materials required to complete the Work of this Project as shown on the Drawings, Specifications and Addenda.

Total Base Bid- Roof Replacement at Mission Hill Middle School and Gault Elementary School
(Assume Owner Furnished Contractor installed Materials listed in Section 01 64 00)
Amount:
One Million Seven Hundred Seventy Five Thousand Seven Hundred ($1,775,700.00)
Text Dollars

Break Down Items (Informational Only)

Roof Replacement at Mission Hill Middle School
Refer to Drawings, Specifications and Addenda.

Amount:
Six Hundred Seventeen Thousand Four Hundred ($617,400.00)
Text Dollars

Roof Replacement at Gault Elementary School
Refer to Drawings, Specifications and Addenda.

Amount: One Million One Hundred Fifty Eight Thousand Three Hundred ($1,158,300.00)
Text Dollars

Allowance 1: Hazardous Materials Abatement
Include in the Total Base Bid an amount of $10,000.00 (Ten Thousand) dollars.
Provide an informational unit price which may be utilized by the district to determine appropriate pricing. Contractor shall provide a credit to the District for amount that is not required to perform removal of items listed in provided laboratory report.

Asbestos & Lead Abatement	Forty Five 50/100	($ 45.50)
	Unit Price: Text	Dollars per Square Foot

Unit Prices
The following unit prices will not be utilized as a basis for selection of the lowest responsive bid. These unit prices may be utilized by District – at district's option to determine appropriate pricing for change orders.

Stucco repair	Forty Six	($ 46.00)
	Unit Price: Text	Dollars per Square Foot
Painting- Existing Conditions	Five 50/100	($ 5.50)
	Unit Price: Text	Dollars per Square Foot
Roof Sheathing Repair	Ten 50/100	($ 10.50)
	Unit Price: Text	Dollars per Square Foot

Total Base Bid- Roof Replacement at Mission Hill Middle School and Gault Elementary School
(Assume Owner Furnished Contractor Installed Materials listed in Section 01 64 00)
Amount:

One Million Seven Hundred Seventy Five Thousand ($ 1,775,700)
Text Seven Hundred Dollars

Break Down Items (Informational Only)

Roof Replacement at Mission Hill Middle School
Refer to Drawings, Specifications and Addenda.

Amount:
Six Hundred Seventeen thousand ($ 617,400)
Text Four Hundred Dollars

KZ
Erratum

Roof Replacement at Gault Elementary School
Refer to Drawings, Specifications and Addenda.

Amount:
One Million One Hundred Fifty Eight thousand ($ 1,158,300)
Text Three Hundred Dollars

Allowance 1: Hazardous Materials Abatement
Include in the Total Base Bid an amount of $10,000.00 (Ten Thousand) dollars.
Provide an informational unit price which may be utilized by the district to determine appropriate pricing.
Contractor shall provide a credit to the District for amount that is not required to perform removal of items listed in provided laboratory report.

Asbestos & Lead Abatement	Forty Five 50/100	($ 45.50)
	Unit Price: Text	Dollars per Square Foot

Unit Prices
The following unit prices will not be utilized as a basis for selection of the lowest responsive bid. These unit prices may be utilized by District – at district's option to determine appropriate pricing for change orders.

Stucco repair	Forty Six	($ 46.00)
	Unit Price: Text	Dollars per Square Foot
Painting- Existing Conditions	Five 50/100	($ 5.50)
	Unit Price: Text	Dollars per Square Foot
Roof Sheathing Repair	Ten 50/100	($ 10.50)
	Unit Price: Text	Dollars per Square Foot

The undersigned bidder declares that this Proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that the proposal is genuine and not collusive or sham; that the undersigned bidder has not directly or indirectly induced, solicited, colluded, or agreed with any bidder or anyone else to put in a sham proposal or to refrain from bidding; that the undersigned bidder has not directly or indirectly sought by agreement, communication or conference with anyone else to fix his bid price or the bid price of any other bidder, or to secure any advantage against the Owner or anyone interested in this proposal as principals are those named herein; that all statements named in this proposal are true, that the undersigned bidder has not directly or indirectly submitted his bid price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, to any other person, partnership, corporation, or association, except to such person or persons as have a direct financial interest in the bidder's general business.

In accordance with California Contractor licensing procedures, the prime contractor shall possess the required valid contractor's license at the time of contract award.

Bidder (Signature) Theresa Engfit

Proposal Security

Cashier's Check or Certified Check or bidder's bond drawn payable to the order of the Santa Cruz City School District in the sum of:

10% of proposal bid ($)

Text Dollars

In the amount equal to ten percent (10%) of the proposal bid, as required by Instructions To Bidders, is enclosed.

The undersigned agrees that the bid amount stated shall remain valid for a period as defined in Section 00 11 00 from the bid opening date. All bid documents shall be retained until the contract has been awarded or until all bids have been rejected.

If awarded the Contract the undersigned hereby agrees to commence work within a maximum of ten (10) days after execution of the contract unless defined elsewhere in the Instructions to Bidders or the Contract Documents.

Addenda

The following individual acknowledges receipt of all Addenda. A list of published Addenda is available from the Architect. All Addenda shall be reviewed and acknowledges for Proposal to be considered responsive.

Addenda Received:

			Initials
Addendum	1	Date 3/19/18	to
Addendum		Date	
Addendum		Date	

Bidder (Signature) Theresa Engfit

Required Documents

This Proposal is not valid unless accompanied by the documents defined in Section 00 10 00 and Section 00 29 00.

Execution

The undersigned has examined the location of the proposed work and is familiar with the local conditions at the place where the work is to be performed and has carefully examined the plans and specifications and acknowledges their sufficiency for purposes of completing this proposal.

Signed	X Therese Engq
Print	Therese Engquist
Company Name	Andy's Roofing Co., Inc.
Address	2161 Adams Avenue, San Leandro, CA 94577
Contractor's License Number	521860
Date of Expiration	12/31/2019
Public Works Contractor (PWC) Registration Number	1000002720
Phone Number for Verification of Authority	510/777-1100
Bidder (Signature)	Therese Engq

End of Section

Project - Proposal Analysis

Measure A | Mission Hill MS Roof Replacement

Measure B | Gault Elementary School Roof Replacement

Date 29-Mar-18

District Bid No. 2018-02 and 2018-02

	Gault ES	Mission Hill MS	Total	Remarks
Consolidated Summary				
Andy's Roofing Co.	617,400	1,158,300	1,775,700	
Best Contracting Services	685,000	1,167,125	1,852,125	
Scudder Roofing	615,670	1,413,000	2,028,670	
Waterproofing Assoc	835,144	1,545,410	2,380,554	
Pueblo Construction	1,311,176	1,480,640	2,791,816	provided on Proposal 2,781,816
Bartos Estimate	690,650	1,003,283	1,693,933	
High Proposal	1,311,176.00	1,545,410.00	2,791,816.00	
Low Proposal	615,670.00	1,158,300.00	1,775,700.00	
Range	695,506.00	387,110.00	1,016,116.00	
Average	792,506.67	1,294,626.33	2,087,133.00	
		Low Proposal	1,775,700.00	Recommended for project
		Variance from High	1,016,116.00	
		Variance from Estimate	-81,767.00	

Recommendation

Proceed with Proposal from Andy's Roofing Co. at an initial total price of 1,775,700

Procurement Procedure

1. Notice to bidders advertised in March 7 and March 14, 2018 as required
2. Mandatory Job Walk was held March 15, 2018. Seven attendees.
3. Owner furnished materials for membrane roofing will be provided through CMAS

Notes

AIA® Document A101™ – 2017

Standard Form of Agreement Between Owner and Contractor *where the basis of payment is a Stipulated Sum*

AGREEMENT made as of the Eleventh day of April in the year Two Thousand Eighteen
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Santa Cruz City Schools
405 Old San Jose Road
Soquel, CA 95073
(831) 429-3410

and the Contractor:
(Name, legal status, address and other information)

Andy's Roofing Co., Inc.
2161 Adams Avenue
San Leandro, CA 94577
(510) 777-1100

for the following Project:
(Name, location and detailed description)

MHMS Roofing Replacement
425 King St., Santa Cruz, CA 95060
Gault Roofing Replacement
1320 Seabright Ave, Santa Cruz, CA 95062

The Architect:
(Name, legal status, address and other information)

Mark BartosBartos Architecture
1730 S. Amphlett Blvd, Suite 225
San Mateo, CA 94402
(650) 340-1221

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101™–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.
/

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TABLE OF ARTICLES

1 THE CONTRACT DOCUMENTS

2 THE WORK OF THIS CONTRACT

3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

4 CONTRACT SUM

5 PAYMENTS

6 DISPUTE RESOLUTION

7 TERMINATION OR SUSPENSION

8 MISCELLANEOUS PROVISIONS

9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

[ ] The date of this Agreement.

[ ] A date set forth in a notice to proceed issued by the Owner.

[X] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

June, 11, 2018

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

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(Check one of the following boxes and complete the necessary information.)

[ ] Not later than ( ) calendar days from the date of commencement of the Work.

[X] By the following date: August 10, 2018

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
N/A	N/A

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be one million seven hundred seventy five thousand seven hundred dollars ($ 1,775,700), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
N/A	N/A

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A	N/A	N/A

§ 4.3 Allowances, if any, included in the Contract Sum:
(Paragraph Deleted)

Hazardous materials abatement, in the amount of ten thousand dollars ($10,000.00) included in the total Contract Sum

Item	Price
Asbestos and lead abatement	Fourty five and 50/100 ($45.50) per square foot

§ 4.4 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit ($0.00)
Stucco repair	square foot	Forty Six ($46.00)
Painting-Existing Conditions	square foot	Five and 50/100 ($5.50)
Roof Sheathing Repair	square foot	Ten and 50/100 ($10.50)

§ 4.5 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

One Thousand dollars ($1,000.00) per building, per calendar day

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§ 4.6 Other:
(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

N/A

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

N/A

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 15th day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the 15th day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than (45) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

.1 That portion of the Contract Sum properly allocable to completed Work;

.2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and

.3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

.1 The aggregate of any amounts previously paid by the Owner;

.2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;

.3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;

.4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and

.5 Retainage withheld pursuant to Section 5.1.7.

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§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:
(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

5%

§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

N/A

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

N/A

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

N/A

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

.1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and

.2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

Shall become due and payable to the contractor Thirty-Five (35) days after a final notice of completion has been recorded by the County Recorder.

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
(Insert rate of interest agreed upon, if any.)

1.50 % per annum

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ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

Mark Bartos. Architect
1730 S Amphlett Blvd, suite 225
San Mateo, CA 94402
Telephone Number: (650) 340-1221

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:
(Check the appropriate box.)

[X] Arbitration pursuant to Section 15.4 of AIA Document A201–2017

[ ] Litigation in a court of competent jurisdiction

[ ] Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:
(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

N/A

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:
(Name, address, email address, and other information)

Patrick K. Gaffney
Assistant Superintendent Business
405 Old San Jose Road
Soqquel, CA 95073
(831) 429-3410

Init.
/

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User Notes: (3B9ADA2B)

§ 8.3 The Contractor's representative:
(Name, address, email address, and other information)

Therese Engquist
Co-Owner
Andy's Roofing Co., Inc.
2161 Adams Avenue
San Leandro, CA 94577
(510) 777-1100

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds
§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:
(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

N/A

§ 8.7 Other provisions:

N/A

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

.1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor

.2 For insurance and bonds requirements, refer to Section 00 80 00 Article 11 Insurance and Bonds

.3 AIA Document A201™–2017, General Conditions of the Contract for Construction

.4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

N/A

.5 Drawings

Number	Title	Date
Refer to attached Exhibit A: Drawing Index		

.6 Specifications

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Section	Title	Date	Pages
Refer to attached Exhibit B: Project Manual Table of Contents			2

.7 Addenda, if any:

Number	Date	Pages
Addendum 01	March 19, 2018	2

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:
(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

[N/A] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

N/A

[N/A] The Sustainability Plan:

Title	Date	Pages

[X] Supplementary and other Conditions of the Contract:

Document	Title	Date	Page
Section 008000	Supplemental General Conditions	July 28, 2017	10
Section 008100	Specific Conditions		2

.9 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

Project Manual Section 002900 Required Documents

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	Therese Engquist **CONTRACTOR** *(Signature)*
Patrick K. Gaffney Assistant Superintendent Bussiness	Therese Engquist Co-Owner
(Printed name and title)	*(Printed name and title)*

Init.

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Additions and Deletions Report for
AIA® Document A101™ – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 17:52:19 on 04/11/2018.

PAGE 1

AGREEMENT made as of the Eleventh day of April in the year Two Thousand Eighteen

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Santa Cruz City Schools
405 Old San Jose Road
Soquel, CA 95073
(831) 429-3410

...

Andy's Roofing Co., Inc.
2161 Adams Avenue
San Leandro, CA 94577
(510) 777-1100

...

MHMS Roofing Replacement
425 King St., Santa Cruz, CA 95060
Gault Roofing Replacement
1320 Seabright Ave, Santa Cruz, CA 95062

...

Mark BartosBartos Architecture
1730 S. Amphlett Blvd, Suite 225
San Mateo, CA 94402
(650) 340-1221

PAGE 2

[X] Established as follows:

PAGE 3

[X] By the following date:

...

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N/A N/A

...

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be one million seven hundred seventy five thousand seven hundred dollars ($ 1,775,700), subject to additions and deductions as provided in the Contract Documents.

...

N/A N/A

...

N/A N/A N/A

...

~~*(Identify each allowance.)*~~

...

Hazardous materials abatement, in the amount of ten thousand dollars ($10,000.00) included in the total Contract Sum

...

Asbestos and lead abatement	Fourty five and 50/100 ($45.50) per square foot

...

Stucco repair	square foot	Forty Six ($46.00)
Painting-Existing Conditions	square foot	Five and 50/100 ($5.50)
Roof Sheathing Repair	square foot	Ten and 50/100 ($10.50)

...

One Thousand dollars ($1,000.00) per building, per calendar day

PAGE 4

N/A

...

N/A

...

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 15th day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the 15th day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than (45) days after the Architect receives the Application for Payment.

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PAGE 5

5%

...

N/A

...

N/A

...

N/A

...

Shall become due and payable to the contractor Thirty-
Five (35) days after a final notice of completion has been recorded by the County Recorder.

...

1.50 % per annum

PAGE 6

Mark Bartos, Architect
1730 S Amphlett Blvd, suite 225
San Mateo, CA 94402
Telephone Number: (650) 340-1221

...

[X] Arbitration pursuant to Section 15.4 of AIA Document A201–2017

...

N/A

...

Patrick K. Gaffney
Assistant Superintendent Business
405 Old San Jose Road
Soquel, CA 95073
(831) 429-3410

PAGE 7

Therese Engquist
Co-Owner
Andy's Roofing Co., Inc.
2161 Adams Avenue
San Leandro, CA 94577

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User Notes: (3B9ADA2B)

(510) 777-1100

...

N/A

...

N/A

...

.2 ~~AIA Document A101™ 2017, Exhibit A, Insurance and Bonds~~For insurance and bonds requirements, refer to Section 00 80 00 Article 11 Insurance and Bonds

...

N/A

...

Refer to attached Exhibit A:
Drawing Index

PAGE 8

Refer to attached Exhibit B: Project Manual Table of Contents 2

...

Addendum 01 March 19, 2018 2

...

[**N/A**] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:

...

N/A

...

[**N/A**] The Sustainability Plan:

...

[X] Supplementary and other Conditions of the Contract:

...

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User Notes: (3B9ADA2B)

Document	Title	Date	~~Pages~~Page
Section 008000 Section 008100	Supplemental General Conditions Specific Conditions	July 28, 2017	10 2

...

Project Manual Section 002900 Required Documents

...

Patrick K. Gaffney Assistant Superintendent Bussiness

Therese Engquist Co-Owner

Therese Engquist

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User Notes:
(3B9ADA2B)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Mark Bartos, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 17:52:19 on 04/11/2018 under Order No. 9826059860 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ - 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

_____

(Signed)

_____

(Title)

_____

(Dated)

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User Notes: (3B9ADA2B)

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve Andy's Roofing Co. Inc. Agreement for Branciforte Middle School Roofing Replacement

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve the Andy's Roofing Co. Inc. agreement for roofing at Branciforte Middle School.

BACKGROUND:
The Board awarded the bid for this project to Andy's Roofing at the Board meeting of 3/28/18. The project will include removal and replacement of approximately 41,000 sq ft of roofing and associated components at Branciforte Middle School.

FISCAL IMPACT:
$1,092,400.00, to be funded from Measure 'A' bond funds (Restricted).
Materials Cost through CMAS $299,668.34.
Total project construction cost $1,322,068.34, 0.08% of site budget.

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

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

Prepared by: Trevor Miller, Director, Facility Services

AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement between Owner and Contractor (the "Agreement") effective March 28th, 2018, between Santa Cruz City Schools (the "Owner") and Andy's Roofing Company Inc. (the "Contractor"), each a "Party" and together, the "Parties" to this Agreement.

The Contractor and the Owner agree as follows:

1. SCOPE OF WORK. The Contractor agrees to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all the Work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

Branciforte Middle School Roofing ("Contract")

all in strict compliance with the plans, drawings and specifications therefore prepared by:

Belli Architectural Group

and other Contract Documents relating thereto.

2. CONTRACT DOCUMENTS. The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the Contract.

3. TIME TO COMPLETE AND LIQUIDATED DAMAGES. Time is of the essence in this Contract, and the time of Completion for the Work (the "Contract Time") shall June 8th through August 10th, the date of Contractor's actual commencement of the Work (including mobilization).

Failure to Complete the Work within the Contract Time and in the manner provided for by the Contract Documents, or failure to complete any specified portion of the Work by a milestone deadline, shall subject the Contractor to liquidated damages. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if the Work were not completed within the Contract Time, or if any specified portion of the Work were not completed by a milestone deadline, are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages. Damages which the Owner would suffer in the event of such delay include, but are not limited to, loss of the use of the Work, disruption of activities, costs of administration and supervision, third party claims, and the incalculable inconvenience and loss suffered by the public.

Accordingly, the parties agree that the amount herein set forth shall be the amount of damages which the Owner shall directly incur upon failure of the Contractor to Complete the Work within

the Contract Time or complete any specified portion of the Work by a milestone deadline: $200.00 for each calendar day.

In addition, Contractor shall be subject to liquidated damages, or actual damages if liquidated damages are not recoverable under law, for causing another contractor on the Project to fail to timely complete its work under its contract or for causing delayed *completion* of the Project. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if another contractor on the Project were to fail to timely complete its work under its contract or delay *completion* of the Project are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages. Damages which the Owner would suffer in the event of such delay include, but are not limited to, loss of the use of the Work, loss of use of the other contractor's work, loss of use of the Project, disruption of activities, costs of administration and supervision, third party claims, the incalculable inconvenience and loss suffered by the public, and an Owner's inability to recover its delay damages from the contractors whose work was delayed by Contractor.

Accordingly, the parties agree that the amount herein set forth shall be the amount of damages which the Owner shall directly incur upon Contractor causing another contractor on the Project to fail to timely complete its work under its contract or causing delayed *completion* of the Project: $ 200.00 for each calendar day.

For Contractor's obligations regarding claims against Owner from other contractors on the Project alleging that Contractor caused delays to their work, see General Conditions sections 3.7.4, 3.16 and 6.2.3.

If liquidated damages accrue as described above, the Owner, in addition to all other remedies provided by law, shall have the right to assess the liquidated damages at any time, and to withhold liquidated damages (and any interest thereon) at any time from any and all retention or progress payments, which would otherwise be or become due the Contractor. In addition, if it is reasonably apparent to the Owner before liquidated damages begin to accrue that they will accrue, Owner may assess and withhold, from retention or progress payments, the estimated amount of liquidated damages that will accrue in the future. If the retained percentage or withheld progress payments are not sufficient to discharge all liabilities of the Contractor incurred under this Article, the Contractor and its sureties shall continue to remain liable to the Owner until all such liabilities are satisfied in full.

If Owner accepts any work or makes any payment under the Contract Documents after a default by reason of delays, the payment or payments shall in no respect constitute a waiver or modification of any provision in the Contract Documents regarding time of Completion, milestone deadlines, or liquidated damages.

4. PAYMENT. The Owner agrees to pay the Contractor in current funds One million ninety two thousand four hundred dollars ($1,092,400.00) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof, as provided in the General Conditions. Retention shall be withheld from

progress payments as described in the Instructions to Bidders.
"The above contract price does not include any allowances or contingency fund."

5. CHANGES. Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided in the General Conditions.

6. TERMINATION. The Owner and Contractor may terminate the Contract as provided in the General Conditions.

7. PREVAILING WAGES. The Project is a public work, the Work shall be performed as a public work and pursuant to the provisions of Section 1770 et seq. of the Labor Code of the State of California, which are hereby incorporated by reference and made a part hereof, the Director of Industrial Relations has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are on file at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the Department of Industrial Relations determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Two Hundred Dollars ($200.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for Work on this Contract and Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations. Contractor and Subcontractor shall comply with Labor Code section 1776. The Contractor and each subcontractor shall furnish a certified copy of all payroll records directly to the Labor Commissioner monthly.

Public works projects shall be subject to compliance monitoring and enforcement by the Department of Industrial Relations. A contractor or subcontractor shall not be qualified to

submit a bid or to be listed in a bid proposal subject to the requirements of Public Contract Code section 4104 unless currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code. A contractor or subcontractor shall not be qualified to enter into, or engage in the performance of, any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code) unless currently registered and qualified under Labor Code section 1725.5 to perform public work.

8. WORKING HOURS. In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The records shall be kept open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Law Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars ($25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

9. APPRENTICES. The Contractor agrees to comply with Chapter 1, Part 7, Division 2, Sections 1777.5 and 1777.6 of the California Labor Code, which are hereby incorporated and made a part hereof. These sections require that contractors and subcontractors employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for each five hours of work performed by a journeyman (unless an exemption is granted in accordance with Section 1777.5) and that contractors and subcontractors shall not discriminate among otherwise qualified employees as indentured apprentices on any public works solely on the ground of sex, race, religious creed, national origin, ancestry or color. Only apprentices as defined in Labor Code Section 3077, who are in training under apprenticeship standards and who have signed written apprentice agreements, will be employed on public works in apprenticeable occupations. The responsibility for compliance with these provisions is fixed with the Contractor for all apprenticeable occupations.

10. DSA OVERSIGHT PROCESS. The Contractor must comply with the applicable requirements of the Division of State Architect ("DSA") Construction Oversight Process ("DSA Oversight Process"), including but not limited to (a) notifying the Owner's Inspector of Record/Project Inspector ("IOR") upon commencement and completion of each aspect of the Work as required under DSA Form 156; (b) coordinating the Work with the IOR's inspection duties and requirements; (c) submitting verified reports under DSA Form 6-C; and (d)

coordinating with the Owner, Owner's Architect, any Construction Manager, any laboratories, and the IOR to meet the DSA Oversight Process requirements without delay or added costs to the Work or Project.

Contractor shall be responsible for any additional DSA fees related to review of proposed changes to the DSA-approved construction documents, to the extent the proposed changes were caused by Contractor's wrongful act or omissions. If inspected Work is found to be in non-compliance with the DSA-approved construction documents or the DSA-approved testing and inspection program, then it must be removed and corrected. Any construction that covers unapproved or uninspected Work is subject to removal and correction, at Contractor's expense, in order to permit inspection and approval of the covered work in accordance with the DSA Oversight Process.

11. INDEMNIFICATION AND INSURANCE. The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, employees and others as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be $1,000,000.00 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be $1,000,000.00 per accident for bodily injury and property damage combined single limit.

12. ENTIRE AGREEMENT. The Contract constitutes the entire agreement between the parties relating to the Work, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Contract to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to California Code of Civil Procedure section 1856.

13. EXECUTION OF OTHER DOCUMENTS. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

14. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

15. BINDING EFFECT. Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

16. SEVERABILITY; GOVERNING LAW; CHOICE OF FORUM. If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California. 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 the County of Santa Cruz, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by Owner.

17. AMENDMENTS. The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement, which includes a change order signed by the parties and approved or ratified by the Governing Board.

18. ASSIGNMENT OF CONTRACT. The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

19. WRITTEN NOTICE. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

Andy's Roofing Co., Inc. (*contractor*)

Jonathan Engquist (*Name*)
President (*Title*)

Therese Engquist (*Name*)
Financial Advisor (*Title*)

521860
CONTRACTOR'S LICENSE NO.

12/31/2019
LICENSE EXPIRATION DATE

Santa Cruz City Schools

Patrick Gaffney
Assistant Superintendent Business

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve Sierra School Equipment Company Piggyback Proposal and Standard Contract Terms for New Lockers at Harbor High

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve Sierra School Equipment Company piggyback proposal and standard contract terms for new outdoor locker purchase and installation at Harbor High.

BACKGROUND:
The proposed project will entail furnishing and installing ninety (90) columns (270 openings) of 15"W x 16"D x 24"H/72"H, three-tier lockers at Harbor High School. Included under this cover is a standard contract that will be completed with the terms of the bid proposal. This item is approving of both the proposal and standard terms in this contract.

FISCAL IMPACT:
$58,999.00 to be paid from Measure 'A' Bond Funds (Restricted).
This represents 0.22% of the site budget.
Pricing is based on the "Arvin Union Elementary Piggyback Bid # 13-14-001." The bid award letter is attached.

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

SIERRA SCHOOL EQUIPMENT COMPANY

A CALIFORNIA CORPORATION

CALIFORNIA CONTRACTORS LICENSE # 422359
NEVADA CONTRACTORS LICENSE #0032471
P.O. BOX 80667 • 93380-0667
1911 MINERAL COURT
BAKERSFIELD, CALIFORNIA 93308-6812
PHONE (661) 399-2993 • FAX (661) 399-0218
CELL- (559) 246-5104

March 26, 2018

MR. TREVOR MILLER
DIRECTOR OF FACILITIES
District Office
405 Old San Jose Road
Soquel, CA 95073

RE: HARBOR HIGH SCHOOL OUTDOOR STUDENT LOCKERS . NEW LIST INDUSTRIES MARQUIS CLASSIC PROTECTOR LOCKERS

Dear Trevor:

In accordance with your request, Sierra School Equipment Company is pleased to submit the following proposal for new List Industries Lockers for your review. **Pricing is based on the "Arvin Piggyback Bid".**

Quantity:	**Description:**
1 Lot	List Industries Marquis Protector Classic All-Welded Lockers as described herein:

- Ninety (90) Columns (270 Openings) of 15" W x 16" D x 24"H/72"H, Three-Tier Lockers.
- Sloped Tops and Sloped Top Boxed End Panels for 72"H lockers.
- Slip/Joint Fillers as applicable.
- Door venting: Security-Plus (mini-louvers).
- Door construction: Classic Door Liner.

PRICE: DELIVERED INSTALLED PRICE INCLUDING 9% SALES TAX.....$58,999.00

FEATURES FOR MARQUIS PROTECTOR ALL-WELDED LOCKERS:

Body Construction: Fully-framed all-welded Hollow-T construction. 13-gauge ½" fully-framed solid 16 guage metal sides, 16-gauge continuous top, 18-gauge solid back, and 16-gauge galvanneal bottom.

212 of 547

Doors: 14-gauge Security-Plus (mini-louvers) with **full width 18-gauge door stiffener. Classic Door Liner.**

Handle: Deep-drawn seamless stainless steel recessed handle.

Latching: **Single-Point (non-moving) maintenance free quiet latch upgrade**.

Hinges: 3-1/2"- 13-gauge knuckle style hinges.

Hooks: Standard per locker opening height.

Miscellaneous Components: 16-gauge continuous sloped tops. 16-gauge sloped top end panels.

Warranty: ***LIFETIME.***

QUALIFICATIONS:

1) Prices quoted are based on furnishing the above-described equipment in accordance with the manufacturer's published standard construction specifications and powder coat colors (unless otherwise noted) and specifically exclude furnishing products by any other manufacturer or to any other specification.
2) Once the lockers are ordered into production, the process cannot be stopped. We will work with your firm to ensure the lockers arrive to the site per your construction schedule. If we are directed to enter the lockers into production and the site is then not ready to take delivery, your firm will be responsible for providing a dry, secure area or container(s) to store the materials or pay for the factory to store the materials until installation can take place.
3) If a license is required to be provided to comply with a local jurisdiction, such as a city business license or any other local compliance fees or licenses, the cost is not included in our proposal and said cost will need to be added to the subcontract amount if any entity requires said license to be provided.
4) Dumpster for cardboard and packing material disposal by Owner.
5) **In-Wall backing and bases are NOT part of this proposal.**
6) **Removal, relocation and or disposal of the existing lockers is NOT part of this proposal.**
7) **Locks are not part of this proposal but can be added to this quote.**

INSURANCE QUALIFICATIONS:

1) We shall provide insurance coverage for our work per the attached Certificate of Insurance.
2) If Additional Insured status is required we shall use blanket endorsement #CG D2 46 10 02. This form is equivalent to CG2010 07 04 that our insurance company has filed with the State of California Department of Insurance. This may or may not be the additional insured endorsement you request. We cannot provide the CG2010 1085 or 11/85 form.
3) Our general liability policy includes waiver of subrogation and primary insurance wording. We cannot provide severability of interest or cross liability coverage.

STANDARD CONTRACT / PURCHASING AGREEMENT QUALIFICATIONS:

213 of 547

We reserve the right, upon review of the contract / Purchasing Agreements, to request modifications as needed to these documents. We will not agree to a blanket request to execute contract forms and agreements without modification.

ADDENDA:	N/A
BONDS:	We are bondable, but the bond price is **NOT** included. Our bond rate is 2.00%.
WAGE:	We are non-union, but we pay prevailing wage/union as applicable.
STATUS:	We are not MBE, WBE, DVBE or SBE.
QUESTIONS:	**Contact Wayne Amoruso @ (559) 246-5104 or wayneamoruso@ssecinc.com**

CONTRACTOR'S LICENSE NUMBER: 422359
EXPIRATION DATE: 5/31/2019

DEPARTMENT OF INDUSTRIAL RELATIONS NUMBER: 1000003627
EXPIRATION DATE: 6/30/2019

GENERAL NOTES:

Prices quoted are based on furnishing the above-described equipment in accordance with the manufacturer's published standard construction specifications (unless otherwise noted) and specifically exclude furnishing products by any other manufacturer or to any other specification. **Prices quoted are valid for 30-days due to raw material pricing volatility. The Factory will only hold pricing for 30-days from Bid Date, if we do not receive a Letter of Intent or Contract within 30-days, the proposal is subject to an escalation from the factory.** Pricing is based on delivery and installation of equipment no later than July 30th 2017. Shop Drawings take approximately 4-weeks after receipt of subcontract agreement and architectural floor plans. Electronic files are the preferred method of receipt of plans and specifications. This quotation shall become part of any Contract agreement entered into for any of the described equipment. Current locker lead-times are running nine to ten (8) weeks plus shipping time and **after** approved submittals. **9% SALES TAX IS FIGURED IN FOR THIS PROJECT. If the tax rate changes purchase order must be revised to reflect the change up or down.**

Date: March 26, 2018
Wayne P. Amoruso
WPA/awh

DR. MICHELLE McLEAN
District Superintendent

GEORGIA RHETT
Assistant Superintendent

ARVIN UNION SCHOOL DISTRICT

737 Bear Mountain Blvd.
Arvin, CA 93203
(661) 854-6500 • FAX (661) 854-2362

October 10, 2017

Sierra School Equipment Company
1911 Mineral Ct.
Bakersfield, CA 93308

Re: Piggyback Bid no. 13-14-0001

To Whom it May Concern,

The Arvin Union School District went out to bid on November 1, 2013 for school furnishings, office furniture, and accessories. The bid was published in the Arvin Tiller on November 6, 2013 and November 13, 2013.

Three vendors requested bid packets, Warner Design, O'Leary's Office Products, and Sierra School Equipment. The bid opening date was November 25, 2013 at 3:00pm, three bids were received. The bid was awarded to Sierra School Equipment Company.

This letter is to serve as notice that the Arvin Union School District is extending the above referenced bid December 16, 2017 thru December 15, 2018 using the current manufactures price list.

Sincerely,

Chris Davis
Chief Business Official

SANTA CRUZ CITY SCHOOLS
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Independent Contractor Services Agreement ("Agreement") is made and entered into effective _____, 20__ (the "Effective Date") by and between Santa Cruz City Schools ("District") and _____ ("Contractor").

1. Contractor Services. Contractor agrees to provide the following services:
_____
_____
_____

2. Contractor Qualifications. Contractor represents that it or its principals or employees assigned to provide services under this Agreement have or shall have in effect all licenses, credentials, permits and has otherwise all legal qualifications to perform this Agreement. [OPTIONAL: Contractor shall provide District with a copy of a current curriculum vitae for each principal or employee assigned to work on District projects.]

3. Term. This Agreement shall begin on _____, 20__, and shall terminate upon completion of the scope of work, but no later than _____. There shall be no extension of the term of this Agreement without express written consent by the District and Contractor.

4. Termination. The District may terminate this Agreement immediately at any time by giving written notice to the Contractor. Such written notice shall be sufficient to stop further performance of services by Contractor. In the event of termination prior to the end of the term of this Agreement, Contractor shall invoice the District for any work performed up to the date of termination, and shall promptly return any District property or records, and any copies thereof, in its possession to the District. The District may then proceed with the work in any manner the District deems proper.

5. Payment. District agrees to pay Contractor at the rate of $_____ per ____. [OPTIONAL: District shall reimburse Contractor's reasonable travel expenses at the rate of $_____ per mile plus per diem costs totaling no more than $ _____ per day.] The rate shall not be increased by the Contractor over the course of this Agreement. Total payment by District to Contractor shall not exceed $_____. District agrees to pay Contractor within thirty (30) days of receipt of a detailed invoice.

6. Indemnity. The Contractor shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Education, and members of the Board of Education, 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 Contractor's use of the site; the Contractor'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 Education,

members of the Board of Education, for any act, omission, negligence, or willful misconduct of the Contractor or its respective agents, subcontractors, 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.

7. Comprehensive General Liability and Automobile Insurance. Without limiting Contractor's indemnification as set forth in Section 6 hereof, Contractor shall, before beginning any of the services or work called for by any term of this Agreement, secure and maintain in full force and effect during the term of this Agreement, the following insurance (check all that apply):

□ Comprehensive General Liability, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

□ Automobile Insurance, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

All required insurance shall have combined single limits of $_____, or $ _____ per person and $_____ per accident, with no aggregate limit. Property damage limits shall be $_____.

The District shall be named as an additional insured on Contractor'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. A copy of the declarations page of Contractor's insurance policy shall be attached to this Agreement as proof of insurance.

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

9. Workers' Compensation Insurance. Contractor agrees to provide all necessary workers' compensation insurance for Contractor's principals and employees, if any, at Contractor's own cost and expense.

10. Fingerprinting. Contractor shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor and District agree to the following:

A. □ Contractor and principals, employees, and subcontractors assigned to provide services under this Agreement will have only limited or no contact with District students at all times during the Term of this Agreement.

B. ☐ The following Contractor principals, employees, and subcontractors assigned to provide services under this Agreement will have more than limited contact with District students during the Term of this Agreement:

_____

_____

If Box B. above is checked fingerprints must be submitted to the Assistant Superintendent, Business Services or designee. (Education Code § 45125.1.)

Signature of Assistant Superintendent, Business Services or designee:

_____

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting background check requirements have been satisfied and District determines whether any such contact is permissible.

11. Taxes. Contractor agrees that Contractor has no entitlement to any future work from the District or to any employment or fringe benefits from the District. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Contractor. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Contractor agrees to defend, indemnify and hold District harmless from all State and Federal tax consequences and any related consequences stemming from or related to this Agreement. Contractor is independently responsible for the payment of all applicable taxes.

12. Assignment. The Contractor 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.

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

14. 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.

15. 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.

16. 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.

17. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the Contractor, 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:	Contractor:
	[FILL]
Santa Cruz City Schools 405 Soquel-San Jose Road Soquel, CA 95073 Attn: Assistant Superintendent, Business Services	

18. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.

19. 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.

20. Execution of Other Documents. The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

21. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

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

SANTA CRUZ CITY SCHOOLS

By: _____
Name:
Title:

Date: _____

CONTRACTOR

By: _____
Name:
Title:

Date: _____

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve Butano Geotechnical Engineering Inc. Proposal and Standard Contract Terms for Testing and Inspection Services for the Harbor High Field Project

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve Butano Geotechnical Engineering Inc. proposal and standard contract terms for testing and inspection services for the Harbor High field project.

BACKGROUND:
The preliminary plans for the Harbor High field project have been completed. The purpose of the observations, testing and inspection to be completed by Butano Geotechnical is to verify that the construction of the field meets the standards of the DSA. Included under this cover is a standard contract that will be completed with the terms of the bid proposal. This item is approving of both the proposal and standard terms in this contract.

FISCAL IMPACT:
$90,322.29, to be paid from Measure A Bond Funds (Restricted).
Total Project Cost $90,322.29, 0.34% of site budget.

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

BUTANO GEOTECHNICAL ENGINEERING, INC.
231 GREEN VALLEY ROAD, SUITE E, FREEDOM, CALIFORNIA 95019
PHONE: 831.724.2612
WWW.BUTANOGEOTECH.COM

April 10, 2018
Proposal No. P18-64

Santa Cruz City Schools
405 Old San Jose Rd.
Soquel, CA 95073

ATTENTION: Trevor Miller

SUBJECT: **PROPOSAL FOR TESTING AND OBSERVATION**
Construction Phase
Proposed High School Track and Field with Accessory Elements
Harbor High School
300 La Fonda Avenue
Santa Cruz, Santa Cruz County, California

Dear Mr. Miller:

1.0 INTRODUCTION

We are pleased to submit the following proposal to provide testing and inspection services in connection with the subject site.

Our firm is certified by the DSA to conduct construction material testing and inspection services, Laboratory Evaluation and Acceptance #: LEA 317. As part of this proposal we have included inspection and testing services from an outside laboratory for steel and welding inspections.

Butano Geotechnical Engineering Inc. has conducted the geotechnical and geologic investigations for this project. Our firm is uniquely qualified to perform the observations, testing and inspections of this project due to our familiarity with the site and our investment to the see the project move forward efficiently and effectively during the construction phase.

2.0 PURPOSE

The purpose of our observations, testing and inspection will be to verify the construction of the field to meet the standards of the DSA as outlined in in DSA form 103; List of Required Structural Tests & Special Inspections – 2016 CBC.

3.0 SCOPE OF WORK

We propose the following scope of work based on the DSA Listing of Structural Tests & Special Inspections (DSA-103):

Soil (Section 1, 4, & 5):

- Verify that the site has been prepared properly prior to placement of controlled fill and/or excavations for foundations.
- Verify that foundation excavations are extended to proper depths and have reached proper material.
- Verify the material below footings are adequate to achieve the design bearing capacity.
- Inspect drilling operations and maintain records for each pier.
- Verify pier locations, diameters, plumbness, lengths, and embedment into bedrock, record concrete volumes.
- Confirm adequate end strata bearing capacity.
- Observe placement of soil reinforcement, drainage devices, and backfill.
- Compaction testing of fill.

Concrete Testing for Retaining Walls, Foundations & Flatwork (Section 7):

- Verify use of required design mix.
- Identify, sample, and test steel used for reinforcement.
- Perform slump, temperature, air content tests, and sample concrete.
- Test concrete (f'_c - compression).
- Batch plant inspection (may convert to periodic).

Steel, Aluminum – Performed by Subcontractor (Sections 17,19 & 19.1):

- Verify and identify all materials at the mill/yard.
- Test unidentified materials.
- Examine seam welds of HSS shapes.
- Verify and document steel fabricator in the field.
- Verify weld filler material identification and markings.
- Verify weld filler material manufacturers certificate of compliance.
- Verify WPS, welder qualifications and equipment.
- Shop welding inspection of single-pass fillet welds less than 5/16”, floor and roof deck welds.

4.0 FEE ESTIMATE

Our fee estimate is based on time and expenses in accordance with the attached Schedule of Fees. The time allotted for each task is based on the provided construction schedule and our experience with this size of project. The time spent on-site is extremely dependent on the contractors means and methods. All updates of the construction schedule should be provided for us to adjust our fee estimate accordingly.

The actual amount breakdown, subject to variation among items, is as follows:

PER DSA 103 AND CONSTRUCTION SCHEDULE	TASKS	TIME		RATE		SUBTOTAL
SOIL						
Turf Field Subgrade	Verify proper site preparation - subgrade	4	hours at	$ 115.00	per hour	$ 460.00
Site Demo and Grading - Clear and Grub Site	Verify proper site preparation - subgrade	4	hours at	$ 115.00	per hour	$ 460.00
Site Demo and Grading - Lime Treat / Baserock / Grading	Verify proper fill placement (Compaction testing)	58	hours at	$ 115.00	per hour	$ 6,670.00
Underground Utilities - All	Verify proper fill placement (Compaction testing)	116	hours at	$ 115.00	per hour	$ 13,340.00
Site Concrete - All	Verify material below footing, footing depths, and fill placement	116	hours at	$ 115.00	per hour	$ 13,340.00
Drilled Pier Observations	Verify depth and adequacy of soil	40	hours at	$ 115.00	per hour	$ 4,600.00
Electrical - Trenches	Verify proper fill placement (Compaction testing)	9	hours at	$ 115.00	per hour	$ 1,035.00
Foundations	Verify proper excavation depth, material adequacy, and fill compaction	59	hours at	$ 115.00	per hour	$ 6,785.00
Mileage	Cost for trips 68 trips	38	miles/trip	$0.535	per mile	$ 1,382.44
TOTAL COST ESTIMATE SOIL		402				**$ 47,612.44**

PER DSA 103 AND CONSTRUCTION SCHEDULE	TASKS	TIME		RATE		SUBTOTAL
CONCRETE						
Site Concrete - All (hours are per concrete pour)	Verify use of proper mix design	4	hours at	$ 115.00	per hour	$ 460.00
	Perform field tests (slump, temperature, etc	3	hours at	$ 115.00	per hour	$ 345.00
	Test concrete (compression)	4	breaks at	$ 50.00	per cylinder	$ 200.00
Mileage	Cost for 19 trips	45	miles/trip	$0.535	per mile	$ 457.43
Cost Esitmate for 1 Concrete Pour						**$ 1,462.43**
TOTAL COST ESTIMATE CONCRETE (Based on 19 Pours)						**$27,786.08**

PER DSA 103 AND CONSTRUCTION SCHEDULE	TASKS	TIME		RATE		SUBTOTAL
CONCRETE STEEL INSPECTION						
(Outside Laboratory)	Rebar sampling and identification	12	hours at	$ 105.00	per hour	$ 1,260.00
	Tensile strength	10	each	$ 100.00	per test	$ 1,000.00
	Bend test	10	hours at	$ 105.00	per hour	$ 1,050.00
Mileage	Cost for 2 trips	100	miles/trip	$0.535	per mile	$ 53.50
TOTAL COST ESTIMATE CONCRETE STEEL INSPECTION (Cost + 15%)		**32**				**$ 3,868.03**

PER DSA 103 AND CONSTRUCTION SCHEDULE	TASKS	TIME		RATE		SUBTOTAL
STEEL, ALUMINUM						
(Outside Laboratory)	WPS - Review	1	hours at	$ 125.00	per hour	$ 125.00
	Verify and indentify material	6	hours at	$ 105.00	per hour	$ 630.00
	Shop welding inspections	19	hours at	$ 105.00	per hour	$ 1,995.00
	Field welding inspections	6	hours at	$ 105.00	per hour	$ 630.00
	Reports, mileage, and project coordination	5	hours at	$ 125.00	per hour	$ 625.00
TOTAL COST ESTIMATE STEEL, ALUMINUM (Cost + 15%)		**36**				**$ 4,605.75**

ADMINISTRATIVE	TASKS	TIME		RATE		SUBTOTAL
Project Coordination	Letters, RFI Responses, and Submittals	30	hours at	$ 150.00	per hour	$ 4,500.00
Data Entry	Compaction testing data and DSA uploads	30	hours at	$ 65.00	per hour	$ 1,950.00
TOTAL COST ESTIMATE ADMINISTRATIVE		**60**				**$ 6,450.00**

Total $90,322.29

Our fees for observation, testing, and inspection are estimated at **$90,322.29**. We will not incur expenditure above **$90,322.29** without your authorization. Our charges will be billed at our standard hourly rates, and will reflect actual work and costs incurred, as dictated by the project requirements. Outside laboratory and subcontractor fees will be billed at cost plus 15%.

5.0 SCHEDULE

We are prepared to begin work on this project immediately upon your authorization.

6.0 PRIOR TO THE START OUR FIELD EXPLORATION

All available construction schedules, data, maps, drawings, and reports pertinent to the referenced site should be provided to us, when available. The location of any underground utilities should be indicated to us at the site. Site access should be made available.

7.0 MASTER SERVICE AGREEMENT

This Master Services Agreement (Agreement) is made by and between Butano Geotechnical Engineering, Inc. (BUTANO GEOTECHNICAL ENGINEERING, INC.) with an address at 231 Green Valley Road, Suite E, Freedom, California 95019, and Santa Cruz City Schools (hereinafter referred to as CLIENT) with an address at 405 Old San Jose Road, Soquel, CA 95073.

This Agreement consists of the following documents, which are incorporated herein by reference:

- BUTANO GEOTECHNICAL ENGINEERING, INC.'s Proposal No. P18-64 to CLIENT dated April 10, 2018.
- Any and all subsequent Proposals; and
- CLIENT's Agreement with OWNER dated (Prime Agreement) if applicable and any Amendments to the Prime Agreement.

NOW, THEREFORE, in consideration of the mutual undertakings set forth below, the Parties agree as follows:

7.1 PROPOSALS AND SCOPE OF SERVICES

This Agreement anticipates the execution of the services (Services) as outlined in the Proposal and sets forth the terms and conditions pursuant to which BUTANO GEOTECHNICAL ENGINEERING, INC. will provide CLIENT the services (Services) specified in BUTANO GEOTECHNICAL ENGINEERING, INC.'s Proposal. Each Proposal shall define the scope of Services to be performed, the location of CLIENT's project for providing such Services, the agreed-upon fees, and additional provisions, if any, applicable to such Services.

7.2 STANDARD OF CARE

BUTANO GEOTECHNICAL ENGINEERING, INC. will perform its Services in a manner consistent with that level of care and skill ordinarily exercised by other members of BUTANO GEOTECHNICAL ENGINEERING, INC.'s profession practicing in the same locality, under similar conditions and at the date the Services are provided. Due to limitations in current technology, no level of assessment can conclusively determine whether a property or its structures are completely free of geotechnical hazards or hazardous substances (including mold). CLIENT is advised to carefully review any other pertinent limitations described in the Proposal or in the scope of Services. If included in the Services, BUTANO GEOTECHNICAL ENGINEERING, INC.'s Services during construction will be limited to observation and testing of construction operations. BUTANO GEOTECHNICAL ENGINEERING, INC. will not be responsible for constant or exhaustive inspection of the work, the means and methods of construction or the safety procedures employed by others.

Performance of construction observation services does not constitute a warranty or guarantee of any type, since even with diligent observation, some construction defects, deficiencies, or omissions may occur. Parties agree that, before exercising any other remedy for any alleged breach by BUTANO GEOTECHNICAL ENGINEERING, INC. of the standard of care hereunder, CLIENT will direct BUTANO GEOTECHNICAL ENGINEERING, INC. in writing to re-perform any defective Services. BUTANO GEOTECHNICAL ENGINEERING, INC. will only sign certifications if approved by BUTANO GEOTECHNICAL ENGINEERING, INC. in writing prior to start of Services. CLIENT understands that any such certifications are statements of professional opinion only. BUTANO GEOTECHNICAL ENGINEERING, INC. makes no other representation, guarantee, or warranty, express or implied, regarding the services, communication (oral or written), report, opinion, or instrument of service provided under this Agreement.

7.3 BUTANO GEOTECHNICAL ENGINEERING, INC.'S RESPONSIBILITIES

BUTANO GEOTECHNICAL ENGINEERING, INC. will perform the Services as an independent contractor and shall not act as an agent or employee of CLIENT. BUTANO GEOTECHNICAL ENGINEERING, INC. shall be solely responsible for the conduct of its own employees and for any of its employees' compensation, benefits, contributions, and payroll taxes. BUTANO GEOTECHNICAL ENGINEERING, INC. will, as directed by CLIENT or its agent, (i) provide qualified staff to perform the Services specified in the Proposal; (ii) maintain records of Project site activities and costs for a period of three (3) years from completion of BUTANO GEOTECHNICAL ENGINEERING, INC.'s services; (iii) work, to the extent reasonably possible, in coordination with CLIENT's employees, contractors, consultants and other site staff so as not to impede the progress of the Project; and (iv) require its personnel to maintain a safe, clean and orderly work environment.

7.4 TERM AND TERMINATION

The term of this Agreement shall commence on the date of execution of this Agreement, except as to Services authorized by CLIENT and performed by BUTANO GEOTECHNICAL ENGINEERING, INC. prior to execution of this Agreement, and shall continue in effect for a period of two (2) years or until terminated by either party as provided herein. Either party may terminate this Agreement or any Proposal at any time, with or without cause, by providing not less than ten (10) days advance written notice to the other party. Notwithstanding the termination of this Agreement, this Agreement will survive as to any and all Proposals signed by both Parties prior to the Agreement's effective termination date, and until all of the rights and obligations of both Parties hereunder have been fulfilled. CLIENT shall compensate BUTANO GEOTECHNICAL ENGINEERING, INC. for all Services performed hereunder through the date of any termination and for all reasonable costs and expenses incurred by BUTANO GEOTECHNICAL ENGINEERING, INC. in effecting the termination including, without limitation, non-cancelable commitments, fixed cost components, and other demobilization costs.

7.5 COMPENSATION

BUTANO GEOTECHNICAL ENGINEERING, INC. may be compensated for its Services either on a time-and-materials or fixed-price basis or any other method as mutually agreed upon and as specified in each Proposal. CLIENT agrees to provide any invoice format and contents requirements to BUTANO GEOTECHNICAL ENGINEERING, INC. in advance of signing this Agreement. Additional charges may apply to any contracting or invoicing specifications outside of BUTANO GEOTECHNICAL ENGINEERING, INC.'s standard procedures. CLIENT understands that time-and-materials pricing should be construed as an estimate only and that true costs may be higher or lower, depending on actual circumstances. If a Proposal is to be performed on a time-and-materials basis, BUTANO GEOTECHNICAL ENGINEERING, INC. shall be reimbursed for all hours worked and other costs incurred at the rates and terms set forth in its then

current fee schedule. BUTANO GEOTECHNICAL ENGINEERING, INC. shall submit its invoices for Services rendered to CLIENT monthly. The terms of payment are net thirty (30) days from date of invoice, with a one and one-half percent (1.5%) per month service charge on balances past due. Interest on amounts that are past due shall be computed from the initial date of invoice. BUTANO GEOTECHNICAL ENGINEERING, INC. may suspend performance of Services under this Agreement until BUTANO GEOTECHNICAL ENGINEERING, INC. has been paid in full for all balances past due, including applicable service charges. BUTANO GEOTECHNICAL ENGINEERING, INC. shall be entitled to recover all its attorneys' fees and costs resulting from its efforts to secure payment from Client.

7.6 INSURANCE

BUTANO GEOTECHNICAL ENGINEERING, INC. currently carries Worker's Compensation, Commercial General Liability, and Automobile Liability Insurance for bodily injury and property damage. In addition, BUTANO GEOTECHNICAL ENGINEERING, INC. carries Professional Liability coverage.

7.7 CHANGES

CLIENT or BUTANO GEOTECHNICAL ENGINEERING, INC. may request changes to the scope of Services by altering, adding to, or deleting from the Services to be performed by BUTANO GEOTECHNICAL ENGINEERING, INC. Both Parties agree to negotiate in good faith to determine changes in scope, any needed equitable adjustment to the price and time for performance of the affected Proposal, and to execute an amended Proposal. Should the total cost of BUTANO GEOTECHNICAL ENGINEERING, INC.'s performance under a Proposal be greater than the estimated amount, BUTANO GEOTECHNICAL ENGINEERING, INC. will notify CLIENT. Failure by both parties to renegotiate in good faith the terms and conditions of any Proposal may result in suspension of work without penalties, and termination of this Agreement by BUTANO GEOTECHNICAL ENGINEERING, INC.

7.8 FORCE MAJEURE

If the performance of Services by BUTANO GEOTECHNICAL ENGINEERING, INC. is affected by causes beyond its reasonable control, Force Majeure shall result. Force Majeure includes acts of God; acts of a legislative, administrative, or judicial entity; acts of CLIENT's separate contractors and consultants; war; fires; floods; labor disturbances; and unusually severe or unanticipated weather.

7.9 CLIENT'S RESPONSIBILITIES

CLIENT agrees to (i) convey and discuss with BUTANO GEOTECHNICAL ENGINEERING, INC. all available material, data, and information pertaining to the Services, including, without limitation, the composition, quantity, toxicity, or potentially hazardous properties of any material known or believed to be present at any site, any

hazards that may be present, the nature and location of underground or otherwise not readily apparent utilities, summaries and assessments of the site's past and present compliance status, and the status of any filed or pending judicial or administrative action concerning the site or Project; (ii) ensure the cooperation of CLIENT's employees and separate contractors and consultants; and (iii) be solely responsible for determining whether the Project is subject to prevailing wage regulations and to notify BUTANO GEOTECHNICAL ENGINEERING, INC. of such determination in advance of its proposal.

7.10 ALLOCATION OF RISK

Neither party shall be responsible to the other for any special, incidental, indirect, penal or consequential damages (including lost profits) incurred by either BUTANO GEOTECHNICAL ENGINEERING, INC. or CLIENT or for which either party may be liable to any third party. The indemnity obligations and the limitation of liability established below shall survive the expiration or termination of this Agreement.

- Indemnification of CLIENT. Subject to the provisions and Limitation of Liability of this Agreement, BUTANO GEOTECHNICAL ENGINEERING, INC. agrees to indemnify and hold harmless CLIENT, its shareholders, officers, directors, employees, and agents from and against any claims, suits, damages, expenses, including reasonable attorneys' fees, or other losses (collectively "Losses") to the extent caused by BUTANO GEOTECHNICAL ENGINEERING, INC.'s negligent performance of Services under this Agreement.

- Indemnification of BUTANO GEOTECHNICAL ENGINEERING, INC. CLIENT will indemnify and hold harmless BUTANO GEOTECHNICAL ENGINEERING, INC., its shareholders, officers, directors, employees, and agents from and against Losses to the extent caused by the negligence of CLIENT, its employees, agents, and contractors.

- CLIENT's obligation to indemnify shall include any Losses, resulting from (1) a subsequent determination that the Project is subject to prevailing wage regulations, and (2) Losses arising from the existence, disposal, release, discharge, treatment or transportation of Hazardous Materials, the exposure of any person to, or any degradation of the environment due to Hazardous Materials.

- Limitation of Liability: The total liability of BUTANO GEOTECHNICAL ENGINEERING, INC. arising out of or related to this Agreement, whether based in contract or tort, shall be limited to the greater of the compensation actually paid to BUTANO GEOTECHNICAL ENGINEERING, INC. for the Services under all Proposals or $50,000. This limitation of liability shall include any Losses payable to Client under 7.10, Indemnification of CLIENT. All claims by CLIENT against BUTANO GEOTECHNICAL ENGINEERING, INC. shall be deemed waived unless written notice of the claim has been provided to BUTANO

GEOTECHNICAL ENGINEERING, INC. within one (1) year after substantial completion of the Services performed under a particular Proposal. CLIENT agrees that any claim or suit for damages made or filed against BUTANO GEOTECHNICAL ENGINEERING, INC. by CLIENT will be made or filed solely against BUTANO GEOTECHNICAL ENGINEERING, INC. or its successors or assigns and that no shareholder or employee of BUTANO GEOTECHNICAL ENGINEERING, INC. shall be personally liable to CLIENT for damages under any circumstances. This Limitation of Liability applies to any and all claims, no matter how pleaded, including claims for errors and omissions, breach of contract, negligence, or breach of fiduciary duty, and applies to all phases of Services performed under this Agreement. BUTANO GEOTECHNICAL ENGINEERING, INC.'s total liability to CLIENT and anyone claiming by, through, or under CLIENT for damages shall not exceed the percentage share that BUTANO GEOTECHNICAL ENGINEERING, INC.'s negligence bears to the total negligence of all negligent entities and individuals.

7.11 NO CONTROL OF MEANS AND METHODS OF OTHER

BUTANO GEOTECHNICAL ENGINEERING, INC. will not have control over or charge of, nor be responsible for the construction means, methods, techniques, sequences, or procedures, or for the safety precautions and programs of CLIENT's separate contractors and consultants in connection with the Project. BUTANO GEOTECHNICAL ENGINEERING, INC.'s services do not include any job site safety obligations required by the project or any applicable code or regulation.

7.12 SITE ACCESS

CLIENT shall, as may be required by BUTANO GEOTECHNICAL ENGINEERING, INC. for the successful and timely completion of Services: (i) provide unimpeded and timely access to the site.; (ii) obtain Project-specific permits and licenses necessary for the performance of the Services.

7.13 WARRANTY OF TITLE, WASTE OWNERSHIP

BUTANO GEOTECHNICAL ENGINEERING, INC. does not take title to any hazardous materials found at the project site. Any risk of loss with respect to all materials shall remain with the project site owner, who shall be considered the generator of such materials, execute all manifests as the generator of such materials, and be liable for the arrangement, transportation, treatment, and/or disposal of all material. All samples shall remain the property of the CLIENT. CLIENT shall promptly, at its cost, remove and lawfully dispose of samples, cuttings, and hazardous materials.

7.14 ASSIGNMENT AND SUBCONTRACTING

This Agreement does not create any right or benefit to anyone other than CLIENT and BUTANO GEOTECHNICAL ENGINEERING, INC. and shall not be assigned by either

party without the prior written approval of the other party. BUTANO GEOTECHNICAL ENGINEERING, INC., however, may elect to subcontract portions of the Services to a qualified subcontractor.

7.15 DISPUTE RESOLUTION

If a claim or dispute arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Agreement, both Parties agree to attempt to resolve the claim or dispute (1) at a meeting between the principals within fifteen (15) days of receipt by either party of a notice and description of the dispute and, failing resolution, (2) mediation in accordance with the AAA Construction Industry Mediation Rules then in effect within forty-five (45) days from service of written notice. If the claim or dispute cannot be resolved through mediation and unless otherwise mutually agreed, either party may file suit in an appropriate court in the state of the BUTANO GEOTECHNICAL ENGINEERING, INC. office entering into this Agreement.

7.16 WAIVER OF TERMS AND CONDITIONS

The failure of either Party in any one or more instances to enforce one or more of the terms or conditions of this Agreement, or to exercise any right or privilege in this Agreement, or the waiver by BUTANO GEOTECHNICAL ENGINEERING, INC. or CLIENT of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such waiver had occurred.

7.17 SEVERABILITY

Every term or condition of this Agreement is severable from the others. Notwithstanding any possible future finding by a duly constituted authority that a particular term or provision is invalid, void, or unenforceable, this Agreement has been made with the clear intention that the validity and enforceability of the remaining parts, terms, and provisions shall not be affected thereby.

7.18 GOVERNING LAWS

This Agreement shall be governed and construed in accordance with the laws of the State of California. Venue shall be Santa Cruz County, California.

7.19 ENTIRE AGREEMENT

The terms and conditions set forth herein, including any associated Proposals, constitute the entire understanding and agreement of both Parties with respect to the Services. Any amendment or revision to this Agreement shall be in writing and signed by an authorized representative from each party. Any oral modification or revision of this Agreement or any Proposal shall not operate to modify this Agreement or any Proposal.

In witness whereof, CLIENT and BUTANO GEOTECHNICAL ENGINEERING, INC. have caused this Agreement to be executed by their respective duly-authorized representatives. Please sign one copy in the space provided below and return it to our office.

SANTA CRUZ CITY SCHOOLS	BUTANO GEOTECHNICAL ENGINEERING, INC.
By: _____ (Signature)	By: _____ (Signature)
Name: _____ (Printed Name)	Name: Greg Bloom, PE, GE
Title: _____	Title: Principal Engineer
Date: _____	Date: April 10, 2018

Attachments: Schedule of Fees

SANTA CRUZ CITY SCHOOLS
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Independent Contractor Services Agreement ("Agreement") is made and entered into effective _____, 20__ (the "Effective Date") by and between Santa Cruz City Schools ("District") and _____ ("Contractor").

1. Contractor Services. Contractor agrees to provide the following services:
_____
_____
_____

2. Contractor Qualifications. Contractor represents that it or its principals or employees assigned to provide services under this Agreement have or shall have in effect all licenses, credentials, permits and has otherwise all legal qualifications to perform this Agreement. [OPTIONAL: Contractor shall provide District with a copy of a current curriculum vitae for each principal or employee assigned to work on District projects.]

3. Term. This Agreement shall begin on _____, 20__, and shall terminate upon completion of the scope of work, but no later than _____. There shall be no extension of the term of this Agreement without express written consent by the District and Contractor.

4. Termination. The District may terminate this Agreement immediately at any time by giving written notice to the Contractor. Such written notice shall be sufficient to stop further performance of services by Contractor. In the event of termination prior to the end of the term of this Agreement, Contractor shall invoice the District for any work performed up to the date of termination, and shall promptly return any District property or records, and any copies thereof, in its possession to the District. The District may then proceed with the work in any manner the District deems proper.

5. Payment. District agrees to pay Contractor at the rate of $_____ per ____. [OPTIONAL: District shall reimburse Contractor's reasonable travel expenses at the rate of $_____ per mile plus per diem costs totaling no more than $ _____ per day.] The rate shall not be increased by the Contractor over the course of this Agreement. Total payment by District to Contractor shall not exceed $_____. District agrees to pay Contractor within thirty (30) days of receipt of a detailed invoice.

6. Indemnity. The Contractor shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Education, and members of the Board of Education, 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 Contractor's use of the site; the Contractor'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 Education,

members of the Board of Education, for any act, omission, negligence, or willful misconduct of the Contractor or its respective agents, subcontractors, 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.

7. Comprehensive General Liability and Automobile Insurance. Without limiting Contractor's indemnification as set forth in Section 6 hereof, Contractor shall, before beginning any of the services or work called for by any term of this Agreement, secure and maintain in full force and effect during the term of this Agreement, the following insurance (check all that apply):

□ Comprehensive General Liability, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

□ Automobile Insurance, in an amount not less than:
- □ $500,000.00 per occurrence
- □ $1,000,000.00 per occurrence

All required insurance shall have combined single limits of $_____, or $ _____ per person and $_____ per accident, with no aggregate limit. Property damage limits shall be $_____.

The District shall be named as an additional insured on Contractor'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. A copy of the declarations page of Contractor's insurance policy shall be attached to this Agreement as proof of insurance.

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

9. Workers' Compensation Insurance. Contractor agrees to provide all necessary workers' compensation insurance for Contractor's principals and employees, if any, at Contractor's own cost and expense.

10. Fingerprinting. Contractor shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor and District agree to the following:

A. □ Contractor and principals, employees, and subcontractors assigned to provide services under this Agreement will have only limited or no contact with District students at all times during the Term of this Agreement.

B. ☐ The following Contractor principals, employees, and subcontractors assigned to provide services under this Agreement will have more than limited contact with District students during the Term of this Agreement:

_____

_____

If Box B. above is checked fingerprints must be submitted to the Assistant Superintendent, Business Services or designee. (Education Code § 45125.1.)

Signature of Assistant Superintendent, Business Services or designee:

_____

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting background check requirements have been satisfied and District determines whether any such contact is permissible.

11. Taxes. Contractor agrees that Contractor has no entitlement to any future work from the District or to any employment or fringe benefits from the District. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Contractor. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Contractor agrees to defend, indemnify and hold District harmless from all State and Federal tax consequences and any related consequences stemming from or related to this Agreement. Contractor is independently responsible for the payment of all applicable taxes.

12. Assignment. The Contractor 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.

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

14. 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.

15. 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.

16. 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.

17. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the Contractor, 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:	Contractor:
	[FILL]
Santa Cruz City Schools 405 Soquel-San Jose Road Soquel, CA 95073 Attn: Assistant Superintendent, Business Services	

18. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.

19. 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.

20. Execution of Other Documents. The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

21. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

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

SANTA CRUZ CITY SCHOOLS

By: _____
Name:
Title:

Date: _____

CONTRACTOR

By: _____
Name:
Title:

Date: _____

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve O.C. McDonald Bid and Agreement for Domestic Water Piping Replacement at Santa Cruz High School

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve O.C. McDonald bid and agreement for Domestic Water Piping Replacement at the main building (Building A) of Santa Cruz High School.

BACKGROUND:
The Project is for '**Domestic Water Piping Replacement' at Santa Cruz High School**. The proposed project will entail removal and disposal of all existing galvanized water piping, which requires demolition of interior finishes; installation of complete and operational copper water piping system, which includes removal and replacement of existing fixtures. New fixtures, circulation pump, insulation and water heater shall be provided and all demolished interior finishes shall be replaced in kind to match adjacent finishes. Exterior work will include replacement of existing underground main line from campus loop to main building including all necessary excavation and replacement of landscaping.

A request for bids was sent out to all contractors on our Uniform Construction Cost Accounting Construction Application list, noticed to the builder's plan rooms and advertised in the local newspapers. Two bids were received. O.C. McDonald Co., Inc. was the successful low bidder.

BID SUMMARY

CONTRACTOR	CITY	BASE BID
Geo H. Wilson	Santa Cruz	$367,450.00
O.C. McDonald Co., Inc.	San Jose	$244,000.00
LOW BID	**O.C. McDonald Co., Inc.**	**$244,000.00**

Staff recommends that the Bid be awarded to O.C. McDonald Co., Inc., the lowest responsive and responsible bidder. The Agreement is also attached for approval.

FISCAL IMPACT:
$244,000.00, to be funded from Measure 'A' bond funds (Restricted), representing 0.8% of the site budget.

This work is in direct support of the following District goals and their corresponding metrics:
Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.
Goal #5: SCCS will maintain a balanced budget and efficient and effective management
Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

Prepared by: Trevor Miller, Director, Facility Services

Proposal

Santa Cruz City Schools

Domestic Water Piping Replacement

at

Santa Cruz High School

NOTE: Refer to "Notice to Contractors" for Proposal due dates, Pre-Proposal Conference dates and other pertinent schedule information. Information contained in those documents has not been repeated herein.

To:

The Board of Trustees

Santa Cruz City Schools

In compliance with the advertisements of your Board calling for Proposals to furnish to the Santa Cruz City Schools, Santa Cruz County, all materials and labor to be used and employed in the construction of the above project and in accordance with the Plans and Specifications prepared by:

Bartos Architecture
1730 S. Amphlett Blvd. Suite 225
San Mateo, CA 94402
Architect's Project Number(s):
17-008.2

Therefore the undersigned hereby proposes to furnish all labor and materials for completion of said work in strict accordance with said Plans, and Specifications for the following sum:

Bidder:

O.C. McDonald Co., Inc.
Company Name

1150 W. San Carlos St., San Jose, CA 95126
Address

(408) 295-2182
Telephone

Required Documents
00 20 00 Proposal
Bid Bond

Base Bid: Domestic Piping Replacement

The Winning Bidder will be selected based on the **Lowest Total Base Bid**.

For all Labor and Materials required to complete the Work of this Project as shown on the Drawings, Specifications and Addenda.

Total Base Bid

Refer to Drawings, Specifications and Addenda.

Amount:

Two Hundred Forty Four Thousand Dollars ($ 244,000)

Text Dollars

Unit Prices

Refer to Drawings, Specifications and Addenda.

Amount:

Asbestos Pipe Insulation	Twenty Five Dollars	($ 25.00)
	Unit Price: Text	Dollars per Linear Foot

Unit prices will not be utilized as a basis for selection of the lowest responsive bid. These unit prices may be utilized by District – at district's option to determine appropriate pricing for change orders.

The undersigned bidder declares that this Proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that the proposal is genuine and not collusive or sham; that the undersigned bidder has not directly or indirectly induced, solicited, colluded, or agreed with any bidder or anyone else to put in a sham proposal or to refrain from bidding; that the undersigned bidder has not directly or indirectly sought by agreement, communication or conference with anyone else to fix his bid price or the bid price of any other bidder, or to secure any advantage against the Owner or anyone interested in this proposal as principals are those named herein; that all statements named in this proposal are true, that the undersigned bidder has not directly or indirectly submitted his bid price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, to any other person, partnership, corporation, or association, except to such person or persons as have a direct financial interest in the bidder's general business.

In accordance with California Contractor licensing procedures, the prime contractor shall possess the required valid contractor's license at the time of contract award.

Bidder (Signature)

Proposal Security

Cashier's Check or Certified Check or bidder's bond drawn payable to the order of the Santa Cruz City School District in the sum of:

Twenty Four Thousand Four Hundred Dollars ($ 24,400)

Text Dollars

In the amount equal to ten percent (10%) of the proposal bid, is enclosed.

The undersigned agrees that the bid amount stated shall remain valid for a period as defined in General Conditions from the bid opening date. All bid documents shall be retained until the contract has been awarded or until all bids have been rejected. If awarded the Contract the undersigned hereby agrees to commence work within a maximum of ten (10) days after execution of the contract unless defined elsewhere in the Instructions to Bidders or the Contract Documents.

Addenda

The following individual acknowledges receipt of all Addenda. A list of published Addenda is available from the Architect. All Addenda shall be reviewed and acknowledges for Proposal to be considered responsive.

Addenda Received:

Addendum N/A Date _____ Initials RS

Addendum _____ Date _____ Initials _____

Bidder (Signature) [signature]

Required Documents

This Proposal is not valid unless accompanied by the documents defined in Section 00 10 00.

Execution

The undersigned has examined the location of the proposed work and is familiar with the local conditions at the place where the work is to be performed and has carefully examined the plans and specifications and acknowledges their sufficiency for purposes of completing this proposal.

Signed	X [signature]
Print	Ray Sheik
Company Name	O.C. McDonald Co., Inc.
Address	1150 W. San Carlos St., San Jose, CA 95126
Contractor's License Number	177271
Date of Expiration	07/31/2018
Public Works Contractor (PWC) Registration Number	1000002885
Phone Number for Verification of Authority	(408) 295-2182

Bidder (Signature) [signature]

End of Section

Liberty Mutual.
SURETY

2200 Renaissance Blvd. Ste. 400
King of Prussia, PA 19406-2755
Ph. (610) 832-8240

BID BOND

Bond Number: Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we O.C. McDonald Co., Inc., as principal (the "Principal"), and Liberty Mutual Insurance Company, as surety (the "Surety"), are held and firmly bound unto Santa Cruz City School District, as obligee (the "Obligee"), in the penal sum of Ten Percent of Amount Bid Dollars ($ 10%), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: Santa Cruz High School Main Classroom Building A, Domestic Water Piping Replacement

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal within the period specified therein, or, if no period be specified, within sixty (60) days after opening, and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or contract documents, or in the event of the failure of the Principal to enter into such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference in money not to exceed the penal sum hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void; otherwise to remain in full force and effect. In no event shall the liability hereunder exceed the penal sum thereof.

PROVIDED AND SUBJECT TO THE CONDITION PRECEDENT, that any claim by Obligee under this bond must be submitted in writing by registered mail, to the attention of the Surety Law Department at the address above, within 120 days of the date of this bond. Any suit under this bond must be instituted before the expiration of one (1) year from the date of this bond. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall apply.

DATED as of this 5th day of April, 2018.

WITNESS / ATTEST

O.C. McDonald Co., Inc.
(Principal)

By: _____ (Seal)
Name: Ray Sheik
Title: Vice President

Liberty Mutual Insurance Company
(Surety)

By: _____ (Seal)
Carolyne Emery Attorney-in-Fact

LIBERTY MUTUAL INSURANCE COMPANY INCORPORATED 1912 MASSACHUSETTS

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of California)

County of Santa Clara)

On April 9, 2018 (Date) before me, Heidi L. Dunn, Notary Public (Here insert Name and Title of the Officer)

personally appeared Ray Sheik (Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(~~ies~~), and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

HEIDI L. DUNN
Commission # 2090227
Notary Public - California
Santa Clara County
My Comm. Expires Nov 20, 2018

Signature _____ (Signature of Notary Public)

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Attached Document: BID BOND

Document Date: N/A Number of Pages: One (1)

Signer(s) Other Than Named Above: Carolyne Emery, Attorney-In-Fact (Notarized 4/5/2018)

Capacity(ies) Claimed by Signer(s)

Signer's Name: Ray Sheik

☐ Individual
☑ Corporate Officer – Title(s): Vice President
☐ Partner - ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: O.C. McDonald Co., Inc.

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer's Name: _____

☐ Individual
☐ Corporate Officer – Title(s): _____
☐ Partner - ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Francisco)

On April 5, 2018 before me, S. Nicole Evans, Notary Public
(insert name and title of the officer)

personally appeared Carolyne Emery----------,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ **(Seal)**

S. NICOLE EVANS
Notary Public - California
San Francisco County
Commission # 2171977
My Comm. Expires Dec 11, 2020

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.
This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7953229

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Carolyne Emery; S. Nicole Evans; Frances M. Murphy; Bradley N. Wright

all of the city of San Francisco, state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 30th day of November, 2017.

The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 30th day of November, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 5th day of April, 2018.

By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

LMS_12873_022017

AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement between Owner and Contractor (the "Agreement") effective April 18th, 2018, between Santa Cruz City Schools (the "Owner") and O.C. McDonald Company Inc. (the "Contractor"), each a "Party" and together, the "Parties" to this Agreement.

The Contractor and the Owner agree as follows:

1. SCOPE OF WORK. The Contractor agrees to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all the Work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

Santa Cruz High School, Domestic Piping Replacement ("Contract")

all in strict compliance with the plans, drawings and specifications therefore prepared by:

Bartos Architecture

and other Contract Documents relating thereto.

2. CONTRACT DOCUMENTS. The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the Contract.

3. TIME TO COMPLETE AND LIQUIDATED DAMAGES. Time is of the essence in this Contract, and the time of Completion for the Work (the "Contract Time") shall June 8th through August 3rd, the date of Contractor's actual commencement of the Work (including mobilization).

Failure to Complete the Work within the Contract Time and in the manner provided for by the Contract Documents, or failure to complete any specified portion of the Work by a milestone deadline, shall subject the Contractor to liquidated damages. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if the Work were not completed within the Contract Time, or if any specified portion of the Work were not completed by a milestone deadline, are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages. Damages which the Owner would suffer in the event of such delay include, but are not limited to, loss of the use of the Work, disruption of activities, costs of administration and supervision, third party claims, and the incalculable inconvenience and loss suffered by the public.

Accordingly, the parties agree that the amount herein set forth shall be the amount of damages which the Owner shall directly incur upon failure of the Contractor to Complete the Work within

the Contract Time or complete any specified portion of the Work by a milestone deadline: $200.00 for each calendar day.

In addition, Contractor shall be subject to liquidated damages, or actual damages if liquidated damages are not recoverable under law, for causing another contractor on the Project to fail to timely complete its work under its contract or for causing delayed *completion* of the Project. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if another contractor on the Project were to fail to timely complete its work under its contract or delay *completion* of the Project are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages. Damages which the Owner would suffer in the event of such delay include, but are not limited to, loss of the use of the Work, loss of use of the other contractor's work, loss of use of the Project, disruption of activities, costs of administration and supervision, third party claims, the incalculable inconvenience and loss suffered by the public, and an Owner's inability to recover its delay damages from the contractors whose work was delayed by Contractor.

Accordingly, the parties agree that the amount herein set forth shall be the amount of damages which the Owner shall directly incur upon Contractor causing another contractor on the Project to fail to timely complete its work under its contract or causing delayed *completion* of the Project: $ 200.00 for each calendar day.

For Contractor's obligations regarding claims against Owner from other contractors on the Project alleging that Contractor caused delays to their work, see General Conditions sections 3.7.4, 3.16 and 6.2.3.

If liquidated damages accrue as described above, the Owner, in addition to all other remedies provided by law, shall have the right to assess the liquidated damages at any time, and to withhold liquidated damages (and any interest thereon) at any time from any and all retention or progress payments, which would otherwise be or become due the Contractor. In addition, if it is reasonably apparent to the Owner before liquidated damages begin to accrue that they will accrue, Owner may assess and withhold, from retention or progress payments, the estimated amount of liquidated damages that will accrue in the future. If the retained percentage or withheld progress payments are not sufficient to discharge all liabilities of the Contractor incurred under this Article, the Contractor and its sureties shall continue to remain liable to the Owner until all such liabilities are satisfied in full.

If Owner accepts any work or makes any payment under the Contract Documents after a default by reason of delays, the payment or payments shall in no respect constitute a waiver or modification of any provision in the Contract Documents regarding time of Completion, milestone deadlines, or liquidated damages.

4. PAYMENT. The Owner agrees to pay the Contractor in current funds Two hundred and forty four thousand dollars ($244,000.00) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof, as provided in the General Conditions. Retention (5%) shall be withheld from progress

payments as described in the Instructions to Bidders.
"The above contract price does not include any allowances or contingency fund."

5. CHANGES. Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided in the General Conditions.

6. TERMINATION. The Owner and Contractor may terminate the Contract as provided in the General Conditions.

7. PREVAILING WAGES. The Project is a public work, the Work shall be performed as a public work and pursuant to the provisions of Section 1770 et seq. of the Labor Code of the State of California, which are hereby incorporated by reference and made a part hereof, the Director of Industrial Relations has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are on file at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the Department of Industrial Relations determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Two Hundred Dollars ($200.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for Work on this Contract and Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations. Contractor and Subcontractor shall comply with Labor Code section 1776. The Contractor and each subcontractor shall furnish a certified copy of all payroll records directly to the Labor Commissioner monthly.

Public works projects shall be subject to compliance monitoring and enforcement by the Department of Industrial Relations. A contractor or subcontractor shall not be qualified to

submit a bid or to be listed in a bid proposal subject to the requirements of Public Contract Code section 4104 unless currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code. A contractor or subcontractor shall not be qualified to enter into, or engage in the performance of, any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code) unless currently registered and qualified under Labor Code section 1725.5 to perform public work.

8. WORKING HOURS. In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The records shall be kept open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Law Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars ($25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

9. APPRENTICES. The Contractor agrees to comply with Chapter 1, Part 7, Division 2, Sections 1777.5 and 1777.6 of the California Labor Code, which are hereby incorporated and made a part hereof. These sections require that contractors and subcontractors employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for each five hours of work performed by a journeyman (unless an exemption is granted in accordance with Section 1777.5) and that contractors and subcontractors shall not discriminate among otherwise qualified employees as indentured apprentices on any public works solely on the ground of sex, race, religious creed, national origin, ancestry or color. Only apprentices as defined in Labor Code Section 3077, who are in training under apprenticeship standards and who have signed written apprentice agreements, will be employed on public works in apprenticeable occupations. The responsibility for compliance with these provisions is fixed with the Contractor for all apprenticeable occupations.

10. DSA OVERSIGHT PROCESS. The Contractor must comply with the applicable requirements of the Division of State Architect ("DSA") Construction Oversight Process ("DSA Oversight Process"), including but not limited to (a) notifying the Owner's Inspector of Record/Project Inspector ("IOR") upon commencement and completion of each aspect of the Work as required under DSA Form 156; (b) coordinating the Work with the IOR's inspection duties and requirements; (c) submitting verified reports under DSA Form 6-C; and (d)

coordinating with the Owner, Owner's Architect, any Construction Manager, any laboratories, and the IOR to meet the DSA Oversight Process requirements without delay or added costs to the Work or Project.

Contractor shall be responsible for any additional DSA fees related to review of proposed changes to the DSA-approved construction documents, to the extent the proposed changes were caused by Contractor's wrongful act or omissions. If inspected Work is found to be in non-compliance with the DSA-approved construction documents or the DSA-approved testing and inspection program, then it must be removed and corrected. Any construction that covers unapproved or uninspected Work is subject to removal and correction, at Contractor's expense, in order to permit inspection and approval of the covered work in accordance with the DSA Oversight Process.

11. INDEMNIFICATION AND INSURANCE. The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, employees and others as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be $1,000,000.00 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be $1,000,000.00 per accident for bodily injury and property damage combined single limit.

12. ENTIRE AGREEMENT. The Contract constitutes the entire agreement between the parties relating to the Work, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Contract to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to California Code of Civil Procedure section 1856.

13. EXECUTION OF OTHER DOCUMENTS. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

14. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

15. BINDING EFFECT. Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

16. SEVERABILITY; GOVERNING LAW; CHOICE OF FORUM. If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California. 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 the County of Santa Cruz, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by Owner.

17. AMENDMENTS. The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement, which includes a change order signed by the parties and approved or ratified by the Governing Board.

18. ASSIGNMENT OF CONTRACT. The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

19. WRITTEN NOTICE. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

_____ (*contractor*)	**Santa Cruz City Schools**
_____	_____
_____ (*Name*)	Patrick Gaffney
_____ (*Title*)	Assistant Superintendent Business
_____	
_____ (*Name*)	
_____ (*Title*)	
_____	
CONTRACTOR'S LICENSE NO.	
_____	
LICENSE EXPIRATION DATE	

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve Change Order # 1 for the Butano Geotechnical Engineering, Inc. Professional Services Agreement for the Harbor High Pool

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve Change Order #1 for Butano Geotechnical Engineering, Inc. for additional services for the pool at Harbor High.

BACKGROUND:
The change order includes exploring the surface and subsurface conditions at the site to develop geotechnical and geologic recommendations for the construction of the proposed new pool. This was required due to poor soil conditions and the need to look for a new pool location.

FISCAL IMPACT:

Original Contract amount		**$20,030.00**
Change Order #1	**$**	**13,300.00 (this is 0.05%)**
Total	**$**	**33,330.00**

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

Approved by:_____ Approval Date:_____

BUTANO GEOTECHNICAL ENGINEERING, INC.
231 GREEN VALLEY ROAD, SUITE E, FREEDOM, CALIFORNIA 95019
PHONE: 831.724.2612
WWW.BUTANOGEOTECH.COM

March 8, 2018
Proposal No. P17-111.2
17-171-SC
Pool

Santa Cruz City Schools
405 Old San Jose Rd.
Soquel, CA 95073

ATTENTION: Patrick K. Gaffney

SUBJECT: **PROPOSAL FOR GEOTECHNICAL AND GEOLOGIC SERVICES**
Geotechnical and Geologic Investigation - Design Phase
Proposed Pool Relocation
Harbor High School
300 La Fonda Avenue
Santa Cruz County, Santa Cruz, California 95062

Dear Mr. Gaffney:

1.0 INTRODUCTION

We are pleased to submit the following proposal to provide geotechnical engineering and geologic engineering services in connection with the subject site.

We have visited the site, reviewed relevant geologic maps of the area, and spoke with the architect about the project. It is our understanding that the project consists of relocating the existing pool.

Our firm has produced a geologic and geotechnical report for the replacement of the pool in roughly the same location: *Geotechnical and Geologic Investigation-Design Phase for Proposed Pool Replacement, Harbor High School, Santa Cruz, California, September 18, 2017, Project No. 17-171-SC*

Because of the geologic hazards present at the existing pool site a new location has been proposed north of the gymnasium.

2.0 PURPOSE

The purpose of our Geotechnical Investigation and Geologic Investigation will be to explore the surface and subsurface conditions at the site to develop geotechnical and geologic recommendations for the construction of the proposed new pool.

Our finding will fulfill the requirements of the California Geologic Survey-Note 48, necessary for all schools.

3.0 SCOPE OF WORK

We propose the following scope of work:

Geotechnical Scope:

- Project preparation including the initial site visit, utilities service alert, private utility locator, and review of pertinent reports regarding the site, available in our existing files or provided by you.
- Field exploration consisting of logging and interval sampling of 4 to 6 borings in the area of the proposed improvements. The depth of the borings will vary between 10 and 25 feet deep. The soil samples obtained will be sealed and returned to the laboratory for testing. The borings will be drilled in the location of the proposed improvements.
- Laboratory testing of selected samples considered representative of site conditions to ascertain or derive relevant engineering properties including:
  - Moisture/Density
  - Soil Classification
  - Shear Strength
  - Consolidation
  - Expansion Potential
- Engineering analysis and evaluation of the resulting field and laboratory data. Based on our findings we will develop geotechnical design criteria for the proposed pool. This will include general site grading, foundations, retaining walls, slabs-on-grade, and site drainage. We will prepare a combined geotechnical and geologic report presenting our findings, conclusions and recommendations.

Geologic Scope:

- We will review available information on the proposed development, as well as published and unpublished maps and reports germane to the property. If there are any additional geotechnical or geological reports in the property owners' files, please forward them to our office for review.
- We will review available subsurface information.
- We will visit the site to observe if there are any surface features that may be related to potential geologic hazards.
- We will compile a Site Geologic Map and Cross Sections

- Our findings, conclusions and recommendations will be presented in our final combined geologic and geotechnical report. The report will address CGS - Note 48, dated October 2013.

4.0 FEE ESTIMATE

Our fee estimate is based on time and expenses in accordance with the attached Schedule of Fees. The breakdown, subject to variation among items, is as follows:

Geotechnical Fees:

• Project Preparation/Coordination	$ 1,440.00
• Field Exploration (drill rig)	$ 2,500.00
• Laboratory Testing	$ 1,000.00
• Engineering Analysis/ Production of Report	$ 1,950.00
GEOTECHNICAL TOTAL:	**$ 6,890.00**

Geologic Fees:

• Preliminary	$ 330.00
• Literature Research	$ 330.00
• Site Mapping and Log Borings	$ 1,320.00
• Coordination w/ Professionals	$ 990.00
• Geologic Analysis	$ 990.00
• Report Writing	$ 1,320.00
• Drafting	$ 800.00
• Review	$ 330.00
GEOLOGIC TOTAL:	**$ 6,410.00**

COMBINED TOTAL: $ 13,300.00

Our combined fees are estimated at **$13,300.00**. We will not incur expenditure above **$13,300.00** without your authorization. The project may be completed in total or separated by services. Our charges will be billed at our standard hourly rates, and will reflect actual work and costs incurred, as dictated by the project requirements.

Our proposal does not include the following items:

- Additional work that may be required from us including interim and final letters.
- Additional services required by you, not covered in our Scope of Services.
- Observation and testing during construction.

5.0 SCHEDULE

We are prepared to begin work on this project immediately upon your authorization. The report will be completed 3 to 5 weeks from the date of our field exploration.

6.0 PRIOR TO THE START OUR FIELD EXPLORATION

All available data, maps, drawings, and reports pertinent to the referenced site should be provided to us, when available. The location of any underground utilities should be indicated to us at the site. Site access should be made available.

7.0 MASTER SERVICE AGREEMENT

This Master Services Agreement (Agreement) is made by and between Butano Geotechnical Engineering, Inc. (BUTANO GEOTECHNICAL ENGINEERING, INC.) with an address at 231 Green Valley Road, Suite E, Freedom, California 95019, and Santa Cruz City Schools (hereinafter referred to as CLIENT) with an address at 405 Old San Jose Road, Soquel, CA 95073. This Agreement consists of the following documents, which are incorporated herein by reference:

- BUTANO GEOTECHNICAL ENGINEERING, INC.'s Proposal No. P17-111.2 to CLIENT dated March 8, 2018.
- Any and all subsequent Proposals; and
- CLIENT's Agreement with OWNER dated (Prime Agreement) if applicable and any Amendments to the Prime Agreement.

NOW, THEREFORE, in consideration of the mutual undertakings set forth below, the Parties agree as follows:

7.1 PROPOSALS AND SCOPE OF SERVICES

This Agreement anticipates the execution of the services (Services) as outlined in the Proposal and sets forth the terms and conditions pursuant to which BUTANO GEOTECHNICAL ENGINEERING, INC. will provide CLIENT the services (Services) specified in BUTANO GEOTECHNICAL ENGINEERING, INC.'s Proposal. Each Proposal shall define the scope of Services to be performed, the location of CLIENT's project for providing such Services, the agreed-upon fees, and additional provisions, if any, applicable to such Services.

7.2 STANDARD OF CARE

BUTANO GEOTECHNICAL ENGINEERING, INC. will perform its Services in a manner consistent with that level of care and skill ordinarily exercised by other members of BUTANO GEOTECHNICAL ENGINEERING, INC.'s profession practicing in the same locality, under similar conditions and at the date the Services are provided. Due to limitations in current technology, no level of assessment can conclusively determine whether a property or its structures are completely free of geotechnical hazards or hazardous substances (including mold). CLIENT is advised to carefully review any other pertinent limitations described in the Proposal or in the scope of Services. If included in the Services, BUTANO GEOTECHNICAL ENGINEERING, INC.'s Services during construction will be limited to observation and testing of construction operations. BUTANO GEOTECHNICAL ENGINEERING, INC. will not be responsible for constant or exhaustive inspection of the work, the means and methods of construction or the safety procedures employed by others.

Performance of construction observation services does not constitute a warranty or guarantee of any type, since even with diligent observation, some construction defects, deficiencies, or omissions may occur. Parties agree that, before exercising any other remedy for any alleged breach by BUTANO GEOTECHNICAL ENGINEERING, INC. of the standard of care hereunder, CLIENT will direct BUTANO GEOTECHNICAL ENGINEERING, INC. in writing to re-perform any defective Services. BUTANO GEOTECHNICAL ENGINEERING, INC. will only sign certifications if approved by BUTANO GEOTECHNICAL ENGINEERING, INC. in writing prior to start of Services. CLIENT understands that any such certifications are statements of professional opinion only. BUTANO GEOTECHNICAL ENGINEERING, INC. makes no other representation, guarantee, or warranty, express or implied, regarding the services, communication (oral or written), report, opinion, or instrument of service provided under this Agreement.

7.3 BUTANO GEOTECHNICAL ENGINEERING, INC.'S RESPONSIBILITIES

BUTANO GEOTECHNICAL ENGINEERING, INC. will perform the Services as an independent contractor and shall not act as an agent or employee of CLIENT. BUTANO GEOTECHNICAL ENGINEERING, INC. shall be solely responsible for the conduct of its own employees and for any of its employees' compensation, benefits, contributions, and payroll taxes. BUTANO GEOTECHNICAL ENGINEERING, INC. will, as directed by CLIENT or its agent, (i) provide qualified staff to perform the Services specified in the Proposal; (ii) maintain records of Project site activities and costs for a period of three (3) years from completion of BUTANO GEOTECHNICAL ENGINEERING, INC.'s services; (iii) work, to the extent reasonably possible, in coordination with CLIENT's employees, contractors, consultants and other site staff so as not to impede the progress of the Project; and (iv) require its personnel to maintain a safe, clean and orderly work environment.

7.4 TERM AND TERMINATION

The term of this Agreement shall commence on the date of execution of this Agreement, except as to Services authorized by CLIENT and performed by BUTANO GEOTECHNICAL ENGINEERING, INC. prior to execution of this Agreement, and shall continue in effect for a period of two (2) years or until terminated by either party as provided herein. Either party may terminate this Agreement or any Proposal at any time, with or without cause, by providing not less than ten (10) days advance written notice to the other party. Notwithstanding the termination of this Agreement, this Agreement will survive as to any and all Proposals signed by both Parties prior to the Agreement's effective termination date, and until all of the rights and obligations of both Parties hereunder have been fulfilled. CLIENT shall compensate BUTANO GEOTECHNICAL ENGINEERING, INC. for all Services performed hereunder through the date of any termination and for all reasonable costs and expenses incurred by BUTANO GEOTECHNICAL ENGINEERING, INC. in effecting the termination including, without limitation, non-cancelable commitments, fixed cost components, and other demobilization costs.

7.5 COMPENSATION

BUTANO GEOTECHNICAL ENGINEERING, INC. may be compensated for its Services either on a time-and-materials or fixed-price basis or any other method as mutually agreed upon and as specified in each Proposal. CLIENT agrees to provide any invoice format and contents requirements to BUTANO GEOTECHNICAL ENGINEERING, INC. in advance of signing this Agreement. Additional charges may apply to any contracting or invoicing specifications outside of BUTANO GEOTECHNICAL ENGINEERING, INC.'s standard procedures. CLIENT understands that time-and-materials pricing should be construed as an estimate only and that true costs may be higher or lower, depending on actual circumstances. If a Proposal is to be performed on a time-and-materials basis, BUTANO GEOTECHNICAL ENGINEERING, INC. shall be reimbursed for all hours worked and other costs incurred at the rates and terms set forth in its then

current fee schedule. BUTANO GEOTECHNICAL ENGINEERING, INC. shall submit its invoices for Services rendered to CLIENT monthly. The terms of payment are net thirty (30) days from date of invoice, with a one and one-half percent (1.5%) per month service charge on balances past due. Interest on amounts that are past due shall be computed from the initial date of invoice. BUTANO GEOTECHNICAL ENGINEERING, INC. may suspend performance of Services under this Agreement until BUTANO GEOTECHNICAL ENGINEERING, INC. has been paid in full for all balances past due, including applicable service charges. BUTANO GEOTECHNICAL ENGINEERING, INC. shall be entitled to recover all its attorneys' fees and costs resulting from its efforts to secure payment from Client.

7.6 INSURANCE

BUTANO GEOTECHNICAL ENGINEERING, INC. currently carries Worker's Compensation, Commercial General Liability, and Automobile Liability Insurance for bodily injury and property damage. In addition, BUTANO GEOTECHNICAL ENGINEERING, INC. carries Professional Liability coverage.

7.7 CHANGES

CLIENT or BUTANO GEOTECHNICAL ENGINEERING, INC. may request changes to the scope of Services by altering, adding to, or deleting from the Services to be performed by BUTANO GEOTECHNICAL ENGINEERING, INC. Both Parties agree to negotiate in good faith to determine changes in scope, any needed equitable adjustment to the price and time for performance of the affected Proposal, and to execute an amended Proposal. Should the total cost of BUTANO GEOTECHNICAL ENGINEERING, INC.'s performance under a Proposal be greater than the estimated amount, BUTANO GEOTECHNICAL ENGINEERING, INC. will notify CLIENT. Failure by both parties to renegotiate in good faith the terms and conditions of any Proposal may result in suspension of work without penalties, and termination of this Agreement by BUTANO GEOTECHNICAL ENGINEERING, INC.

7.8 FORCE MAJEURE

If the performance of Services by BUTANO GEOTECHNICAL ENGINEERING, INC. is affected by causes beyond its reasonable control, Force Majeure shall result. Force Majeure includes acts of God; acts of a legislative, administrative, or judicial entity; acts of CLIENT's separate contractors and consultants; war; fires; floods; labor disturbances; and unusually severe or unanticipated weather.

7.9 CLIENT'S RESPONSIBILITIES

CLIENT agrees to (i) convey and discuss with BUTANO GEOTECHNICAL ENGINEERING, INC. all available material, data, and information pertaining to the Services, including, without limitation, the composition, quantity, toxicity, or potentially hazardous properties of any material known or believed to be present at any site, any hazards that may be present, the nature and location of underground or otherwise not readily apparent utilities, summaries and assessments of the site's past and present compliance status, and the status of any filed or pending judicial or administrative action concerning the site or Project; (ii) ensure the cooperation of CLIENT's employees and separate contractors and consultants; and (iii) be solely responsible for determining whether the Project is subject to prevailing wage regulations and to notify BUTANO GEOTECHNICAL ENGINEERING, INC. of such determination in advance of its proposal.

7.10 ALLOCATION OF RISK

Neither party shall be responsible to the other for any special, incidental, indirect, penal or consequential damages (including lost profits) incurred by either BUTANO GEOTECHNICAL ENGINEERING, INC. or CLIENT or for which either party may be liable to any third party. The indemnity obligations and the limitation of liability established below shall survive the expiration or termination of this Agreement.

- Indemnification of CLIENT. Subject to the provisions and Limitation of Liability of this Agreement, BUTANO GEOTECHNICAL ENGINEERING, INC. agrees to indemnify and hold harmless CLIENT, its shareholders, officers, directors, employees, and agents from and against any claims, suits, damages, expenses, including reasonable attorneys' fees, or other losses (collectively "Losses") to the extent caused by BUTANO GEOTECHNICAL ENGINEERING, INC.'s negligent performance of Services under this Agreement.

- Indemnification of BUTANO GEOTECHNICAL ENGINEERING, INC. CLIENT will indemnify and hold harmless BUTANO GEOTECHNICAL ENGINEERING, INC., its shareholders, officers, directors, employees, and agents from and against Losses to the extent caused by the negligence of CLIENT, its employees, agents, and contractors.

- CLIENT's obligation to indemnify shall include any Losses, resulting from (1) a subsequent determination that the Project is subject to prevailing wage regulations, and (2) Losses arising from the existence, disposal, release, discharge, treatment or transportation of Hazardous Materials, the exposure of any person to, or any degradation of the environment due to Hazardous Materials.

- Limitation of Liability: The total liability of BUTANO GEOTECHNICAL ENGINEERING, INC. arising out of or related to this Agreement, whether based in contract or tort, shall be limited to the greater of the compensation actually paid to BUTANO GEOTECHNICAL ENGINEERING, INC. for the Services under all Proposals or $50,000. This limitation of liability shall include any Losses payable to Client under 7.10, Indemnification of CLIENT. All claims by CLIENT against BUTANO GEOTECHNICAL ENGINEERING, INC. shall be deemed waived unless written notice of the claim has been provided to BUTANO GEOTECHNICAL ENGINEERING, INC. within one (1) year after substantial completion of the Services performed under a particular Proposal. CLIENT agrees that any claim or suit for damages made or filed against BUTANO GEOTECHNICAL ENGINEERING, INC. by CLIENT will be made or filed solely against BUTANO GEOTECHNICAL ENGINEERING, INC. or its successors or assigns and that no shareholder or employee of BUTANO GEOTECHNICAL ENGINEERING, INC. shall be personally liable to CLIENT for damages under any circumstances. This Limitation of Liability applies to any and all claims, no matter how pleaded, including claims for errors and omissions, breach of contract, negligence, or breach of fiduciary duty, and applies to all phases of Services performed under this Agreement. BUTANO GEOTECHNICAL ENGINEERING, INC.'s total liability to CLIENT and anyone claiming by, through, or under CLIENT for damages shall not exceed the percentage share that BUTANO GEOTECHNICAL ENGINEERING, INC.'s negligence bears to the total negligence of all negligent entities and individuals.

7.11 NO CONTROL OF MEANS AND METHODS OF OTHER

BUTANO GEOTECHNICAL ENGINEERING, INC. will not have control over or charge of, nor be responsible for the construction means, methods, techniques, sequences, or procedures, or for the safety precautions and programs of CLIENT's separate contractors and consultants in connection with the Project. BUTANO GEOTECHNICAL ENGINEERING, INC.'s services do not include any job site safety obligations required by the project or any applicable code or regulation.

7.12 SITE ACCESS

CLIENT shall, as may be required by BUTANO GEOTECHNICAL ENGINEERING, INC. for the successful and timely completion of Services: (i) provide unimpeded and timely access to the site.; (ii) obtain Project-specific permits and licenses necessary for the performance of the Services.

7.13 WARRANTY OF TITLE, WASTE OWNERSHIP

BUTANO GEOTECHNICAL ENGINEERING, INC. does not take title to any hazardous materials found at the project site. Any risk of loss with respect to all materials shall remain with the project site owner, who shall be considered the generator of such materials, execute all manifests as the generator of such materials, and be liable for the arrangement, transportation, treatment, and/or disposal of all material. All samples shall remain the property of the CLIENT. CLIENT shall promptly, at its cost, remove and lawfully dispose of samples, cuttings, and hazardous materials.

7.14 ASSIGNMENT AND SUBCONTRACTING

This Agreement does not create any right or benefit to anyone other than CLIENT and BUTANO GEOTECHNICAL ENGINEERING, INC. and shall not be assigned by either party without the prior written approval of the other party. BUTANO GEOTECHNICAL ENGINEERING, INC., however, may elect to subcontract portions of the Services to a qualified subcontractor.

7.15 DISPUTE RESOLUTION

If a claim or dispute arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Agreement, both Parties agree to attempt to resolve the claim or dispute (1) at a meeting between the principals within fifteen (15) days of receipt by either party of a notice and description of the dispute and, failing resolution, (2) mediation in accordance with the AAA Construction Industry Mediation Rules then in effect within forty-five (45) days from service of written notice. If the claim or dispute cannot be resolved through mediation and unless otherwise mutually agreed, either party may file suit in an appropriate court in the state of the BUTANO GEOTECHNICAL ENGINEERING, INC. office entering into this Agreement.

7.16 WAIVER OF TERMS AND CONDITIONS

The failure of either Party in any one or more instances to enforce one or more of the terms or conditions of this Agreement, or to exercise any right or privilege in this Agreement, or the waiver by BUTANO GEOTECHNICAL ENGINEERING, INC. or CLIENT of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such waiver had occurred.

7.17 SEVERABILITY

Every term or condition of this Agreement is severable from the others. Notwithstanding any possible future finding by a duly constituted authority that a particular term or provision is invalid, void, or unenforceable, this Agreement has been made with the clear intention that the validity and enforceability of the remaining parts, terms, and provisions shall not be affected thereby.

7.18 GOVERNING LAWS

This Agreement shall be governed and construed in accordance with the laws of the State of California. Venue shall be Santa Cruz County, California.

7.19 ENTIRE AGREEMENT

The terms and conditions set forth herein, including any associated Proposals, constitute the entire understanding and agreement of both Parties with respect to the Services. Any amendment or revision to this Agreement shall be in writing and signed by an authorized representative from each party. Any oral modification or revision of this Agreement or any Proposal shall not operate to modify this Agreement or any Proposal.

In witness whereof, CLIENT and BUTANO GEOTECHNICAL ENGINEERING, INC. have caused this Agreement to be executed by their respective duly-authorized representatives. Please sign one copy in the space provided below and return it to our office.

CLIENT	BUTANO GEOTECHNICAL ENGINEERING, INC.
By: _____ (Signature)	By: _____ (Signature)
Name: _____ (Printed Name)	Name: Greg Bloom, PE, GE
Title: _____	Title: Principal Engineer
Date: _____	Date: March 8, 2018

Attachments: Schedule of Fees

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve Change Order #2 for the Butano Geotechnical Engineering, Inc. Professional Services Agreement for the Harbor High Pool.

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve Change Order #2 for Butano Geotechnical Engineering, Inc. for the pool at Harbor High.

BACKGROUND:
Due to the changing of the pool location this change order includes additional services for the pavement design that are outside the scope of the original project.

FISCAL IMPACT:

Original Contract amount	$20,030.00
Change Order #1	$13,300.00
Change Order #2	**$1,500.00 (this is 0.006%)**
Total	$34,830.00

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

Approved by:_____ Approval Date:_____

BUTANO GEOTECHNICAL ENGINEERING, INC.
231 GREEN VALLEY ROAD, SUITE E, FREEDOM, CALIFORNIA 95019
PHONE: 831.724.2612
WWW.BUTANOGEOTECH.COM

April 5, 2018
Proposal No. P17-111.3
17-171-SC
Pool

Santa Cruz City Schools
405 Old San Jose Rd.
Soquel, CA 95073

ATTENTION: Patrick K. Gaffney

SUBJECT: **PROPOSAL FOR ADDITIONAL SERVICES – PAVMENT DESIGN**
Proposed High School Pool
Harbor High School
300 La Fonda Avenue
Santa Cruz County, Santa Cruz, California 95062

Dear Mr. Gaffney:

1.0 INTRODUCTION

We are pleased to submit the following proposal to provide additional geotechnical services in connection with the subject site.

We have visited the site, reviewed relevant geologic maps of the area, and spoke with the architect about the project. At this time our services have been completed. Additional services were requested for pavement design.

2.0 PURPOSE

The purpose of our additional services was to design the pavement section. These services were outside our original scope of services.

This proposal is for additional services to the Butano proposal P17-111 for $20,030.00.

3.0 SCOPE OF WORK

We propose the following scope of work:

• Pavement Design	$ 1,500.00
TOTAL:	**$ 1,500.00**
COMBINED TOTAL P17-111 & P17-111.3:	**$ 21,530.00**

Our fees for additional services are **$1,500.00**. We will not incur expenditure above **$1,500.00** without your authorization. These services have been completed and billed under the Butano project number 17-171-SC.

5.0 SCHEDULE

This work has been completed.

6.0 PRIOR TO THE START OUR FIELD EXPLORATION

This work has been completed.

7.0 MASTER SERVICE AGREEMENT

This Master Services Agreement (Agreement) is made by and between Butano Geotechnical Engineering, Inc. (BUTANO GEOTECHNICAL ENGINEERING, INC.) with an address at 231 Green Valley Road, Suite E, Freedom, California 95019, and Santa Cruz City Schools (hereinafter referred to as CLIENT) with an address at 405 Old San Jose Road, Soquel, CA 95073. This Agreement consists of the following documents, which are incorporated herein by reference:

- BUTANO GEOTECHNICAL ENGINEERING, INC.'s Proposal No. P17-111.3 to CLIENT dated April 5, 2018.
- Any and all subsequent Proposals; and
- CLIENT's Agreement with OWNER dated (Prime Agreement) if applicable and any Amendments to the Prime Agreement.

NOW, THEREFORE, in consideration of the mutual undertakings set forth below, the Parties agree as follows:

7.1 PROPOSALS AND SCOPE OF SERVICES

This Agreement anticipates the execution of the services (Services) as outlined in the Proposal and sets forth the terms and conditions pursuant to which BUTANO GEOTECHNICAL ENGINEERING, INC. will provide CLIENT the services (Services) specified in BUTANO GEOTECHNICAL ENGINEERING, INC.'s Proposal. Each Proposal shall define the scope of Services to be performed, the location of CLIENT's project for providing such Services, the agreed-upon fees, and additional provisions, if any, applicable to such Services.

7.2 STANDARD OF CARE

BUTANO GEOTECHNICAL ENGINEERING, INC. will perform its Services in a manner consistent with that level of care and skill ordinarily exercised by other members of BUTANO GEOTECHNICAL ENGINEERING, INC.'s profession practicing in the same locality, under similar conditions and at the date the Services are provided. Due to limitations in current technology, no level of assessment can conclusively determine whether a property or its structures are completely free of geotechnical hazards or hazardous substances (including mold). CLIENT is advised to carefully review any other pertinent limitations described in the Proposal or in the scope of Services. If included in the Services, BUTANO GEOTECHNICAL ENGINEERING, INC.'s Services during construction will be limited to observation and testing of construction operations. BUTANO GEOTECHNICAL ENGINEERING, INC. will not be responsible for constant or exhaustive inspection of the work, the means and methods of construction or the safety procedures employed by others.

Performance of construction observation services does not constitute a warranty or guarantee of any type, since even with diligent observation, some construction defects, deficiencies, or omissions may occur. Parties agree that, before exercising any other remedy for any alleged breach by BUTANO GEOTECHNICAL ENGINEERING, INC. of the standard of care hereunder, CLIENT will direct BUTANO GEOTECHNICAL ENGINEERING, INC. in writing to re-perform any defective Services. BUTANO GEOTECHNICAL ENGINEERING, INC. will only sign certifications if approved by BUTANO GEOTECHNICAL ENGINEERING, INC. in writing prior to start of Services. CLIENT understands that any such certifications are statements of professional opinion only. BUTANO GEOTECHNICAL ENGINEERING, INC. makes no other representation, guarantee, or warranty, express or implied, regarding the services, communication (oral or written), report, opinion, or instrument of service provided under this Agreement.

7.3 BUTANO GEOTECHNICAL ENGINEERING, INC.'S RESPONSIBILITIES

BUTANO GEOTECHNICAL ENGINEERING, INC. will perform the Services as an independent contractor and shall not act as an agent or employee of CLIENT. BUTANO GEOTECHNICAL ENGINEERING, INC. shall be solely responsible for the conduct of its own employees and for any of its employees' compensation, benefits, contributions, and payroll taxes. BUTANO GEOTECHNICAL ENGINEERING, INC. will, as directed by CLIENT or its agent, (i) provide qualified staff to perform the Services specified in the Proposal; (ii) maintain records of Project site activities and costs for a

period of three (3) years from completion of BUTANO GEOTECHNICAL ENGINEERING, INC.'s services; (iii) work, to the extent reasonably possible, in coordination with CLIENT's employees, contractors, consultants and other site staff so as not to impede the progress of the Project; and (iv) require its personnel to maintain a safe, clean and orderly work environment.

7.4 TERM AND TERMINATION

The term of this Agreement shall commence on the date of execution of this Agreement, except as to Services authorized by CLIENT and performed by BUTANO GEOTECHNICAL ENGINEERING, INC. prior to execution of this Agreement, and shall continue in effect for a period of two (2) years or until terminated by either party as provided herein. Either party may terminate this Agreement or any Proposal at any time, with or without cause, by providing not less than ten (10) days advance written notice to the other party. Notwithstanding the termination of this Agreement, this Agreement will survive as to any and all Proposals signed by both Parties prior to the Agreement's effective termination date, and until all of the rights and obligations of both Parties hereunder have been fulfilled. CLIENT shall compensate BUTANO GEOTECHNICAL ENGINEERING, INC. for all Services performed hereunder through the date of any termination and for all reasonable costs and expenses incurred by BUTANO GEOTECHNICAL ENGINEERING, INC. in effecting the termination including, without limitation, non-cancelable commitments, fixed cost components, and other demobilization costs.

7.5 COMPENSATION

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7.15 DISPUTE RESOLUTION

If a claim or dispute arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Agreement, both Parties agree to

attempt to resolve the claim or dispute (1) at a meeting between the principals within fifteen (15) days of receipt by either party of a notice and description of the dispute and, failing resolution, (2) mediation in accordance with the AAA Construction Industry Mediation Rules then in effect within forty-five (45) days from service of written notice. If the claim or dispute cannot be resolved through mediation and unless otherwise mutually agreed, either party may file suit in an appropriate court in the state of the BUTANO GEOTECHNICAL ENGINEERING, INC. office entering into this Agreement.

7.16 WAIVER OF TERMS AND CONDITIONS

The failure of either Party in any one or more instances to enforce one or more of the terms or conditions of this Agreement, or to exercise any right or privilege in this Agreement, or the waiver by BUTANO GEOTECHNICAL ENGINEERING, INC. or CLIENT of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such waiver had occurred.

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Every term or condition of this Agreement is severable from the others. Notwithstanding any possible future finding by a duly constituted authority that a particular term or provision is invalid, void, or unenforceable, this Agreement has been made with the clear intention that the validity and enforceability of the remaining parts, terms, and provisions shall not be affected thereby.

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This Agreement shall be governed and construed in accordance with the laws of the State of California. Venue shall be Santa Cruz County, California.

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The terms and conditions set forth herein, including any associated Proposals, constitute the entire understanding and agreement of both Parties with respect to the Services. Any amendment or revision to this Agreement shall be in writing and signed by an authorized representative from each party. Any oral modification or revision of this Agreement or any Proposal shall not operate to modify this Agreement or any Proposal.

In witness whereof, CLIENT and BUTANO GEOTECHNICAL ENGINEERING, INC. have caused this Agreement to be executed by their respective duly-authorized representatives. Please sign one copy in the space provided below and return it to our office.

CLIENT	BUTANO GEOTECHNICAL ENGINEERING, INC.
By: _____ (Signature)	By: _____ (Signature)
Name: _____ (Printed Name)	Name: Greg Bloom, PE, GE
Title: _____	Title: Principal Engineer
Date: _____	Date: April 5, 2018

Attachments: Schedule of Fees

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: District English Learner Advisory Council (DELAC) Annual Report

MEETING DATE: April 25, 2018

FROM: Frank Wells, Assistant Superintendent of Educational Services

THROUGH: Kris Munro, Superintendent

BACKGROUND:

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.

This year, members of DELAC filled out an additional parent survey (see attached). This survey specifically focused on questions about communication with the schools. Overall, those that returned surveys (N=40) answered "Agree" or "Strongly Agree" when responding to the following questions:

- Do you feel included in your child's education? (72.5%)
- Do you receive translated information from your child's school? (90%)
- Do you feel your voice is heard by teachers and/or administrators? (77%)
- Are you satisfied with the response you receive when contacting the school or participating in school related events? (80%)
- Are you able to communicate effectively with at least one staff member at your school? (86%)

When asked what support they would request for their child, the top three responses were:

1. More and enhanced communication with teachers
2. Homework help after school
3. Counselor support (social-emotional)

When asked what topics they would like to have covered in parent trainings, they replied:

1. Social emotional support, adolescence
2. Mathematics and literacy
3. Help understanding college pathways

While the parents generally felt like they were able to communicate effectively with at least one person at each school site, they asked for better and earlier communication with the school if their child was not making sufficient academic progress.

As a DELAC, we also reviewed current data on our summative assessments which highlighted the achievement gap between Ever ELs (current and former English Learners, including re-designated students) and our English-only students. We also reviewed data comparing Santa Cruz City Schools with similar districts, as well as county and state averages. Performance data on CAASPP (ELA and mathematics) and long-term English learner data were reviewed.

Parents were concerned with the levels of performance of Ever English learners on CAASPP English language arts and mathematics. They were also concerned with the number of Long-Term English Learners (English Learners making adequate progress towards reclassification within six years in US schools) in our district compared to similar districts. English Learners in Santa Cruz are not performing as well as the average of English Learners across the state.

FISCAL IMPACT:
None.

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

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

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

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

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

Encuesta para padres bilingües

English Learner Advisory Council input on LCAP - 2018 ELAC/LCAP

1. **En que grado esta su hijo/a?What grade is your child in?**
   Check all that apply.

   - [ ] Pre-escuela o kinder/Preschool or Kinder
   - [ ] 1o o 2o/1st or 2nd
   - [ ] 3o, 4o, o 5o/3rd, 4th, or 5th
   - [ ] 6o, 7o, o 8o/ 6th, 7th, or 8th
   - [ ] 9o o 10o/9th or 10th
   - [ ] 11o o 12o/11th or 12th

2. **¿Cual escuela asiste sus hijos o hijas? / What school do your children attend?**
   Check all that apply.

   - [ ] Bay View
   - [ ] DeLaveaga
   - [ ] Gault
   - [ ] Westlake
   - [ ] Monarch
   - [ ] Branciforte Middle School
   - [ ] Mission Hill Middle School
   - [ ] Costanoa
   - [ ] Harbor High School
   - [ ] Santa Cruz High School
   - [ ] Soquel High School

3. **¿Usted se siente incluido en la educacción de su niño o niña?/Do you feel included in your child's education?**
   Mark only one oval.

	1	2	3	4	5	
No, nunca/No, never	◯	◯	◯	◯	◯	Sí, siepre/Yes, always

4. **¿Recibe usted información y mensajes de la escuela traducida en español?/Do you receive translated information from your child's school?**
   Mark only one oval.

	1	2	3	4	5	
No, nunca	◯	◯	◯	◯	◯	Si, siempre

5. **¿Sientes que tu voz es escuchada por los maestros y / o administradores?/Do you feel your voice is heard by teachers and/or administrators?**
   Mark only one oval.

	1	2	3	4	5	
No, nunca	◯	◯	◯	◯	◯	Sî, siempre

6. **¿Está satisfecho con la respuesta que recibe cuando se contacta con la escuela o participa en eventos relacionados con la escuela?/Are you satisfied with the response you receive when contacting the school or participating in school related events?**
Mark only one oval.

	1	2	3	4	5	
No, nunca	◯	◯	◯	◯	◯	Sí, siempre

7. **¿Puede comunicarse efectivamente con al menos un miembro del personal de su escuela?/Are you able to communicate effectively with at least one staff member at your school?**
Mark only one oval.

	1	2	3	4	5	
No, nunca	◯	◯	◯	◯	◯	Sí, siempre

8. **¿Con cuál de los siguientes siente que su hijo necesita más ayuda?/With which of the following do you feel your child needs more support?**
Check all that apply.

- [ ] Lectura/Reading
- [ ] Escritura/Writing
- [ ] Matemáticas/Math
- [ ] Ciencia/Science
- [ ] Terminación de la tarea/Homework Completion
- [ ] Organización/Organization
- [ ] Hacer / mantener amistades / Make and keep friends
- [ ] Otro/Other

9. **¿Qué tipo de otros apoyos serían más útiles para su hijo?/What type of other supports would be most helpful for your child?**

_____

10. **¿Qué temas de educación para padres le interesa que el distrito escolar pueda brindar?/What parent education topics are you interested in having the school district provide?**

_____

11. **¿Tiene alguna sugerencia sobre cómo podemos aumentar el compromiso y la participación de los padres?/Do you have suggestions about how we can increase parent engagement and participation?**

_____

_____

_____

_____

_____

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SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Career Technical Education (CTE) Report

MEETING DATE: April 25, 2018

FROM: Frank Wells, Assistant Superintendent of Educational Services

THROUGH: Kris Munro, Superintendent

BACKGROUND:
SCCS has a long history of offering Career and Technical Education (CTE)—formerly known as Regional Occupational Program (ROP)—high school courses. With the shift to the Local Control Funding Formula, county offices of education are no longer receiving increased resources to cover ROP programming. The Santa Cruz County Office of Education (SCCOE) generously offered to support county districts with a gradual shift in the responsibility for the costs of CTE. Currently, we in the third year of a four year agreement to transfer the programs from the County Office to our District. In 2015, our District placed Measure O on the ballot to ensure that we could continue a robust CTE program with adequate resources. We are currently in our third year of a four-year agreement with the SCCOE. The 2018-19 school year will be our final year of the agreement with the County Office of Education, and will be the first year that SCCS is fully funding our CTE programs, and will take over the administration of CTE.

Currently on-staff, we have one CTE Counselor who specializes in working with students and schools to provide multiple opportunities for students to engage in lessons and activities that promote career readiness. We also have 17 CTE teachers, teaching 30 different courses, and 14 CTE pathways that consist of an entry-level CTE course, as well as an advanced-level course. All students in CTE classes produce a portfolio that includes a resume, cover letter, letter of recommendation, work samples, references, and job application.

Below is a list of CTE job sectors and a list of the SCCS High Schools with CTE Pathways within these sectors.

SCCS CTE Pathways

CTE Job Sector	Pathway	High School with Pathway
Agriculture and Natural Resources Sector	Agriscience	Soquel
	Ornamental Horticulture	Soquel
Arts, Media, and Entertainment Sector	Design, Visual, & Media Arts	Harbor, SCHS, Soquel
	Production & Managerial Arts	Harbor

Building and Construction Trades	Residential & Commercial Construction	Harbor
	Cabinetry, Milling, & Woodworking	Soquel
Health Science and Medical Technology Sector	Medical Technology	Harbor
	Patient Care	Harbor
Information and Communication Technologies Sector	Software & System Development	Harbor, SCHS, Soquel
Manufacturing and Product Development Sector	Welding & Material Joining	Soquel
	Machining & Forming Technologies	Soquel
Transportation Sector	Systems Diagnostics, Service, & Repair	SCHS

In addition to our CTE courses that create CTE Pathways, we offer CTE courses that are not part of a CTE Pathway. Pathways must include both an entry-level course and an advanced course offering in a particular job sector. The state is evaluating CTE programs based on student pathway completion. It is a priority to ensure that we are offering pathways, and we have made a concerted effort these past two school years to move towards offering CTE pathways versus stand-alone singleton courses.

SCCS CTE Singleton Courses

Name of CTE Course	**High School with Course**
Sports Medicine	Harbor
Criminal Justice	Harbor & Soquel
Bicycle Technology	Harbor, SCHS, Soquel
Digital Photography 1	SCHS
Video Production 1	SCHS
Woodshop	SCHS
Early Childhood Development	Costanoa
Agricultural Production	Costanoa

Another important aspect of our CTE programs are “magnet” courses. A CTE magnet course allows students from any high school in the county to attend. For example, students from Harbor, Ark, and Costanoa attend the Santa Cruz High School Auto Shop (Systems Diagnostics, Service, & Repair) CTE courses; Santa Cruz High, Ark, and Costanoa students attend classes at Harbor for their Medical Technology, Patient Care, and Criminal Justice CTE courses; some students from Scotts Valley and San Lorenzo Valley participate in these courses as well.

CTE Purpose and Goals
At SCCS, Career Technical Education (CTE) provides high school students of all ages with the academic and technical skills, knowledge and training necessary to succeed in future careers and to become lifelong learners. CTE prepares students for the world of work by introducing them to workplace competencies, and makes academic content accessible to students by providing it in a hands-on context.

Number of Students Served
In total, 1,085 students are enrolled in CTE courses at our three comprehensive high schools and Costanoa.

Process for Developing the Program
The Santa Cruz County Office of Education initially developed the CTE programs that are offered at Santa Cruz City Schools. As we are in our third year of a four-year transition plan, SCCS has been assuming more of the ownership of the development of these programs. Last year, our district applied for a CTEIG grant specifically to develop a new Computer Science CTE Pathway. This year is our first year offering Computer Science CTE courses, and these courses are available at all of our comprehensive high schools.

The Secondary Director of Curriculum is working with site administration, the CTE Counselor, all CTE teachers, and the Greater Santa Cruz Federation of Teachers to develop systems and processes for further developing our CTE programs. This year will be our first year using a CTE Program self-assessment tool (discussed in more detail in the Evaluation Criteria section), which we will use to create a district CTE Plan.

CTE Strengths, Successes, and Areas for Focused, Needed Improvement
Two of our greatest CTE strengths are 1) we have a large number of CTE courses and pathways that we are able to offer our students, and 2) we have extremely passionate, highly-relational CTE teachers drawing students into our CTE programs. Engaging in CTE courses is one major way that students develop a strong connection to their high school.

An area of great need in regards to CTE is to continue to develop our understanding and vision for CTE in SCCS, and draft a district CTE Plan to help guide and assess our work. We are still learning and refining our program as we transition to district administered CTE. In addition, we are still in the early stages of formally assessing our CTE program strengths and needs, and have not yet established a formal district CTE plan.

Evaluation Criteria
This year will be our first year to formally evaluate our CTE programs. We are using a CTE self-assessment tool provided to us by the California Department of Education called “The 11 Elements of a High Quality CTE

Program." The Director of Secondary Curriculum, Intervention, and Assessment will be facilitating the use of this assessment tool and will engage CTE teachers and site administrators in the process. This assessment will give us a baseline for creating a formal district CTE Plan. Annually, we will use this self-assessment tool and update our CTE Plan in accordance with areas we want to focus on improving.

We will also be using the College and Career Readiness Indicator on the CA Dashboard, which is, in part, an indicator of how many students are completing CTE pathways.

FISCAL IMPACT:
$1,874,000 total: $54,000 to be paid from Central LCFF Funds (Unrestricted); $1,350,000 to be paid from Measure O Funds (Restricted); $393,000 to be paid from CTEIG Grant (Restricted); $77,000 to be paid from Perkins Grant (Restricted).

School	CTE FTE	Funding Source	# of students served*
Costanoa	.4	Measure O (Restricted)	52
Harbor	3.6	Measure O (Restricted)	399
	.6	Central LCFF (Unrestricted)	
Santa Cruz High	1.67	Measure O (Restricted)	191
	.67	Central LCFF (Unrestricted)	
Soquel	2.8	Measure O (Restricted)	495
	1.8	Central LCFF (Unrestricted)	
Total Measure O FTE	8.47		
Total Central LCFF FTE	3.07		
Overall CTE FTE Total	11.53		1,085

*Note: If a student is in multiple CTE classes, they are counted more than once. Also, Illuminate does not capture students from other districts taking our CTE courses, which means these students are not included in the numbers above.

AGENDA ITEM: 8.5.1.2

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

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.
Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.
Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

AGENDA ITEM: 8.5.1.2

SCCS Career & Technical Education (CTE)

2017-18

CTE, Now Part of the SCCS Team!

- In 2015, SCCS decided to take ownership of the CTE courses offered at SCCS High Schools from the COE.
- An MOU was created that outlined a 4 year process for SCCS to completely take ownership over our CTE courses and teachers.
- We are currently in year 3 of the 4 year MOU.
- Next year is our last year of the MOU, which means we will be fully funding the FTE for our CTE courses.
- This year we began CTE Staff meetings to aid the transition.

Quick CTE Stats

- 1 CTE Counselor
- 1 Auto Shop, 3 Wood Shops & 3 Bike Shops
- 17 CTE Teachers
- 30 different CTE courses
- 14 CTE pathways (beginning and advanced course)
- Classes in 8 of the 11 CTE sectors
- Computer Science pathway at all 3 High Schools (Beginning CS & AP CS class)
- All CTE classes produce a portfolio inclusive of resume, cover letter, letter of rec, work samples, references, job application

College & Career Readiness: CTE Counselor - Sheri Williams

9th Grade: Personality Assessment, Hollands Code Interest Survey generates 2-3 careers that fit students results

10th Grade: Generate resumes, use resume to practice interview skills

11th Grade: Financial Literacy Simulation, “Bite of Reality: (Bay Federal Credit Union)

12th Grade: Career Expo, 30 different careers represented, students interview 3-4 industry members

Computer Science is a New CTE Pathway this year!
- Amine Bouchti, Fidel Mejia, & Justin Swett

- CTEIG Grant to support implementation
- Intro to Computer Science & AP Computer Science
- Code HS
- Raspberry Pi Projects
- Waitlist for 2018-19 CS classes

Arts, Media, & Entertainment: Sector w/ Largest # of CTE Courses - Jenny Angelacos, Marco Lucadano, Larkin Wilson, Seth Wilson

Digital Design 1 & 2

Digital Photography 1 & 2

Video Production 1 & 2

Graphic Design 1 & 2

Web Design

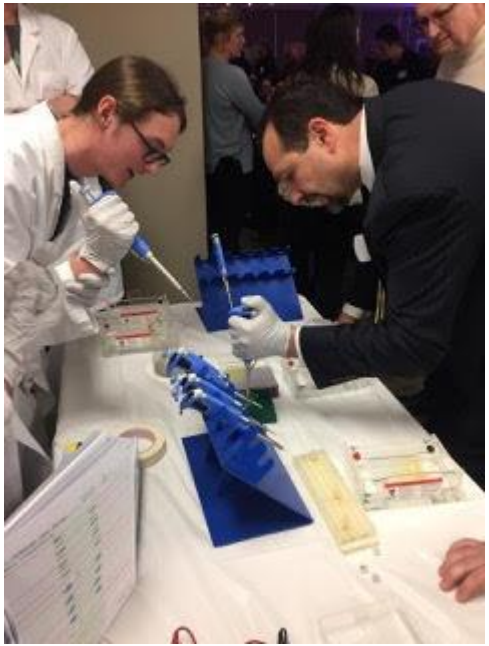
Health Science & Medical Technology

- Donna Marie Stahl, Nahal Pfiefer, Matt Ryan

Health Careers & Sports Medicine

Med Tech

Biotechnology



Many Other Wonderful Courses & Opportunities for Students

- Construction Technology & Advanced Construction Technology
- Welding & Advanced Welding & Materials Joining
- Building Green
- Manufacturing Technology & Advanced Manufacturing Technology
- Intro to Applied Agriculture & Advanced Sustainable Agriculture
- Intro to Floral Design & Advanced Floral Design
- Criminal Justice
- Bicycle Technology
- Auto Technology, Engine Mechanics, & Engine Repair
- Mill Cabinetry & Advanced Mill Cabinetry

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: English Learner Master Plan Update

MEETING DATE: April 25, 2018

FROM: Frank Wells, Assistant Superintendent of Educational Services

THROUGH: Kris Munro, Superintendent

BACKGROUND:

In the 2016-2017 school year, the English Learner task force prepared a roadmap for English Language Learner achievement, outlining a vision for our English Learners in Santa Cruz City Schools. Based on current best research, the roadmap was presented to the Board of Trustees in April 2017. In addition to our SCCS core values and strategic goals, the document outlined our mission and vision specific to our English Language Learners. As part of that work we collectively identified the following beliefs:

- *We believe it is our responsibility to provide each child what she or he needs to reach her or his highest potential and to address the implicit bias in our schools.*
- *We believe English Language Learners, given the right support, can achieve at high levels and graduate college, career, and community-ready.*
- *We believe students' home language and culture are assets that we must leverage for their own learning and that of their community.*
- *We believe all educators in our system are responsible for our English Language Learners.*

In order to align our practices to our core beliefs, we began working in earnest on several of the identified priorities. To that end, the work completed in the MTSS retreat (as presented in the April 18, 2018 Board meeting) directly supports our priorities for English Learners. The LCAP has been adjusted and will continue to be adjusted to meet the needs of the English Language Learner subgroup. Metrics have been updated and aligned to our current assessments. English Language Learner progress is one of four district strategic focus areas. The other three focus areas--Literacy, Mathematics, and School Connectedness--will be measured with metrics disaggregated by subgroups, including English Language Learners.

While there is much work to be done to address the achievement gap, we have started to focus our work to shift the narrative for English Language Learners in SCCS. The following are the goals outlined in the English Language Learner roadmap, and the bulleted items in italics explain the progress made in the 2017-18 school year. (A

glossary of English Language Learner acronyms can be found at the end of this board cover.)

PRIORITY #1: ADVANCE QUALITY INSTRUCTION

ELLs have full access to and engagement in the academic demands of the CCSS, NGSS, and CA ELD standards:

- Build teachers' capacity to provide instruction that addresses the language demands of text and tasks through ongoing professional learning, coaching, and regular collaboration opportunities, which include analysis of student work.
    - *Redefine roles of content-area coaches at elementary to support teachers in meeting the language demands of ELs in all subjects*
    - *Plan training for SCIL leaders on Integrated ELD*
    - *Offer summer training to secondary teachers in Integrated ELD*
- Develop a sequence of benchmarks to monitor progress of language and academic development for all ELL subgroups, including RFEPs.
    - *Implemented MAP (3-10) and CPAA (K-2) assessments to monitor English Language Learner progress throughout the year in meeting grade-level expectations*
- Provide grade level, standards-aligned instructional materials to all ELs that require and support ELs to engage in complex tasks and texts.
    - *Began process in elementary to identify and implement an articulated Tier 1 literacy program, including adopted materials and instructional practices, to meet the needs of ALL students*
- Implement course sequences that ensure high school ELs have full access to A-G credit bearing classes and increase meaningful participation in CTE classes.
    - *Increased opportunities for ELs to participate in CTE courses in collaboration with CTE teachers*
    - *Initiated a CTE self-assessment process to determine the quality and accessibility of our CTE courses. A CTE district plan will be developed in 2018-19 based on the results of the self-assessment*

ELLs receive Integrated ELD in all content areas of instruction in addition to regular Designated ELD

- Provide all teachers and site administrators with professional learning and ongoing coaching that build the capacity of each site to provide Integrated and Designated ELD.
    - *Identified Integrated ELD as focus of professional learning for all teachers TK-12 for the 2018-2019 school year*
    - *Provide training in Integrated and Designated ELD and the CA ELA/ELD Standards, March 21, 2018*
    - *Schedule and plan administrator training in Integrated ELD for June 20 and 21, 2018*

- Leverage the CA ELA/ELD framework to the CA ELD standards, Common Core, and Universal Design for Learning to engage, support, and ensure that all teachers are providing integrated language instruction to ELs.
    - *Planned professional learning for elementary, based on the ELA/ELD framework and ELD standards*
    - *Adopted and currently implementing common core aligned mathematics program, Eureka, in elementary and provided professional development on research-based, effective language routines for English Language Learners in mathematics for all elementary teachers*
    - *Provided Middle School staffs ongoing monthly professional development related to implementing Integrated ELD strategies into the content area classrooms*
- Provide district guidelines for required instructional time allocation, role, and design of Designated ELD for all proficiency levels within the grades, and provide teachers with high-quality Designated ELD materials.
    - *Began piloting ELA/ELD curriculum that includes high-quality Designated ELD materials at elementary*
    - *Began training K-8 teachers on ELD Standards*
    - *Implemented English 3D, a research-based Dedicated ELD curriculum, at both middle schools to support growth for Long Term ELLs*

Teachers of ELLs provide instruction that is grounded in regular analysis of data, emphasizes language production, and ensures that ELLs are active contributors to their learning.

- Ground practice in regular analysis of data at all levels of the system through a collection of accessible, accurate, and timely reports and protocols to support cycles of inquiry; communicate progress with students and families.
    - *Continued refinement of Student Learning Team data analysis model at elementary, led by RtI coordinators*
    - *Implemented CPAA/MAP testing in grades K - 10, began training SCIL leaders in its use in 2017-2018*
- Leverage Tier 1 evidence-based practices and strategies, such as UDL (Universal Design for Learning), that build teachers' capacity to create engaging, inclusive and collaborative learning environments and authentic, interactive language in all content areas for our ELs.
    - *Provided trainings to special education and general education staff in Universal Design for Learning; created co-taught classes at middle school*
    - *Offered professional learning through our County Office of Education to interested staffs in Universal Design for Learning*
- Provide and protect regular teacher time to collaborate in Professional Learning Communities to examine student data (Including student work), align practices, and focus on instruction.
    - *Began training SCIL leaders to use MAP and other assessment data to inform Professional Learning Community cycles of inquiry*

ELLs with Special Needs are provided comprehensive services and instruction, including Designated ELD

- Provide professional learning that surfaces distinctions between language and special learning needs, including the development of language-objective components in support of IEP language goals.
    - *Special Education coach works with SPED staff to develop appropriate IEP goals based on learning and language needs of student*
- Collaborate with the SCCS Special Education Department to define a clear process and differentiated assessments for referral, identification, and reclassification.
    - *Collaborated with Special Education department to align reclassification pathway and train Special Educators in the process*
- Provide professional learning and coaching opportunities to Special Education teachers in implementing instructional practices that support dual-identified student participation in Tier I settings during Integrated and Designated ELD.
    - *Monthly Special Education professional development, including specific needs of ELLs*

PRIORITY #2: MEET THE NEEDS OF THE WHOLE CHILD

School is an inclusive and welcoming place for ELLs of all backgrounds.

- Implement policies, guidelines, and training to staff in support of Board Resolution 14-16-17 in support of all students and Board Policy 5111.3(a) for protection of undocumented students.
    - *Implemented training for bilingual community coordinators on helping families complete Childcare Safety Plans*
- Adjust the FTE of school community coordinators, social workers, and counselors to meet the demographic demand at each site in order to serve the whole child.
    - *Increased FTE of school community coordinators at sites with significant numbers of ever English Language Learners*
    - *Created a plan to add school community coordinators at SHS and SCHS*
- Collaborate with Student Services to continue to integrate social and emotional learning approaches that address the Social Emotional Learning (SEL) standards. Ensure these meet the needs of all ELL students, and leverage Tier 1 evidence-based practices and strategies, e.g., Positive Behavior Interventions and Supports (PBIS), Trauma-Informed Practices, and Restorative Justice (RJ), to build safe and inclusive learning environments for ELLs.
    - *Implemented PBIS at all four elementary sites, Branciforte Middle School and planned for PBIS implementation at MHMS in 2018-19*
    - *Allocated resources to hire PBIS/Behaviorist position at elementary*
    - *Provided Trauma-informed practices trainings to elementary staff, fall 2017*

- Ensure ELLs have access to expanded learning and enrichment programs that accelerate language and academic outcomes and work to develop the health and well-being of each child.
    - *Allocated resources to hire Activities Directors at the secondary level to specifically work on engaging English Language Learners in co-curricular programs*

Families increase their capacity to support their students and make informed decisions about their children's education.

- Create and offer resources and trainings that treat parents as equal partners in the education of their child and increase the capacity of parents to improve student outcomes
    - *Provided district workshop for parents at a Family Math Night, March, 2018*
    - *Scheduled three district-wide parent education nights for 2018-2019: Social Emotional Support; Mathematics; Academic Support*
- Empower families to take part in family representative groups or meetings to influence policy, practice, and program decisions that affect students and families.
    - *Ensure community meetings are bilingual at each site (except at Westlake)*
    - *Provided Monthly Migrant Education meetings and DELAC meetings that included presentation on student achievement data and asked for parent input for the LCAP*
    - *Conducted parent surveys re: LCAP*
    - *Conducted three Parent Leader Dinners that included site ELAC and PTA/Home & School Club Leaders*
- Collaborate with Student Services to document and ensure equitable access to full-service community school resources
    - *Share health, immigration, social-emotional learning opportunities*
- Regularly communicate with parents their child's progress towards reclassification, graduation, and A-G requirements.
    - *Provided DELAC parents a training on new EL assessment (ELPAC)*
- Prioritize and provide translation and interpretation services to promote and enhance family engagement and ensure equitable access to information, resources, and celebrations.
    - *Increased Bilingual community coordinators at sites with English Language Learners*

PRIORITY #3: DEVELOP AND ENHANCE ROBUST LANGUAGE PROGRAMS AND COURSE OPTIONS

SCCS has K-12 Instructional Programs for ELLs that use engaging language and literacy development as a foundation for academic success, and builds on students' cultural and linguistic assets.

- SCCS has high-quality newcomer options at all school levels that meet the demographic demand.
    - *Provide centralized support for Gault, Branciforte MS, Harbor High, and Costanoa to allow for increased FTE to support newcomers*
- SCCS provides courses in secondary schools to accelerate student outcomes for LTELs.
    - *District-wide focus on Integrated ELD - all teachers will receive training on the teaching of the language of their content areas*
    - *Begin process at elementary to identify and implement effective, integrated, and designated ELD in the Tier 1 classrooms, monitor progress, provide support, and provide early intervention in order to prevent the creation of Long-Term English Learners.*
    - *Began process to develop and support Common Core aligned curriculum, materials, strategies and guidelines for elementary literacy instruction.*
    - *Added Math Intervention section at each middle school*
    - *Added Academic Intervention classes at each high school*
    - *Harbor provides a "shadow" English class that allows students to be in an A-G general education English class, and receive support for their English class in the Shadow English class where they preview, review, and practice what they are learning.*
- SCCS continues to support and monitor English Learners once they are redesignated to ensure continued progress toward college and career readiness.
    - *Increased RFEP monitoring from two years to four years post reclassification*
    - *Identified needs district-wide to align and articulate Language Review Team process, communicate to teachers and parents*
    - *Continue to examine high school master schedules to allow English Language Learners full access to A-G courses.*

PRIORITY #4: ALIGN DISTRICT OFFICE POLICIES, PRACTICES, AND PROCEDURES

- ELL policies serve ELLs and are effectively communicated to all stakeholders.
    - *Transition to online enrollment includes professional learning for site personnel on ELL special considerations: support with filling out online enrollment, implications of the Home Language Survey, support for childcare safety plans*
    - *Refine and redefine communication milestones in ELL achievement such as reclassification, Biliteracy Awards, and A-G requirements.*
- The district and schools conduct inquiry using actionable data and tools to continuously improve ELL programs and instruction.

- *Made recommendations for improvement at our MTSS retreat based on current academic, attendance, and behavior data for EL students*
- *Refined and revisited district metrics to report on progress towards goals of English Language Learner subgroups*
- *Consolidated and focused resources to provide continuous support to sites to ensure ELD progress*

- High-quality staff are recruited, hired, and retained to serve ELLs at the district and site level.
  - *Retained 9 of 11 of our current team of secondary ELD teachers – who are all strong EL teachers with good relationships with students, and are also very passionate about serving our ELs*
  - *Recruited experienced ELD teachers to fill secondary vacancies*

FISCAL IMPACT:

The ELL Plan affects each English Learner across the district. Our professional learning plans, the increased support for classified support, and additional certificated FTE for academic and school connectedness all contribute to the implementation of the SCCS vision as outlined in the English Language Learner roadmap.

38 SCIL Stipends @ $1,575 *(from Title II)*	$58,216
.2 FTE @ B40MS, MHMS for Math: Sec Intervention Class	$36,387
.2 Counselor @ B40MS, MHMS for School Connectedness	$50,897
.1 FTE increase @ B40MS, MHMS School Community Coordinator	$12,417
.4 Academic Intervention @ HHS, SHS	$77,718
.17 Academic Intervention @ SCHS	$18,929
.2 Math Intervention @ Ark	$19,429
.4 Bilingual School Community Coordinator @ SCHS & SHS	$63,230
.4 Activities Director @ HHS, SCHS, SHS	$116,577
.1 Activities Director @ Costanoa	$10,312
Total Additions	**$866,857**

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

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

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

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

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

GLOSSARY OF ENGLISH LEARNER ACRONYMS:

- **Newcomers**: Enrolled within the last 12 months
- **Recently enrolled**: 0-3 years in US schools
- **Progressing**: 3-6 years as an ELLs and progressing toward reclassification within 6 years
- **At-risk** (ALTEL): 3-6 years as an English Language Learner and indicating risk factors of becoming an Long Term English Learner
- **Long-term English Learner** (LTEL): 6+ years as an ELL without being reclassified
- **Redesignated English Learner** (RFEP): A student who entered school as an ELL and has met academic criteria to be considered fluent English-proficient
- **Ever ELLs** = current and former English Language Learners

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Secondary Title I Budget Shift--Curriculum, Intervention & Assessment

MEETING DATE: April 25, 2018

FROM: Frank Wells, Assistant Superintendent of Educational Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve the School-Wide Program (SWP) Title I waivers for Mission Hill Middle School, Soquel High School, Santa Cruz High School, and Ark Independent Studies, making these schools eligible to receive Title I funds effective immediately and for as long as they maintain a student population that meets the *≥25 percent student low-income* waiver requirement.

BACKGROUND:
The SCCS Secondary District currently receives the Title I federal grant for schools that have more than 40% of their total student population from low-income families. This helps ensure that all children meet the challenging Common Core State Academic Standards. The Secondary District has 40% of its students living in low-income households: Costanoa Alternative High School has 66% of their students from low-income families and is the secondary school with the highest percentage of students from low-income families; next is Harbor High School, with 54% of their students from low-income families; and following is Branciforte Middle School, with 50% of their students from low-income families.

This school year, an exception to this 40% threshold has been approved by the federal government, creating a new waiver process that allows schools not meeting the 40% threshold--but meeting alternative criteria--to be approved by their locally-governing board to qualify as a SWP and be eligible to receive Title I funds. See the law and guidelines for SWP waivers below.

PUBLIC LAW 114-95 SEC. 1114. SCHOOLWIDE PROGRAMS.
(a) IN GENERAL.—
(1) USE OF FUNDS FOR SCHOOLWIDE PROGRAMS.—
*(A) ELIGIBILITY.—A local educational agency **MAY** consolidate and use funds under this part, together with other Federal, State, and local funds, in order to upgrade the entire educational program of a school that serves an eligible school attendance area in which not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.*

*(B) EXCEPTION.—A school that serves an eligible school attendance area in which less than 40 percent of the children are from low-income families, or a school for which less than 40 percent of the children enrolled in the school are from such families, **MAY** operate a schoolwide program under this section if the school receives a waiver from the State educational agency to do so, after taking into account how a school-wide program will best serve the needs of the students in the school served under this part in improving academic achievement and other factors.*

SWP waivers may be approved by the California Department of Education if the local governing board approves such a request and if the school meets one or more of the following criteria:

- *≥25 percent student low income;*
- *Graduation rate is below state average;*
- *Local governing board recommends that a SWP is the best way to serve the student population;*
- *≥30 percent English Learner student population;*
- *School has been identified for comprehensive or targeted support; or*
- *School has been identified as the lowest 5 percent of low-performing schools.*

Soquel High School, Santa Cruz High School, Mission Hill Middle School and Ark Independent Studies currently do not receive Title I funds, though each of these schools has a substantial number of students from low-income families. Ark Independent Studies has 38% of their students from low-income families, Soquel High has 32% of their students from low-income families, Santa Cruz High has 29% of their students from low-income families, and Mission Hill has 36% of their students from low-income families. Each of these schools qualify for the SWP Title I waiver under the first listed criteria: ≥25 percent student low income. It is recommended that the SCCS Governing Board approve a SWP Title I waiver for Soquel High School, Santa Cruz High School, and Mission Hill Middle School because it would also allow the district more flexibility in paying for different positions and programs that target Title I students.

If the SCCS Governing Board approves a SWP Title I waiver for Soquel High, Santa Cruz High, and Mission Hill Middle School, each school will include the planned use for these Title I funds as outlined in their respective Single Plan for Student Achievement (SPSA). As part of the SPSA process, principals work with their School Site Council (SSC), English Learner Advisory Council (ELAC), and teacher leadership teams to engage all stakeholders in the school plan and funding process. Thus, principals would be seeking stakeholder engagement in how to use their Title I funds. SPSAs will be submitted to the SCCS Governing Board for review and approval in the fall of the 2018-19 school year.

FISCAL IMPACT:

$494,858.00 total to be paid from Secondary Title I Site Allocations (all Restricted): $29,003 for Costanoa; $247,492 for Harbor; $131,729 for Branciforte Middle; $2,175 for Ark Independent Studies; $21,186 for Mission Hill; $34,427 for Soquel; and $28,847 for Santa Cruz High.

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

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.
Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.
Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.
Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.
Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

AGENDA ITEM: 8.5.1.4

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve Revised Lease Leaseback Agreement with Swinerton Builders for Preconstruction Services on the Soquel High School Modernization Project

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve the revised Lease Leaseback Agreement with Swinerton Builders for preconstruction services on the Soquel High School Modernization Project.

BACKGROUND:
The Board approved a Lease Leaseback agreement for preconstruction services with Swinerton Builders on December 13, 2017. That agreement did not reference the correct project(s). Specifically, Swinerton is working on classrooms and other buildings at Soquel High School, and are not working on pools. The contract that was previously brought to the Board referenced pools. Additionally, the agreement initially brought to the Board stated that preconstruction services would be completed by March 2018. We believe that the preconstruction services may be provided throughout June 2018. These are clerical edits.

FISCAL IMPACT:
$170,000, to be paid from Measure A Bond Funds (Restricted), representing 0.51% of the site budget.

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

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

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

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

Prepared by: Trevor Miller, Director, Facility Services

LEASE-LEASEBACK AGREEMENT

Dated as of January 8 **, 2018**

Between

Santa Cruz City Schools

and

Swinerton Builders

Soquel High Modernization Project

401 Old San Jose Rd, Soquel

LEASE-LEASEBACK AGREEMENT

Soquel High School Modernization

THIS LEASE-LEASEBACK AGREEMENT (this "Agreement") is entered into as of January 8, 2018 between the Santa Cruz City Schools, a California public school district (the "Owner"), and Swinerton Builders, a California [corporation] and licensed general contractor (the "Contractor"). Owner and Contractor are each a "Party" and together are the "Parties" to this Agreement.

The Owner intends to make certain tenant improvements both site, new and existing buildings (the "Project") at it's campus at Soquel High School, located at 401 Old San Jose Rd, Soquel, CA 95073 the scope of which is generally described in Section 1, below.

This Agreement is entered into by the Parties pursuant to California Education Code section 17406, which permits the governing board of school district, without advertising for bids, to lease to any person, firm, or corporation any real property owned by the school district if the instrument by which such property is leased requires the lessee to construct on the leased premises, or provides for the construction thereon, of a building for the use of the school district during the term of the lease, and provides that title to that building shall vest in the school district at the expiration of the lease.

In connection with the approval of this Agreement, the Owner will enter into a site lease with Contractor (the "Site Lease"), under which it will lease the Project site described and depicted in Exhibit A of the Site Lease (the "Site") to Contractor in order for Contractor to finance and construct the Project as described in the Scope of Work set forth in Section 1, below (the "Scope of Work").

Contractor will lease the Site and the Project back to the Owner pursuant to a Sublease Agreement (the "Sublease"), under which the Owner will be required to make sublease payments to Contractor for the use and occupancy of the Site, including the Project.

Contractor is experienced in the construction of the type of project and type of work desired by the Owner and is willing to perform said construction work for the Owner, all as more fully set forth in this Agreement.

The Owner and Contractor therefore agree as follows:

1. Scope of Work. The Contractor agrees to finance construction of the Project and to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all of the Work, as that term is defined in Article 1.1.3 of the General Conditions, in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

Modernization Project
At Soquel High School
SANTA CRUZ COUNTY, CALIFORNIA,

all in strict compliance with the plans, drawings and specifications ("Plans and Specifications") for the Project submitted to the Division of State Architect ("DSA") for approval and prepared by:

MADI Architectural Group, Santa Cruz

and other contract documents relating to the Project.

The Scope of Work shall include any revisions to the Plans and Specifications that are made as a result of DSA review or at the direction of DSA.

The Scope of Work does not include Contractor's performance of the pre-construction services as set forth in Section 2, below.

Until DSA approval of the plans, drawings and specifications for the Project has been received by Owner, Contractor may not commence any work on the Project for which a contractor's license is required and DSA approval is required.

In accordance with California Public Contract Code section 3300, Contractor has a Class "B" license that Contractor shall maintain in good standing for the duration of Contractor's work on the Project.

2. Pre-Construction Services. Contractor shall perform the following pre-construction services to be completed by June, 2018

a. *Site Evaluation.* Contractor shall perform an evaluation of the Site for the Project and make recommendations relating to scope, constructability, and schedule of the Project. Contractor shall also review the scope of necessary demolition work, if any, to develop a hazardous materials removal plan. The purpose of this evaluation is to improve the Project's design and minimize unforeseen conditions. At Owner's request, Contractor shall provide the results of its evaluation in written form to the Owner.

b. *Constructability Review.* Contractor shall provide at least 2 constructability reviews of the Plans and Specifications before or at each of the following intervals of preconstruction: (i) one upon the completion of design development; and (ii) one immediately prior to the submittal of the Plans and Specifications to DSA.

   Contractor shall review the Plans and Specifications and related construction documents for errors and omissions, clarity, consistency, and coordination. Contractor's review shall emphasize ensuring that the Project can be completed within the Owner's available budget to the level of quality and educational goals desired, and can be completed within the established schedule. Contractor shall specifically provide recommendations on construction feasibility, energy conservation, availability of materials and labor, time requirements for installation and construction, and factors related to cost, including costs of alternative designs of materials, preliminary budgets, and possible economies of scale. Contractor shall provide written reports, identifying by page and detail the issues to be discussed and resolved. As part of the constructability review, Contractor shall identify areas where value engineering principles could be applied (including potential cost savings and the schedule impact of such savings),

and identify items requiring a long lead time before construction. Contractor shall assist the District in considering operating or maintenance costs with respect to selecting systems and products for the Project.

c. *Design/Coordination Meetings.* Contractor shall be responsible for facilitating all design/coordination meetings as needed. Such meetings shall include participation of design professionals and specialty subcontractors.

d. *Schedule.* Contractor shall develop a master critical path method ("CPM") project schedule for the Project that shall include all milestone dates for the Project, including submittal of Contractor's GMP proposal for each Project phase, completion of design development, submittal of all estimates contemplated by the Contract, re-submission of the Plans and Specifications to DSA (if necessary), anticipated re-approval by DSA (if any), finalization of Contract Documents, construction sequencing and durations, preparation and processing of shop drawings and samples, delivery of materials or equipment requiring long-lead time procurements, phasing, and Owner move-in. Contractor's schedule shall be submitted to the Owner for approval within 30 days' of execution of this Agreement; the Owner shall have the right to request reasonable changes and updates in the schedule. Contractor shall provide schedule updates with each estimate, or more often if reasonably requested by the Owner or if required in Contractor's judgment to communicate changes in market conditions.

e. *Estimates.* Contractor shall provide an estimate of total Project cost, as well as necessary updates to that estimate. Contractor's initial estimate shall be due to the District within two weeks of completion of its first constructability review. Updated cost estimates shall be given in accordance with the approved CPM project schedule for the Project. Contractor shall also provide an updated estimate upon the submission of the Plans and Specifications to DSA (and at any other time required or reasonably necessary pursuant to this Agreement). Contractor's cost estimate shall identify all trades and unit costs and shall also identify all allowable general condition costs and fees. If any cost estimate submitted to the Owner exceeds a previously approved estimate, the Contractor shall make appropriate recommendations to the Owner for reducing the estimated cost of the Project. All estimates shall assume that construction of the Project is subject to the payment of prevailing wages under the California Labor Code and applicable regulations, and that the Project will be subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

f. *Construction Planning.* Contractor shall provide assistance to Owner in construction planning, including phasing, staging, site logistics, sequencing, fencing, office locations and means and methods of construction. The Contractor shall (1) provide a preliminary evaluation of the Owner's schedule, cost and design requirements for the Project; (2) develop an anticipated construction schedule pursuant to Subsection d. above; (3) develop a preliminary cost estimate for each type of work contemplated by the Project pursuant to Subsection e. above; (4) clarify and delineate the Architect's, the Contractor's, and the Owner's respective duties and responsibilities; and (5) set forth a plan for the administration and coordination of all Work on the Project, including pre-construction meetings. The Architect and Owner shall review the above for acceptance. Contractor will also ensure that all Work complies with the guidelines established by the State of California Office of Public School Construction and any other Federal or State agencies having jurisdiction over the Project. The objective of this step will be

to develop an overall program strategy as relates to timing, budgets, construction materials, means and methods and the program interface during construction.

3. Contract Documents. The Contractor and the Owner agree that this Agreement, and all of the documents listed in Article 1.1.1 of the General Conditions, together form the "Contract Documents," which form the "Contract."

4. Time to Complete and Liquidated Damages. Time is of the essence in this Contract. The time for completion of the Project shall be August 31st 2020. Date for Completion (as that term is defined in Article 8.1.1. of the General Conditions) of the Project.

Failure to complete the Project within the date(s) and in the manner provided for by the Contract Documents, shall subject the Contractor to liquidated damages for each calendar day by which such completion is delayed beyond the Date for Completion. For purposes of liquidated damages, the concept of substantial completion shall not constitute completion and is not part of the Contract Documents. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if the Project were not completed by the Date for Completion are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages. Damages that the Owner would suffer if completion is delayed include, but are not limited to, loss of the use of the Project, disruption of activities, costs of administration, supervision and the incalculable inconvenience and loss suffered by the public.

Accordingly, the Parties agree that the following dollar figure shall be the amount of damages which the Owner shall directly incur upon failure of the Contractor to complete the Project within the time specified: $500.00, for each calendar day by which completion of the Project is delayed beyond the Date for Completion, which may be adjusted in accordance with the Contract Documents.

If the Contractor becomes liable under this Section, the Owner, in addition to all other remedies provided by law, shall have the right to withhold sublease payments, and to collect the interest thereon, which would otherwise be or become due the Contractor until the liability of the Contractor under this Section has been finally determined. If the withheld sublease payments are not sufficient to discharge all liabilities of the Contractor incurred under this Section, then the Contractor and its sureties shall continue to remain liable to the Owner for such liabilities until all such liabilities are satisfied in full.

If the Owner accepts any work or makes any payment under this Agreement after a default by reason of delays, the payment or payments shall in no respect constitute a waiver or modification of any Agreement provisions regarding time of completion and liquidated damages.

5. Total Sublease Amount. Owner shall pay Contractor a total amount for the Scope of Work ("Total Sublease Amount") which will be calculated following: (i) Contractor's completion of the preconstruction services set forth in Section 2; (2) the selection of all subcontractors in accordance with Education Code section 17406(a)(4) and the Request for Sealed Proposals; and (iii) any required DSA approval of the Plans and Specifications for the Work.

Following the occurrence of all of the events set forth in the paragraph above, Contractor shall provide Owner with objectively verifiable information of its costs to perform the Work and a written rationale for the proposed Total Sublease Amount, including documentation sufficient to support the calculation. Contractor's written rationale shall detail the "base construction cost" for the Project, consisting of (a) all subcontracts to be awarded by Contractor for the Project, plus (b) any separately awarded contracts for materials and supplies for the Project. The product of the base construction cost, multiplied by the Percentage offered by the Contractor in its response to the Request for Sealed Proposals, shall be the "Contractor Fee", which shall also be set forth in Contractor's written rationale. The Total Sublease Amount shall be the sum total of the base construction cost and the Contractor Fee.

The proposed Total Sublease Amount shall be approved or rejected by the Owner at a public meeting before Contractor may proceed with any further Work under the Contract Documents. Once approved, the Parties shall execute ***Exhibit A*** of the Sublease, setting forth the Total Sublease Amount and Sublease Payments, whereupon ***Exhibit A*** shall be incorporated into, and become part of the Contract Documents. Contractor shall immediately commence the Work after approval of the Total Sublease Amounts by the Owner, and the time for completion of the Work shall commence to run upon such approval by the Owner. If the Owner rejects the Total Sublease Amount and requests another calculation from Contractor, then Contractor shall submit another calculation complying with this Section's procedures. If the Owner rejects the Total Sublease Amount and does not request another calculation from Contractor, then such rejection will act as a Termination for Convenience pursuant to Article 14.3.2 of the General Conditions and the Owner may award a lease-leaseback contract for the Project to the next highest best value contractor from the selection process used for the Project.

Except as otherwise provided in the General Conditions, the Contractor shall assume the risk of all costs in excess of the Total Sublease Amount in the performance of such work and shall not be entitled to additional payments because of such excess costs. Should the Contractor believe that it is entitled to an increase in the Total Sublease Amount or a time extension for completion, it must request it pursuant to the procedures in the General Conditions for change orders and claims. Contractor shall finance the cost of construction of the Work. Contractor shall pay all subcontractors and suppliers as they perform Work or furnish supplies. The Owner shall pay Contractor sublease payments pursuant to the terms and conditions of Section 6 of the Sublease (the "Sublease Payments"). The sum of the Sublease Payments shall not exceed the Total Sublease Amount established under this Section 5.

6. Changes. Should the Contractor believe that it is entitled to an increase in the Total Sublease Amount or a time extension for completion, it must request such change pursuant to the procedures in the General Conditions for change orders and claims.

7. Term and Termination. The term of the Contract (the "Lease Term") automatically ends on December 31st 2020 ("Termination Date"). The Owner or Contractor may terminate the Contract prior to the Termination Date, but only as provided in the General Conditions. All of the covenants, representations and warranties set forth in the Contract, including indemnification obligations, that are intended to bind the Parties after the completion of the Project or termination of the Contract will survive such completion or termination for the periods provided for in the Contract or otherwise allowed by law. The Site Lease and the Sublease each shall automatically end at the same time as the Contract, with the Parties' respective leasehold interests thereunder

automatically ended and released, and title to the Site and Project automatically and fully vested in the Owner.

8. Prequalification of Contractor and Certain Contractors.
Owner has determined that the Project is subject to prequalification pursuant to Education Code section 17406 subsection (a)(2)(C) and Public Contract Code section 20111.6 subsections (b) through (m). Accordingly, the Owner's Request for Proposals for the Project required that all entities proposing for this Contract, including Contractor, must be prequalified as well as all electrical, mechanical, and plumbing subcontractors to be utilized on the Project.

Any subcontractors that Contractor may select after award pursuant to Section 9, below, must be prequalified by Owner pursuant to Education Code section 17406 subsection (a)(2)(C) and Public Contract Code section 20111.6 subsections (b) through (m) if bidding or proposing for work requiring C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, or C-46 licenses or other 'C' licenses specified by Owner in the Request for Proposals. Contractor may not accept a bid or proposal and may not award a subcontract to a bidding or proposing subcontractor that has not met the requirements of this Section. When soliciting bids or proposals from subcontractors, the Contractor shall provide notice to all subcontractors of which subcontractors must be prequalified to submit bids or proposals, and Contractor shall state where the prequalification applications may be obtained and where and when they must be submitted. The prequalification questionnaires and financial statements are not public records and are not open to public inspection.

9. Selection of Subcontractors; DVBE Goals. For any subcontractors not listed in Contractor's proposal who will perform more than 0.5% of the Work, Contractor shall provide public notice of availability of work to be subcontracted in accordance with the publication date applicable to the District's competitive bidding process (including but not limited to Public Contract Code section 20112), including a fixed date and time on which qualifications statements, bids, or proposals will be due. Contractor shall establish reasonable qualification criteria and standards and shall award each subcontract either on best value basis as described in Education Code section 17406(a)(4) or to the lowest responsible bidder. All subcontractors shall be afforded the protections of the Subletting and Subcontracting Fair Practices Act (commencing with Public Contract Code section 4100). Contractor's subcontractor selection process shall be subject to review by, and approval of Owner.

Compliance with Disabled Veteran Business Enterprise ("DVBE") contracting goals is required for this Project. In accordance with Education Code section 17076.11 the Owner has a DVBE participation goal of 3% per year of the overall dollar amount of state funds allocated to the Owner pursuant to the Leroy F. Greene School Facilities Act of 1998, and expended each year by the Owner for this Project. The Owner is seeking DVBE participation under this Agreement.

The Contractor must make a good faith effort to contact and utilize DVBE subcontractors and suppliers in securing bids, in the manner set forth in this Section for performance of the Project. Information regarding certified DVBE firms can be obtained from the State's Office of Small Business and DVBE Services (OSDS) at (916) 375-4940 as well as the OSDS website at www.bidsync.com/DPXBisCASB. Verification of DVBE status must be obtained from the OSDS by receiving an approved certification letter and reference number from that office. Contractor is required, as a material condition of this Agreement, to retain documentation of its good faith efforts

in utilizing DVBEs for this Project, for submission to the Owner or to the applicable state agency in the event such documentation is requested.

Good faith efforts are demonstrated by evidence of the following: (a) contact was made with the Owner regarding the identification of DVBEs; (b) contact was made with other state agencies and with local DVBE organizations to identify DVBEs; (c) advertising was published in trade papers and other papers focusing on DVBEs; (d) invitations to bid or proposal solicitations were submitted to potential DVBE contractors; and (e) available DVBEs were considered. Contractor shall certify, under penalty of perjury, that a good faith effort was made to include DVBE subcontractors and suppliers in the Project.

Prior to, and as a condition precedent for the final Sublease payment made to Contractor by the Owner pursuant to Section 6 of the Sublease, the Contractor shall provide the Owner with written documentation identifying the amount paid to certified DVBE subcontractors and suppliers in performance of the Project. The Contractor shall also provide the Owner with a copy of the DVBE Certification Letter issued by OSDS for each DVBE that has participated in the Project. This documentation will be used by the Owner to evaluate its success in meeting its DVBE participation goal.

10. Prevailing Wages. The Project is a public work, the Work shall be performed as a public work, and under California Labor Code section 1770 *et seq.*, the Director of the California Department of Industrial Relations ("DIR") has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are accessable at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the DIR determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Two Hundred Dollars ($200.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for work on this Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Standards Enforcement of the DIR. Contractor and all subcontractors shall comply with Labor Code section 1776. In accordance with Labor Code section 1771.4(a)(1), the

Project is subject to compliance monitoring and enforcement by the DIR. The Contractor and each subcontractor shall furnish a certified copy of all payroll records directly to the Labor Commissioner on a monthly basis, unless directed by the Owner to furnish such records more often, and in the format prescribed by the Labor Commissioner.

As a public work, the Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In order to be qualified to submit a bid or to be listed in a bid proposal subject to the requirements of Public Contract Code section 4104, or enter into, or engage in the performance of any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 *et seq.*) of the Labor Code), a contractor or subcontractor must be currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 *et seq.*) of the Labor Code.

11. Working Hours. Under California Labor Code sections 1810 to 1815, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to 8 hours during any one calendar day and 40 hours during any one calendar week, provided, that work may be performed by such employee in excess of said 8 hours per day or 40 hours per week provided that compensation for all hours worked in excess of 8 hours per day, and 40 hours per week, is paid at a rate not less than 1½ times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The Contractor and every Subcontractor shall keep the records open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Standards Enforcement. The Contractor shall as a penalty to the Owner forfeit $25.00 for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day, and 40 hours in any one calendar week, except as herein provided.

12. Apprentices. The Contractor shall comply with California Labor Code sections 1777.5 and 1777.6. These sections require that contractors and subcontractors employ apprentices in apprenticeable occupations in a ratio of not less than 1 hour of apprentice's work for each 5 hours of work performed by a journeyman (unless an exemption is granted in accordance with Labor Code section 1777.5) and that contractors and subcontractors shall not discriminate among otherwise qualified employees as indentured apprentices on any public works solely on the ground of sex, race, religious creed, national origin, ancestry or color. Only apprentices as defined in Labor Code section 3077, who are in training under apprenticeship standards and who have signed written apprentice agreements, will be employed on public works in apprenticeable occupations. The responsibility for compliance with these provisions is fixed with the Contractor for all apprenticeable occupations.

13. Skilled and Trained Workforce. The Contractor and its subcontractors at every tier shall comply with Education Code section 17407.5 and Public Contract Code sections 2600-2602, which require the Contractor and its subcontractors at every tier to employ a skilled and trained workforce, as defined herein, to perform all work on the Project that falls within an apprenticeable occupation in the building and construction trades.

For the purpose of this Section 13, the following definitions apply:

A. "Apprenticeable occupation" means an occupation for which the Division of Apprenticeship Standards of the DIR had approved an apprenticeship program before January 1, 2014.

B. "Graduate of an apprenticeship program" means either (a) an individual that has been issued a certificate of completion under the authority of the California Apprenticeship Council for completing an apprenticeship program approved by the DIR pursuant to Section 3075 of the Labor Code, or (b) an individual that has completed an apprenticeship program located outside California and approved for federal purposes pursuant to apprenticeship regulations adopted by the federal Secretary of Labor.

C. "Skilled and trained workforce" means that all of the workers are either apprentices registered in an apprenticeship program approved by the DIR, or skilled journeypersons, with, for work performed on or after January 1, 2017 and before January 1, 2108, at least 30 percent of the skilled journeypersons employed on the Project in an apprenticeable occupation by Contractor or any of its subcontractors at every tier being graduates of an apprenticeship program for the applicable occupation. Pursuant to Sections 2600-2602 of the Public Contract Code, the percentage requirement may be partially met in some apprenticeable occupations by skilled journeypersons who commenced working before an apprenticeship program existed, may be met by the hours performed by the skilled journeypersons, need not be met if less than ten (10) hours of work were performed, and need not be met by some subcontractors.

D. "Skilled journeyperson" means any of the following: (i) a person who has graduated from an apprenticeship program for the applicable occupation that was approved by the DIR, (ii) a person who has graduated from an apprenticeship program for the applicable occupation that was located outside of California and approved for federal purposes in accordance with regulations adopted by the federal Secretary of Labor, or (iii) a person who has at least as many hours of on-the-job experience in the applicable occupation as would be required to graduate from an apprenticeship program approved by the DIR.

For each calendar month during the Work, Contractor shall provide a compliance report to the Owner for each contractor or subcontractor before the fifth day of each month, using the format attached hereto as ***Exhibit A***, or in a substantially similar format, demonstrating compliance with this Section 13. Such monthly compliance reports shall be subject to the California Public Records Act (commencing with Government Code section 6250), and shall be open to public inspection.

If Contractor fails to comply with this Section 13 then Owner, at its sole discretion, may terminate the Agreement pursuant to Article 14 of the General Conditions, in addition to any other rights or remedies provided to Owner in the Contract Documents. Notwithstanding any other provision of the Agreement or the General Conditions: (a) if Contractor fails to provide any required monthly compliance report pursuant to this Section 13 on or before the fifth day of the following month, or provides an incomplete report, Owner shall withhold further payments to Contractor that would otherwise be due and payable under the terms of this Agreement, until Contractor provides a complete report; and (b) if a monthly report does not demonstrate compliance with these skilled and trained workforce requirements, Owner shall withhold further payments to Contractor that

would otherwise be due and payable under the terms of this Agreement, until Contractor provides a plan to achieve substantial compliance with these requirements for the relevant apprenticeable occupation prior to completion of the Contract.

14. DSA Oversight Process. The Contractor must comply with the applicable requirements of the Division of State Architect ("DSA") Construction Oversight Process ("DSA Oversight Process"), including but not limited to (a) notifying the Inspector of Record ("IOR") upon commencement and completion of each aspect of the work as required under DSA Form 156; (b) coordinating the Work with the IOR's inspection duties and requirements; (c) submitting verified reports under DSA Form 6-C; and (d) coordinating with the Owner, Owner's Architect, any Construction Manager, any laboratories, and the IOR to meet the DSA Oversight Process requirements without delay or added costs to the Project.

Contractor shall be responsible for any additional DSA fees related to review of proposed changes to the DSA-approved construction documents, to the extent the proposed changes were caused by Contractor's wrongful actions or omissions. If inspected Work is found to be in non-compliance with the DSA-approved construction documents or the DSA-approved testing and inspection program, then it must be removed and corrected. Any construction that covers unapproved or uninspected Work is subject to removal and correction, at Contractor's expense, in order to permit inspection and approval of the covered Work in accordance with the DSA Oversight Process.

15. Indemnification, Insurance, and Bonds. The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, employees and others as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the California Labor Code and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive 30 days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be $1,000,000.00 per occurrence for bodily injury, personal injury, and property damage, and the amount of automobile liability insurance shall be $1,000,000.00 per accident for bodily injury and property damage combined single limit.

Contractor shall provide the bonds set forth in the General Conditions, including performance and payments bonds.

16. Entire Agreement. The Contract constitutes the entire agreement between the Parties, and supersedes any prior or contemporaneous agreement between the Parties, oral or written, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the Parties' agreement pursuant to California Code of Civil Procedure section 1856.

17. Execution of Other Documents. The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

18. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

19. Binding Effect. Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

20. Severability; Governing Law; Venue. If a court of competent jurisdiction shall hold any provision of the Contract invalid or unenforceable, then such holding shall not invalidate or render unenforceable any other provision hereof. The laws of the State of California shall govern the Contract. 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 the County of Santa Cruz, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by Owner.

21. Amendments. The terms of the Contract shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever except by written agreement signed by the Parties and approved or ratified by the Owner's Governing Board.

22. Assignment of Contract. The Contractor shall not assign or transfer by operation of law or otherwise any of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond, and the Owner.

23. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

24. Terms Not Defined. Capitalized terms used in this Agreement that are not otherwise defined have the same meaning as in the General Conditions or other Contract Documents.

25. Parties Bound by Agreement. Each person signing this Agreement below warrants and guarantees that he or she is legally authorized to execute this Agreement on behalf of the listed Party and that such execution binds that Party to the terms and conditions of this Agreement.

* * * * * * * * * * * * * * * * * * * *

CONTRACTOR:

Swinerton Builders ,
a California corporation

BY: _____
Terry McKellips
TITLE: Vice President & Division Manager

BY: _____
TITLE: Corporate Secretary

No. 92
CALIFORNIA CONTRACTOR'S
LICENSE NO.

August 31, 2019
LICENSE EXPIRATION DATE

OWNER:

Santa Cruz City School District

BY: _____

TITLE: Assistant Superintendent Business

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

EXHIBIT A – Lease-Leaseback Agreement

SKILLED AND TRAINED WORKFORCE COMPLIANCE REPORT
FOR WORK PERFORMED
ON OR AFTER JANUARY 1, 2017 AND BEFORE JANUARY 1, 2018
(Education Code §17407.5 and Public Contract Code §§2600-2602)

Owner: Santa Cruz City School District

Contract: _____ Project
_____ School
_____ *[city]*, _____ County, California

The undersigned declares:

I am the _____ of _____, the "Contractor" on the Project identified above. I hereby certify that during the month of _____, 20__, there were a total of _____ workers employed by _____ in the apprenticeable occupation of _____ and these workers performed a total of _____ hours of work within this apprenticeable occupation. I certify that all of these workers in this apprenticeable occupation are either skilled journeypersons or apprentices registered in an apprenticeship program approved by the Department of Industrial Relations (DIR), and that all of these hours performed in this apprenticeable occupation were performed by such skilled journeypersons and apprentices.

I also certify as to either Section A, B, or C for this apprenticeable occupation *[check applicable box]*:

☐ **A. Exemption from Percentage Compliance**

Of the above total number of hours of work performed by workers employed by _____ in this apprenticeable occupation this month, _____ (___) were performed by skilled journeypersons, which is less than the statutory threshold of ten (10) hours.

☐ **B. Percentage Compliance by Number of Workers**

1. Of the above total number of workers employed by _____ in this apprenticeable occupation this month, _____ (____) were apprentices registered in an apprenticeship program approved by the DIR.

2. Of the above total number of workers employed by _____ in this apprenticeable occupation in this month, _____ were skilled journeypersons. Included in these skilled journeypersons are the following:

   a. _____ who are graduates of an apprenticeship program for the applicable occupation (as defined in Section 13 of the Agreement); and

   b. _____ who are not graduates of an approved apprenticeship program for this apprenticeable occupation, but (a) no apprenticeship program had been approved by the DIR before January 1, 1995, for this apprenticeable occupation; and (b)

these workers commenced working in this apprenticeable occupation before DIR approval of an apprenticeship program for that occupation in the county in which the Project is located.

The combined number of skilled journeypersons listed in Section B.1 and Section B.2 is 30% or more of the total number of skilled journeypersons identified above, with no more than half of this percentage requirement being satisfied by the number of skilled journeypersons listed in Section B.2.b.

☐ **C. Percentage Compliance by Number of Hours**

1. Of the above total number of hours of work performed by workers employed by _____ in this apprenticeable occupation this month, _____ hours were performed by apprentices registered in an apprenticeship program approved by the DIR.

2. Of the above total number of hours of work performed by workers employed by _____ in this apprenticeable occupation in this month, _____ hours were performed by skilled journeypersons. Included in these hours are the following:

   a. _____ hours performed by graduates of an apprenticeship program for the applicable occupation; and

   b. _____ hours performed by skilled journeypersons who are not graduates of an approved apprenticeship program for this apprenticeable occupation, but (a) no apprenticeship program had been approved by the DIR before January 1, 1995, for this apprenticeable occupation; (b) these workers commenced working in this apprenticeable occupation before DIR approval of an apprenticeship program for that occupation in the county in which the Project is located.

The combined hours of work performed by skilled journeypersons listed in Section C.1 and Section C.2 is 30% or more of the total number of hours of work performed by skilled journeypersons identified above, with no more than half of this percentage requirement being satisfied by the hours performed by skilled journeypersons listed in Section C.2.b.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____, 20__, at _____ *[city]*, California.

_____
[Name]

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____, 20__, at _____ *[city]*, California.

_____
[Name]

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Approve Belli Architectural Group Revised Agreement Amendment for Design & Construction Administration Services for the Soquel High School Pool Facility Project

MEETING DATE: April 25, 2018

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

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve Belli Architectural Group Revised Agreement Amendment for Design and Construction Administration Services for the Soquel High School Pool Facility project.

BACKGROUND:
The Board previously approved a Master Agreement for Architectural Services with Belli Architectural Group on 1/17/18. An initial Agreement Amendment using cost estimates from consultants was approved by the Board on 6/28/17, using cost estimates from consultants. The revised agreement amendment for Soquel High School Pool facility reflects the actual low bid subcontractor construction costs of the project.

FISCAL IMPACT:
$614,822.00 to be paid from Measure A Bond Funds (Restricted), representing 1.9% of the site budget.

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

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

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

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

Prepared by: Trevor Miller

Belli Project #17067 Exhibit B, Amendment REVISED

FORM OF AMENDMENT TO ADD PROJECT TO AGREEMENT

Pursuant to the agreement between the Santa Cruz City Schools ("District") and Belli Architectural Group, Inc.("Architect") effective January 17, 2017 ("Agreement") for the Measure A construction program, the District and Architect agree to amend the Agreement to add architectural services for design and construction administration of the following Soquel High School project ("Project"):

Project Scope: Soquel High School Pool Replacement

- Demolition of two existing pools
- Replace existing pools with a new comprehensive 40-meter x 25-yard competition pool
- New mechanical, electrical, plumbing and chemical systems/controls
- New pool lighting
- Replace pool decks and deck drainage
- Replace pool deck lighting
- Provide infrastructure for future competitive sports lighting
- New building to house pool restrooms, locker rooms and pool mechanical/electrical/plumbing systems (henceforth referred to as "pool house")
- Pool rail goods
- Pool competition equipment
- ADA, egress and maintenance path of travel connections to rest of campus

Project Services

Schematic Design (SD)

- Assist District in coordinating the engagement of District-provided services.
- Attend site visit to evaluate and document existing conditions to establish general programmatic, budgetary and scheduling aspects of the Project.
- Orchestrate and conduct a District/stakeholder meeting to present, review and discuss various pool configuration options.
- Based on information gleaned from the above, generate a draft program for review and approval by District.
- Based on mutually agreed upon program, proceed with development do the SD package by way of the following:
    - Overall site plan
    - Swimming pool plan views
    - Swimming pool longitudinal sections
    - Swimming pool conceptual finish details
    - Swimming pool deck, deck drainage and appurtenances conceptual details
    - Pool house diagrammatic floor plan
    - Pool house exterior elevations
    - Pool house building sections

- Develop an estimate of probable construction cost based on similar local project and/or unit costs.
- Coordinate and conduct an SD-level presentation to District and/or stakeholders to present design, cost and timing.
- Based on this presentation, make any final adjustment to the SD package and secure District approval for completion of phase.
- Attend final SD presentation.

Design Development (DD)

- Coordinate with District's geotechnical engineering consultant to develop the necessary application information and submit and process Geohazard report with California Geological Survey.
- Based on approved SD package and any adjustments to the program authorized by District, construction budget or schedule, develop DD package as follows:
- Pool package:
    - Pool plan views
    - Pool longitudinal sections
    - Pool cross-sections
    - Pool finish details
    - Pool rails goods/competitive equipment details
    - Outline specifications in CSI format
    - Swimming pool deck, deck drainage and appurtenances details
- Pool designer shall provide all other disciplines with building and infrastructure requirements, including:
    - Pool equipment room dimensions
    - Sanitary/storm sewer requirements and points of connection
    - Domestic water requirements and points of connection
    - Natural gas requirements and points of connection
    - HVAC requirements for pool equipment
    - Electrical requirements and points of connection for pool equipment.
- Architectural Package (for all vertical construction elements part of this Project)
    - Title sheet
    - CalGreen documentation, if required
    - DSA site plan, project data and code analysis
    - Floor plans
    - Enlarged floor plans
    - Reflected ceiling plan
    - Roof plan
    - Schedules
    - Exterior elevations

  - Interior elevations
  - Building sections
  - Exterior details
  - Interior details
- Site and vertical construction civil engineering package
- Site and vertical construction electrical, low voltage and fire alarm package
- Site and vertical construction mechanical, plumbing and fire sprinkler package
- Provide updated estimate of probable construction cost.
- Present DD package to District.
- Make necessary adjustments to DD package based on presentation and secure approval for DD phase.

Construction Documents (CD)

- Refine CAD backgrounds and distribute to design team.
- Develop CD package, targeting one Division of the State (DSA) application for all contemplated work. Package shall be based upon approved DD package and shall include final detailing and coordination between all disciplines.
  - Title Sheets/Project Data/General Notes/Book Specifications
  - Pool Design and Engineering Package
  - Architectural Package
  - Structural Package
  - Mechanical Package
  - Plumbing Package
  - Electrical Package
  - Fire Alarm Package
- Internal coordination among design team disciplines.
- Revised estimated costs for final estimate.
- Present CD package to District for any final adjustments.
- Secure approval for CD phase.

DSA Permit Processing (PP)

- Identify and complete all DSA application forms.
- Determine DSA fees and communicate fees to District.
- Print and collate sets.
- Submit to DSA Oakland for full plan review.
- Collect and address DSA plan check comments from ACS, FLS and SSS sections.
- Prepare responses and attend back check appointment at DSA Oakland office.
- Repeat above process until DSA approval is secured.
- DSA-approved documents will be prepared to be distributed to the District as the 'Bid Set' for bidding purposes.

Bidding Assistance (BD)

- Provide client with electronic and/or hard copy of DSA-approved package for bid publication.
- Attend one pre-bid job walk.
- Respond to bid RFI's and issue bid addenda.
- Assist with bid evaluation as required.

Construction Administration (CA)

- Assist District in preparation and execution of DSA construction start-up documentation.
- Attend pre-construction conference.
- Respond to requests for information (RFI).
- Review submittals and shop drawings.
- Assist in reviewing/evaluating contract proposals or bids and substitutions proposed by contractors.
- Attend construction site meetings every other week, or as required, during the construction period.
- Review GC progress payments.
- Review and process change order documentation, as required.

DSA Closeout/Certification

- Upon completion of construction, coordinate with District, Inspector of Record (IOR), design team and build team to collect and process all required DSA closeout paperwork until project is deemed closed with certification by DSA.

Additional Services: Pool Relocation

- At the request of District, and based upon DSA review, swimming pool and associated equipment building and light standards shall be moved to what is commonly referred to as the "lower quad" of the Harbor High School Campus.
- Pool design, architectural requirements, civil, structural and mechanical, electrical and plumbing engineering shall be adjusted as needed for new location.

Assumptions

- Based on initial review of the project, it is assumed that this project does not required any other agency approvals except DSA. Local Fire Authority approval and California Geologic Survey.
- Agency fees by District.
- Boundary survey by District.
- Topographic survey by District.
- Geotechnical investigation by District.
- Location of existing underground utilities by District (i.e. DigAlert or USIC).
- Fire Hydrant Flow Testing fees by District.

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

For the Projects, Architect shall perform the Basic and Additional Services specified in the Agreement and this amendment. Lease-Leaseback (LLB) construction contracts are 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: See Exhibit 1.

For the Basic Services satisfactorily performed under this amendment to the Agreement, the total compensation paid to the Architect for the Project shall be billed at no more than 12% of the first $500,000, 11.5% of the next $500,000, 11% of the next $1,000,000, 10% of the next $4,000,000, 9% of the next $4,000,000, and 8% of the remaining final adjusted Project Construction Cost. *Final adjusted Project Construction Cost = $5,873,218. Therefore, Basic Services fee shall be $614,822.* This compensation shall be paid pursuant to the following schedule:

Initial Payment	None
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.

Architect's total reimbursement for Reimbursable Expenses shall not exceed $10,000, which is Architect's estimate of the maximum total cost of Reimbursable Expenses on the Project prior to completion of Project Development Studies Phase. Expense shall be subject to adjustment after completion of aforementioned phase.

Architect shall provide a minimum of four (4) full-time employees for the Project before construction commences, and two (2) full-time employees after construction commences, to perform its duties and responsibilities under this Agreement.

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

ARCHITECT:
Belli Architectural Group, Inc.

By:_____
David Noel Peartree, Vice President

DISTRICT:
SANTA CRUZ CITY SCHOOLS

By:_____
Assistant Superintendent, Business Services

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Revised Classified Job Descriptions

DATE: April 25, 2018

FROM: Molly Parks, Assistant Superintendent of Human Resources

THROUGH: Kris Munro, Superintendent

Recommendation:
Final Review and Approve 39 revised Classified job descriptions.

Background:
Ewing Consultants recently completed a Classification and Compensation Study that included revising 75 SCCS classified job descriptions. Throughout that process, employees and supervisors were given the opportunity to provide input through questionnaires and interviews. After Ewing Consultants finalized job descriptions, the Personnel Commission and Human Resources continued to accept feedback for employees and make appropriate revisions. 39 job descriptions are now ready for approval. These draft job descriptions have been posted on the Personnel Commission web site and employees have been given a link to this site. The Personnel Commission approved these job descriptions at their last meeting on April 10, 2018. The remaining 36 job descriptions will be ready for approval before the end of the year.

Fiscal Impact:
None

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

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

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

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

ACCOUNTING TECHNICIAN

DEFINITION:

Under the direction of the Program Director, perform a wide variety of responsible technical accounting duties for a variety of accounts for an assigned program; perform variety of department, District, local, state and federal responsible fiscal recordkeeping and computerized accounting duties; develop and maintain various financial records; receive deposits and disbursements; maintain contracts and submit required financial information to county, state and federal agencies according to funding mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct accounting activities for an assigned District program; prepare financial statements, records and reports; ensure appropriate financial procedures and practices with accepted accounting principles, applicable regulations and adopted procedures.
- Respond to phone calls and email messages; monitor and process online applications; record and enter all purchased products from invoices to inventory list; prepare site money deposits for delivery; ensure computer equipment checks.
- Ensure payment of District bills; maintain and send outstanding account balance memos; ensure daily bank deposits; enter sales into computerized system of student purchases; post data into general ledger and other computerized accounting system.
- Set up and maintain fiscal records on all assigned accounts; ensure detailed audit trail; prepare and monitor purchase orders; process purchase orders; check invoices against purchase orders and incoming merchandise for accuracy and completeness; check requisitions for proper account codes; set up new accounts as needed; submit authorization for payment to District Office once discrepancies have been resolved.
- Receive, verify and deposit funds for state, federal and local grants and other funding sources; maintain accurate records of transactions.
- Balance bank account and vendor statements; complete CALPADS direct certifications; prepare catering invoices; balance outstanding accounts.
- Maintain program budget; update P&L report; prepare and transfer program funds as needed; prepare and transfer sales funds to County accounts.
- Prepare and pay monthly tax reports; request budget transfer as needed.
- Respond to questions regarding interpretation of laws, regulations, contract, District policies and accounting procedures.
- Attend and participate in meetings and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by work in accounting or related field and two years clerical accounting experience

Knowledge of:

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.

- General accounting, program and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Receive, review and process program purchase orders and invoices.
- Monitor and audit income and expenditures.
- Type and input data at an acceptable rate of speed.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 33

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

ATTENDANCE TECHNICIAN

DEFINITION:

Under the direction of the site administrator, perform a variety of attendance related activities designed to document student attendance with the goal of minimizing student absenteeism; perform accurate investigation and resolution of attendance problems; contract parents and guardians during and after school hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting.
- Record the data for period-by-period attendance; establish and maintain average daily attendance (ADA) records for assigned school, including independent study contracts; receive, verify, reconcile and process incoming attendance data from teachers, parents, students and administrators.
- Prepare and maintain a variety of reports, logs and files related to student attendance, truancy, suspensions and other assigned activities; send and request student records.
- Input and update attendance, enrollment and other student information into an assigned computer system and to individual ADA records including notice of suspensions, tardiness and unexcused absences; establish and maintain automated student records from registration forms; generate a variety of computerized lists and reports related to student attendance data.
- Compile and record supplemental documentation regarding truancy letters and attendance reports; identify and track student attendance review board referral and reports to supervisor.
- Verify excused and unexcused absences by contacting parents and teachers; communicate with parents regarding attendance related matters, collecting information, verifying data, relaying messages and homework assignments given from teachers.
- Respond to telephone calls from teachers, parents and school officials; screen and route calls as directed; send and receive emails; respond to inquiries and provide student attendance and other information to personnel, parents and outside agencies; release information from attendance files or other records as appropriate
- Communicate with site administrator regarding concerns with attendance.
- Perform routine clerical and receptionist functions in the school office as needed; schedule and maintain daily work priorities; administer basic first aid to students and staff as appropriate.
- Operate a variety of office equipment including a computer and student information system.
- Provide assistance to school site administrators and District personnel including District nurse, regarding school attendance; assist auditors with providing data as requested.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience: Any combination equivalent to: graduation from high school and three years of general clerical experience preferably at a school district. Bachelor's Degree can be substituted for experience.

Licenses and other Requirements

- Valid First Aid and CPR Certificate and/or verification that such certification is in progress is required.

Knowledge of:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- School attendance policies, procedures, terminology and attendance accounting methods.
- Attendance recording and reporting requirements and formats.
- Applicable State and District attendance reporting procedures and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a variety of office equipment, a computer and assigned software.

Ability to:

- Perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site.
- Contact parents and guardians to report and verify excused and unexcused absences.
- Operate a computer and assigned software to input and update attendance information
- Learn methods, procedures, policies and terminology used in accounting for student attendance.
- Learn, interpret, apply and explain applicable student attendance laws, codes, rules and regulations.
- Gather and disseminate attendance information.
- Answer telephones and greet the public courteously.
- Type and enter data at an acceptable rate of speed.
- Maintain confidentiality of student records and information.
- Establish and maintain effective working relationships with others and maintain regular attendance.
- Meet schedules and timelines.
- Maintain a variety of records, reports, logs and files.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Complete work with many interruptions.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.
- Student interactions/customer service.
- Parent contact/customer service.
- Fast paced work environment with changing needs.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.

- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 28

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

CAMPUS SAFETY SUPERVISOR

DEFINITION:

Under the direction of the Site Administrator and/or Principal, provide campus security and monitor student behavior at assigned school site; serve as first responders in medical and non-medical situations, arguments, altercations, conflicts and classroom and school campus disorder and disruptions; ensure student compliance with school and District rules and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide for the safety and supervision of students on campus by actively supervising all areas of the campus and surrounding neighborhood throughout the school day; serve as first responders to campus emergency situations including physical altercations and confrontations, anti-social, illegal or violent behaviors and medical and physical hazards; respond to fire and burglar alarms.
- Supervise assigned areas of campus; ensure students are safe, orderly and within assigned areas; escort and direct authorized visitors to desired destinations; respond to student behavior issues in classrooms; monitor campus parking lots; secure campus perimeter.
- Monitor designated areas including lunch areas, walkways, restrooms, parking lots and adjacent areas before, during and after school hours; ensure students park in designated student parking spaces and lots; monitor and direct campus traffic; place traffic barriers to guide traffic; monitor traffic and student activity during school events.
- Investigate and report unusual, suspicious or criminal activities; notify students for detention and Saturday school; provide campus supervision at throughout the entire school day.
- Positively engage and build rapport with students. Know and understand campus safety plan.
- Assist with escorting staff and students to the office upon request, including students and staff who are injured; check on students who are not in class during designated periods and follow up on reason for being out of class; direct tardy students to go to appropriate school office.
- Escort delinquent students to and from administration offices; retrieve students as requested by administrators.
- Review substitute teacher list daily; ensure assigned substitute teachers able to enter classroom; follow-up with substitute teachers throughout the day.
- Assist in Health Office to monitor sick or injured students.
- Check license plates for identification of vehicles on campus; ensure all campus vehicles are provided and display assigned parking permits.
- Operate computer to respond to emails; utilize database to review and record students in detention and Saturday school; operate a two-way radio as assigned; drive a vehicle to conduct work.
- Support site Administrators to prepare and carry out safety drills; restock safety supplies.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years in experience working with students.

Licenses and other Requirements

- Valid Class C California Driver's License.
- Valid First Aid and CPR Certificate and/or verification that such certification is in progress.

Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Oral and written communication skills.
- Health and safety regulations.
- Conflict resolution methods and techniques.
- Operation of a computer and assigned software.
- Basic first aid and CPR procedures.
- Interpersonal skills using tact, patience and courtesy.
- Basic report preparation techniques.

Ability to:

- Patrol and supervise campus activities to ensure the well-being and safety of students and staff in non-classroom activities.
- Ensure student compliance with school and organizational policies and regulations.
- Investigate occurrences of property damage and suspicious or criminal activity.
- Learn, apply and explain organizational policies, rules and regulations related to parking and security of buildings and grounds.
- Prevent or address student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Prepare incident reports.
- Maintain confidentiality of student and staff information.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Physically capable to respond quickly to emergencies.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.

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

- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a vehicle.
- Standing and walking for extended periods of time.
- Lifting and carrying heavy objects.

- Physically capable to respond quickly to emergencies.
- Reaching overhead and above shoulders.
- Bending at the waist, kneeling or crouching.

Hazard:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Contact with dissatisfied or abusive individuals.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 26

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

CAREER DEVELOPMENT SPECIALIST

DEFINITION:

Under the direction of the Transition Coordinator, provide a variety of instructional and support services to special education students; assist case managers in the implementation of school to career transition plans; assist students develop vocational skills and obtain volunteer and job opportunities; serve as liaison between students and employers; provide related career development services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide a variety of instructional and support services to special education students; provide support and assistance to case managers in the implementation of school to career transition plans; assess student needs, interests and abilities to determine appropriate career goals and placement; assist students in establishing and pursuing goals.
- Assist students with developing pre-employment skills and obtaining jobs; assist students with resume development; direct students with interviewing techniques and strategies; confer with students regarding employment opportunities, work ethics, forms, applications and career skill development.
- Provide job development, placement and follow-up services; conduct work site analyses and job site consultation; work with job site administrators and staff to develop appropriate job accommodations for assigned students; establish and maintain contact with potential employers; solicit job openings; monitor employers and assure proper working conditions.
- Ensure job coaching and supervision of students at work site; provide proper instruction for student self-advocacy.
- Provide career and job-related advisement to assigned students; provide assistance with post-secondary opportunities; assist students with completing various employment and educational packets and applications; request, process and prepare required employment paperwork as needed.
- Assist students with college exploration; provide direction with college entrance requirements, applications, testing and financial aid provisions
- Serve as liaison between students, families, teachers, staff, employers and outside agencies regarding student employment opportunities, placement, progress and related activities; refer students to potential employers according to needs, interests and abilities; answers inquiries and distributes information regarding the District's vocational programs to agencies and interested parties.
- Schedule appointments for career counseling, vocational opportunities, and tutoring as related to entry level jobs and career-related functions; receive job information from employers and community agencies;
- Establish and maintain program record keeping systems, files, logs, calendars and records of student progress; prepare and maintain a variety of records, reports and files related to students, resumes, time sheets, employers and assigned activities.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize a variety of adaptive equipment and devices as required; drive a vehicle to conduct work.
- Conduct career assessments.
- Participate in meetings and in-service training as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school with two years of college course work in education, psychology, counseling or related field and two years' experience working with students with physical, emotional, and learning disabilities preferred.

Licenses and other Requirements

- Valid Class C California Driver's License.

Knowledge of:

- Principles, practices and procedures of career and vocational education training programs.
- Training and employment opportunities in the community.
- Vocational and employability skills needed to obtain and maintain employment.
- General interviewing, advisement and assessment techniques.
- Career information and resources.
- Disabled and at-risk student capabilities and behaviors.
- Applicable laws, codes, regulations, policies and procedures.
- Techniques for developing vocational and living skills needed to obtain and maintain employment.
- Policies and objectives of assigned programs and activities.
- Operation of a variety of office equipment including a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping and report preparation techniques.
- Basic public relations techniques.

Ability to:

- Provide a variety of instructional and support services to special education students in the enhancement of school to career transition.
- Administer career assessments, including career interest inventory, student interviews and questionnaires.
- Assist individual students with developing vocational skills and obtaining jobs.
- Serve as a liaison between students, teachers, staff, employers and outside agencies regarding student employment opportunities, placement, progress and related activities.
- Assist students with developing job searching and daily living skills.
- Identify and evaluate student interests, needs and abilities.
- Provide career and job-related advisement.
- Research and locate employment opportunities for program participants.
- Refer students to potential employers according to needs, interests and abilities.
- Monitor and assess student progress.
- Assist students with completing various employment and educational packets and applications.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Maintain records and prepare reports.
- Plan and organize work.
- Work independently with little direction.
- Operate standard office equipment including a computer and assigned software.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor Environment.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist kneeling or crouching.
- Walking.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 29

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

CENTRAL KITCHEN COORDINATOR

DEFINITION:

Under the direction of the Director-Food Service & Nutrition, plan, organize, coordinate and implement the daily operations and activities of the central kitchen facility; assure timely planning and efficient preparation and serving of nutritional meals and a la carte items; maintain the central kitchen facility in an orderly, safe and sanitary condition; inventory, order and estimate food and supplies quantities; coordinate, direct and assign personnel to all food service sites as requested by the Director; plan, coordinate and oversee catering events, functions and private contracts for the District; train and provide work directions to food service staff and student workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and implement the daily operations and activities of the central kitchen facility.
- Organize, coordinate and assist in the preparation of food in sufficient quantities for serving multiple sites and sending out to other sites.
- Plan daily, weekly and monthly menu food orders within well established guidelines; review recipes and menus and estimate needed ingredients and time required for the preparation of food.
- Ensure that central kitchen facility is maintained and operated in a safe and sanitary manner; monitors conditions and procedures at all times.
- Provide technical information and assistance to the Director regarding assigned food service operations and functions.
- Ensure that food items are properly prepared, cooked, stored and served in a safe, sanitary and timely manner and in accordance with State and Federal regulations.
- Assist staff in preparing, cooking, serving and packaging all foods and in washing and cleaning kitchen equipment, kitchen areas and utensil.
- Works closely with teachers to plan special menus and bag lunches for field trips; coordinate the preparation of food for all vended meals.
- Coordinate the preparation of food from other lead sites for the completion of breakfast entrees, supper and after school snacks; cater special events.
- Prepare reports on numbers of free and reduced-price lunches, a la carte sales, inventory receipts and inventory; prepare production sheets for all meals prepared in the central kitchen.
- Collect, count and itemize all cash received from multiple registers on site.
- Support site leads with menu production and other food preparation issues.
- Attend and conduct meetings related to food service operations and procedures; participates in available in-service; train and provide work direction to staff in food preparation, handling and serving including compliance to school food program requirements and in appropriate health and safety regulations.
- Communicate with District personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Train and supervises student workers in central kitchen facility.
- Operate a computer and assigned software programs; operate and maintain a variety of commercial food services appliances and equipment such as slicers, large mixers, graters, grinder, pack-out machine, knives in a safe and sanitary manner; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

- Perform duties of the Director-Food Service & Nutrition in their absence as directed.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college coursework in nutrition, sanitation, food production management, psychology and two years experience in quantity food preparation, cooking and serving in quantity, preferably in a public school program complying with the national school breakfast/lunch program; food ordering and estimation, experience as a lead is preferred.

Licenses and other Requirements

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

Knowledge of:

- Planning, organization, coordination and implementation of quantity food service operations and production.
- Quantity food preparation including washing, cutting and assembling food items and ingredients.
- Operation of a computer and assigned software.
- Proper methods, procedures and equipment used in the ordering, preparation, storage, cooking, packaging and distribution of large quantities of food for an institutional setting.
- Proper food service sanitation and safety requirements.
- Basic menu planning and nutritional principals.
- Basic record keeping, inventory control and report writing.
- Kitchen utensils and equipment.
- Training and presentation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Oral and written communication skills.
- Sanitation principles applicable to food serving and kitchen maintenance.

Ability to:

- Plan, organize, coordinate and implement the daily operations and activities of the central kitchen facility.
- Direct and coordinate the distribution of large quantities of food.
- Provide timely service of foods for students and staff at a central kitchen.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Methods and procedures for preparing and serving food in large quantities.
- Order and estimate food quantities of food items for preparation.
- Sanitation practices related to the handling and serving of food.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Train and coordinate the work of others.
- Operate and maintain a variety of commercial food services appliances and equipment such as slicers, large mixers, graters, grinder, pack-out machine, knives in a safe and sanitary manner.
- Meet the physical requirements necessary to safety and effectively perform the required duties.

- Establish and maintain effective working and cooperative relationships with others.
- Manage multiple tasks simultaneously.
- Maintain regular attendance.
- Understand and follow oral and written directions.
- Operate a variety of kitchen equipment, a computer and assigned software.
- Complete work with interruptions.

WORKING CONDITIONS:

Work Environment:

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

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

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

Hazards:

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

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 27

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DAY CUSTODIAN

DEFINITION:

Under the direction of the Site Principal, Custodial Supervisor or designee, perform routine custodial activities during a day shift at an assigned school site; maintain the general cleanliness of the school; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition as assigned; set up, move and arrange tables, chairs and equipment in classrooms, offices and meeting rooms; monitor school grounds to assure site security.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean equipment and debris following events.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets.
- Operate a variety of large and small power equipment such as power washers, vacuum cleaners, polishers, blowers; operate other custodial equipment as assigned; follow district safety procedures when operating, maintaining and repairing equipment; drive a vehicle to conduct work; operate a two-way radio.
- Replace light bulbs and tubes; clean tables, chairs and floors.
- Pick up paper and other debris from school grounds, fields, walkways and areas adjacent to school facilities; recycle materials as directed; sweep concrete surfaces adjacent to school building; blow and clean up leafs from walkways; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition as assigned.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Perform routine maintenance of lockers reset combination locks.
- Inspect buildings, doors, windows and storage areas for proper security and assure security systems are operational; report safety, sanitary and/or fire hazards to the appropriate authority.
- Submit work orders for needed repairs and supplies; requisition cleaning and custodial supplies
- Monitor and remove graffiti from school grounds; monitor and report graffiti, vandalism and unauthorized persons to direct supervisors; report safety, sanitary and fire hazards to appropriate personnel.
- Assist with receiving and delivering packages.
- Assist in minor maintenance repair work such as replacing cabinets, bookcases, painting and other projects as assigned; perform periodic visual inspections of systems.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Carry and respond to radio or other form communication during work hours.

OTHER DUTIES:

- Perform related duties as assigned.
- Assist with student supervision as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of related custodial work experience.

Licenses and other Requirements

- A valid Class C California Driver's License with evidence of appropriate insurance.

Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Safe use and operation of equipment and chemicals used in custodial work.
- Care and maintenance of custodial and building equipment and tools.

Ability to:

- Perform routine custodial activities at an assigned school site in addition to building/grounds maintenance and minor repair work.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and timelines.
- Perform manual work associated with cleaning duties.
- Work independently.
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Subject to noise, fumes, dust and odors.
- Fast paced work environment with changing needs.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights.

Hazards:

- Exposure to cleaning agents and chemicals.
- Exposure to blood and bodily fluids.
- Working on ladders.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 27

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DELIVERY DRIVER-FOOD & NUTRITION SERVICES

DEFINITION:

Under the supervision of the Director-Food Nutrition & Services with direction from the Warehouse Worker-Food Services, drive a vehicle to various school sites along assigned routes to deliver food products, supplies and equipment; load and unload shipments of food items and supplies; assure proper and timely distribution of items and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive a vehicle to various school sites along assigned routes to deliver food products, supplies and equipment; return delivery containers.
- Load and unload shipments of food items and supplies; distribute food items and supplies to appropriate personnel; assist in the inspection of shipments to assure compliance with applicable food service policies, rules and regulations.
- Assure compliance with established timelines and delivery schedules; determine effective delivery routes and prioritize the order of food product deliveries at assigned sites.
- Prepare and maintain a variety of records and logs related to food service deliveries.
- Perform periodic vehicle safety inspections; clean, service and maintain delivery vehicles including washing, checking tires, gasoline, oil and water levels as appropriate.
- Pick up and deliver paperwork and collected monies according to established District procedures as required.
- Operate a variety of standard warehouse and delivery tools and equipment including food carts, hand trucks and dollies; operate a computer and assigned software; input data, send and receive emails.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Graduation from high school.

Licenses and other Requirements

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

Knowledge of:

- Proper loading and unloading of delivery vehicles.
- Food safety and proper food storage temperatures related to handling and transporting food.
- Traffic laws, defensive driving techniques and rules of the road.
- Operation of equipment used in the receipt, storage and shipping of supplies, materials and equipment.
- Safe driving practices and operation of delivery vehicles.

- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Health and safety regulations.
- Basic mathematical calculations.

Ability to:

- Drive a vehicle to various locations to pick up and deliver food items, supplies and equipment.
- Load and unload shipments of food items, supplies and equipment.
- Meet schedules and time lines.
- Ensure proper temperature of food items.
- Maintain and prepare routine records and reports.
- Observe health and safety regulations related to perishable items.
- Operate a computer and assigned software.
- Maintain regular attendance.
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Follow and assure compliance with safety requirements.
- Add, subtract, multiply and divide quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Warehouse environment.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate a computer keyboard and a variety of delivery and warehouse equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking.
- Climbing ladders.
- Carrying, pushing, pulling and lifting objects up to 50 pounds.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Heavy physical labor.

Hazards:

- Driving a vehicle during adverse weather conditions.
- Exposure to cold temperatures including freezers, coolers and refrigerators.
- Traffic hazards.

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 20

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR- FINANCE

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, plan, organize, control and direct budget, fiscal and accounting related activities for the District; advise program managers on financial matters; coordinate and oversee the preparation of a wide variety of reports including revenue projections and calculations, program and District budgets, reports for apportionments, attendance and year-end closing statements; supervise and evaluate the performance of assigned technical, supervisory and management employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage, plan, organize, coordinate and direct the work of the District's budget, accounting, payroll and attendance accounting functions; monitor and analyze budgets on a daily basis; monitor and manage District accounts, resources and cash flow; process daily A/P and A/R approvals; review daily budget transfers; ensure balanced budgets; adhere to District timelines and complete fiscal transparency.
- Conduct review of charter school budgets; ensure review and approval of monthly payroll records; asses proposed and chartered school finance legislation to determine impact on office programs; provide financial data and analyze cost factors in labor contracts for employment negotiations; review and approve grant proposals and budgets within District guidelines.
- Develop District budgets; prepare financial statements; prepare and file state revenue and budget reports as required; prepare first, second and un-audit reports.
- Provide written reports to Board with financial status and information items; make presentations to the Board as needed; review program budgets for submission of state reports as necessary; train managers in budget and account control; estimate revenues and expenditures; review and assess impact of proposed budget revisions.
- Develop, administer and monitor program budgets, including Food Services and Transportation; identify and address budget and fiscal issues with program managers; document and confer with department heads on critical concerns; collaborate with program managers to develop program priorities, goals and objectives.
- Select, train, assign work, delegate responsibility and evaluate support staff; process and sign checks, warrant listings and payroll authorizations; set up and supervise internal audit procedures; participate in District-wide audit for all schools and student body accounts; drive a vehicle to conduct work.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Attend a variety of meetings, conferences and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's degree in public accounting, finance, business or public administration or related field and five years job-related experience with demonstrated competence. Two years of additional work experience and a Bachelor's degree may be substituted for a Master's degree.

Knowledge of:

- Planning, organization and implementation of assigned budgets.
- Budget administration, preparation and control.
- Financial analysis and projection techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- Accounting, budget and business functions.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, control and direct budget and accounting related activities.
- Supervise the performance of assigned personnel.
- Prepare financial and budget reports required by the State, administration, federal agencies and the Board.
- Analyze financial data and prepare forecasts and recommendations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.

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

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

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

Approved by Personnel Commission: 04/16/2018

Approved by Governing Board:

Salary Range: Class C

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR-FOOD & NUTRITION SERVICES

DEFINITION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct food service operations and activities including the National School Lunch and Breakfast Programs, preparation, cooking, baking, serving, distribution and selling of food items to meet student needs; coordinate personnel, communications, budget and record-keeping functions; establish and set goals and standards concerning quality of food and service; assure smooth and efficient Food Service & Nutrition department activities and compliance with nutrition and food safety mandates, nutritional integrity, State and Federal laws, regulations and guidelines; represent the food service reform work of the district in appropriate and pertinent venues in order to promote and advocate for student nutrition and wellness; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct food service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items to meet student needs; establish and maintain Department timelines and priorities; assure food service functions comply with safety and sanitation regulations and established laws, rules, policies and procedures.
- Plan, organize and supervise the control of expenditures for food, time, labor and other operating costs at all food service sites.
- Coordinate personnel, communications and record-keeping functions to meet food service and nutrition program needs and assure smooth and efficient Department activities; oversee the development and implementation of food service functions, activities, projects, menus, services, goals and objectives; assure proper and timely resolution of food service issues, conflicts and discrepancies.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.
- Monitor and evaluate food service activities and functions for financial effectiveness and operational efficiency; oversee the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Department.
- Provide leadership to support the District's Wellness Program; collaborate with district staff to develop curriculum and provide relevant educational outreach regarding wellness and nutrition to the community.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, files and reports related to food service operations, menus, inventory, equipment, personnel, policies, budgets, financial activity and assigned duties; compute statistical information for various mandated reports; assure mandated reports are submitted to appropriate governmental agency according to established timelines.
- Develop and prepare the annual preliminary budget for the Food Service & Nutrition Department; analyze and review budgetary and financial data; compute statistical information for various mandated reports control; authorize expenditures in accordance with established limitations.
- Coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment and supplies; direct the receipt, storage and rotation of food items and supplies; organize and direct daily and periodic inventories; coordinate related purchasing activities with vendors and other outside agencies.

- Plan, organize and direct food service financial management systems such as cashiering and accounting functions; review and verify accuracy of receipts and transactions; prepare, receive and verify bank deposits; identify and resolve discrepancies.
- Coordinate and direct activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.
- Develop and implement weekly menus according to established portion control and recipe guidelines and health and nutrition requirements; calculate and adjust recipes for new menu items as directed; oversee marketing of menus items; coordinate and direct catering functions for special school events as needed.
- Provide technical information and assistance to the administrator regarding food service activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Communicate with District personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate standard food service and office equipment; utilize a computer and assigned software; drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned; attend training and conferences; develop, implement and conduct departmental in-services as directed; represent the Food Service and Nutrition department and serve on committees as needed.

OTHER DUTIES:

- Perform related duties as assigned.
- Perform all duties of the Center Kitchen Coordinator in their absence.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree or higher with emphasis in institutional food management, nutrition, dietetics or a closely related field and five years of increasingly responsible, experience in school or institutional based nutrition/food services setting including three years in a lead capacity.

Licenses and other Requirements

- Valid Class C California Driver's License and evidence of appropriate insurance.
- Manager ServSafe Certificate or equivalent.
- Valid First Aid and CPR Certificate may be required.
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutrition Programs.

Knowledge of:

- Planning, organization and direction of food service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items.
- Methods of adjusting and extending recipes and proper substitutions.
- Sanitation and safety practices related to preparing, handling and serving food.
- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.
- Inventory practices and procedures including storage and rotation of perishable food.
- Quality and portion control techniques.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures USDA surplus commodities, wellness polices and National School Lunch Programs.
- After school snack and dinner programs.

- Menu planning and nutritional requirements.
- Local and regional partnership availabilities.
- Technical aspects of field of specialty.
- Food service organization, operations, policies and objectives.
- Principles and practices of administration, supervision and training.
- Budget and grant preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Mathematic calculations.

Ability to:

- Plan, organize, control and direct food service operations and activities.
- Coordinate personnel, communications and record-keeping functions to meet food service needs and assure smooth and efficient Department activities.
- Supervise, train and evaluate the performance of assigned personnel.
- Assure proper and timely resolution of food service issues, conflicts and discrepancies.
- Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies.
- Provide consultation concerning food service operations and activities.
- Understand and operate a variety of kitchen equipment.
- Develop and implement menus in compliance with portion guidelines and nutrition requirements.
- Organize, direct and assure accuracy of food service cashiering and accounting functions.
- Establish relationships with vendors, transport operations, local farms and farmer markets, state and federal grant opportunities.
- Develop and prepare the annual preliminary budget for the Food Service & Nutrition Department.
- Understand and interpret applicable laws, codes, policies and regulations.
- Maintain knowledge of food and product stability issues, nutrition guidelines and developments specific to children and youth, classes, workshops, and training available to and required for Food Service employees.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Research, monitor and recommend standards, procedures and methods.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office/Kitchen environment.
- Driving a vehicle to conduct work.

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

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Hazards:

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

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: Class E

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR-INFORMATION TECHNOLOGY

DEFINITION:

Under the direction of the Assistant Superintendent-Business Services, direct and oversee the daily operations of the Technology department; participate in the formulation of network policies; prioritize departmental tasks and assignments; coordinate and monitor requests for assistance with automation of school and District functions; assign work schedule and supervise Technology department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct and supervise the day-to-day operations of the District's Technology department, including administration of policies and procedures, implementation of goals and objectives and the supervision of technical support staff; coordinate, monitor and maintain application systems; supervise, direct and evaluate technical support staff; collaborate with department staff on development of long and short-term goals; participate in the creation of network policies.
- Serve as a resource for administrators to identify and address diverse technology issues and incorporate emerging technology ideas and trends; assist staff and users with troubleshooting network problems; works with administrative staff on the development of long and short-term goals for the department; coordinate requests from other departments for assistance with the automation of school and District functions and networked systems.
- Prioritize departmental task, assignments and objectives; coordinate high priority calls for technical staff, when necessary; coordinate and manage outstanding requests from District staff; evaluate and recommend school and District software and hardware purchases.
- Assist District administrators with the use of computer equipment and peripherals; analyze the capacity, utilization, efficiency and cost effectiveness of hardware, software and production activities and take corrective action as needed; recommend changes in work methods to improve services; train staff and apply best security practices.
- Assist with District's website in design and knowledge base edits; serve as liaison between District and external technology vendors.
- Prepare the department budget; oversee expenditure of department allocations; submit status reports to Chief Business Officer, as requested; oversee security of computer network, including access, data integrity and confidentiality of files; oversee, maintain and monitor the network servers and application services.
- Supervise technical staff in the configuration and installation of computers, computer peripherals and network components; assign staff schedules; supervise and monitor subordinate Technology department staff; coordinate staff development opportunities and training programs for technical staff.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Attend a variety of meetings, conferences, workshops and in-service training; remain current on development and trends in technology.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree with a concentration in Computer and Information Science or related area; five years of experience in networking, security; experience with PC and Mac platforms and understanding of Linux and VMWare. Two years of supervisory experience, preferably in a public institution at a multiple unit facility are required

Licenses and other Requirements

- Valid Class C California Driver's License.
- Cisco Certification – CCNA or CCNP or Microsoft's MCSE, MSCA.
- Networking Management, CompTIA A+ and Apple certifications, preferred.

Knowledge of:

- Planning, organization and direction of the Technology Department.
- Education codes and laws: CIPA, FERPA, COPPA, PPRA.
- Principles and techniques of systems development and administration, program planning and computer programming and processing.
- Principles and elements of computer systems and procedures analysis and design.
- Organization, procedures and operating details of the department.
- Application of information management techniques in a school environment for office automation, network, accounting, statistical and record keeping operations.
- LAN and WAN topologies.
- Personal computers, Mac, and Linux platforms and various networking tools to decipher codes.
- Wireless, Web Security, Server Administration, Web Administration, Student Information System Administration.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize and administer the activities and operations of the Technology Department.
- Analyze informational requirements and needs, identify problems, examine alternatives, develop conclusions and recommendations, and design and implement procedures.
- Train and evaluate the performance of assigned staff.
- Troubleshoot network problems and connectivity issues.
- Apply principles of data processing to various problems.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Analyze, interpret and report research findings.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office Environment.
- Driving a vehicle to conduct work.

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

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended period of time.
- Lifting, carrying, pushing and pulling moderately heavy objects.
- Reaching overhead and above shoulders.
- Repetitive hand and body motions.

Hazards:

- Dissatisfied or abusive individuals.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: Class D

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR-MAINTENANCE, OPERATIONS & TRANSPORTATION

DEFINITION:

Under the direction of the Assistant Superintendent-Business Services; plan, organize, control and direct the operations and activities of the District's Maintenance, Operations and Transportation (MOT) department; coordinate various construction planning and development activities; develop and prepare the annual preliminary budget for the MOT Department; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the operations and activities of the District's Maintenance, Operations and Transportation (MOT) department; establish standards for proper cleanliness, safety, preventive maintenance, building maintenance/repair, grounds, and transportation for students and staff; ensure compliance with District, County, State and Federal regulations, policies and requirements.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; inspect and verify proper utilization of time, materials and equipment in the performance of maintenance, grounds, custodial and transportation duties.
- Plan, organize, review and prioritize work orders and projects for maintenance, custodial, and grounds and transportation activities; meet with MOT staff and provide direction on assignments; inspect projects upon completion.
- Provide technical expertise, information and assistance to the Assistant Superintendent of Business and other Administrators and staff regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Develop and prepare the annual preliminary budget for the MOT Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Participate in various construction planning and development activities; plan, schedule, and coordinate building repairs, construction projects, retrofitting, modernization and alterations of all district grounds, structures and related physical facilities.
- Review specifications and make changes as needed; monitor and visit sites to inspect ongoing construction projects.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records bid documents and files related to personnel and assigned activities.
- Requisition and receive supplies and materials as needed; review and approve purchase orders, payroll and extra work assignments.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; consult with and advise architects and contractors on plans and specifications.
- Meet with site administrators regarding site maintenance needs; recommend changes or alternations; provide cost estimates and time lines.
- Respond to District and staff needs related MOT activities and services; review requests for alterations, remodeling and other work to be done
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned; plan, coordinate and conduct in-service trainings; serve on committees as assigned; serve as a District liaison to the Division of the State Architect (DSA), California Department of Education (CDE), local city services, police and fire departments.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in a related filed and five years of experience in a combination of maintenance, operations and transportation activities including two years in a supervisory capacity.

Licenses and other Requirements

- Valid Class C California Driver's License.

Knowledge of:

- Planning, organization and direction of MOT services and operation in an institutional setting.
- Budget preparation and control.
- Applicable laws, rules and regulations regarding maintenance, construction and related activities.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Methods, supplies and equipment used in building maintenance and custodial work.
- Applicable laws and regulations governing building construction, maintenance, custodial operations, transportation and grounds maintenance work.
- Building construction planning and development.
- Financial record keeping, inventory control and report writing
- Operation of a computer and assigned software.
- Environmental, health and safety issues and regulations related to employees, buildings and property.
- Maintenance methods, tools, and equipment used in building construction, maintenance, custodial operations, transportation and grounds maintenance work.
- CAL OSHA Title 8-General Safety Orders, Title 24-Special Building Regulations, Title 19 Public Safety regulations.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, control and direct the maintenance, operations and transportation services of the school district.
- Manage the grounds, custodial, skilled maintenance, transportation and other MOT functions.
- Participate in various construction planning and development activities.
- Train, supervise and evaluate the performance of assigned staff.
- Estimate materials and labor costs.
- Lay out, schedule, direct and control a diversified maintenance, operations and transportation program.
- Develop and enforce work standards.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Shop environment.
- Work evening or variable hours.
- Driving a vehicle to conduct work.
- Noise from equipment operation.

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

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate assigned tools and equipment.
- Seeing to evaluate needed repairs, safety issues and monitor work projects.
- Lifting, carrying, pushing and pulling moderately heavy objects.
- Walking over rough or uneven surfaces.
- Standing and walking for extended periods of time to conduct inspections.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to potential hazards of inspecting construction sites.
- Potential exposure to hazardous substances and materials.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: Class E

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

EDUCATION TECHNOLOGY SPECIALIST

DEFINITION:

Under the direction of the Director of Information Technology, support student, staff and teachers incorporate technology into classroom instruction and curricula; provide technical support; maintain networks at school sites; advise staff and students about usage of networks and proper and secure usage; maintain current knowledge on technology and network security issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the application of technology and classroom use of networks, hardware, software and peripheral equipment; ensure working order and security of equipment; create and maintain current inventory of equipment.
- Assist students, teachers and staff with computer hardware and software support requests; diagnose and troubleshoot user issues; assist staff in the use of computer equipment, software, peripherals, smartphones, tablets and other connect equipment; advise staff and administration on hardware and software purchases; install applications, software and configure settings to assist staff, students and teachers with computer and technology use.
- Perform wired and wireless network analysis; maintain and troubleshoot issues with computer and technical equipment; make and arrange for repairs or computer replacements; install various equipment and parts; ensure connectivity and cabling.
- Deploy and maintain physical and virtual servers, Window OSX and Linux; implement server based systems; ensure data backup and recovery; maintain and install peripherals including printers, televisions and audio-visual systems; assist in the administration of cloud-based educational applications; install and maintain systems in labs and in classrooms; remove outdated and damaged computers and technical equipment.
- Assist with website design, maintenance and editing; create and maintain updated inventories of equipment, location equipment installed and used, hardware, software and peripherals.
- Ensure and maintain current knowledge of educational trends, techniques and tools; provide recommendations on new technology, furniture, software, hardware and equipment purchases to incorporate into District's educational technology curricula.
- Attend a variety of meetings as assigned; conduct training sessions on adopted programs including small group trainings for teachers and staff.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of college with major coursework in computer technology, or two years experience.

Licenses and other Requirements

- Valid California Class C Driver's License.

Knowledge of:

- Principles and practices Educational Technology & Media Services including the acquisition, circulation, development, implementation and use of educational technology and media.
- Curriculum interpretation, application and integration with educational media and technologies.
- Local, State and federal standards and requirements governing educational media and technology and the reporting of student data.
- Available to schools in the County, region and State.
- Computer systems and software applications utilized by the District.
- Principles, practices, strategies, procedures and techniques.
- Operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Operation of a computer and assigned software.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of administration, supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Assist in the planning and organizing the operations and activities of the Information Technology department including the acquisition, circulation, development, implementation and use of educational technology and media.
- Assist in the direction of the circulation, distribution of multimedia, audio-visual equipment, videos and other educational technological media to ensure proper integration with instructional activities and curriculum.
- Conduct staff development activities concerning the use of educational media and technology.
- Research, analyze and recommend the purchase of new technologies and media.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office/Learning Lab or Classroom environment.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Reaching overhead, above the shoulders and horizontally.

- Bending at the waist, kneeling or crouching.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 37

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

EXECUTIVE ASSISTANT II - SUPERINTENDENT

DEFINITION:

Under the direction of the Superintendent, perform various complex clerical and administrative duties; prepare correspondences and maintain a variety of manual and automated records and reports related to assigned activities; coordinate communication and information; interpret policies and regulations to officials, staff and the public; coordinate various administrative meetings; maintain Superintendent's calendar.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform complex clerical and administrative duties to provide support the office of the Superintendent; coordinate communication and information; schedule administrative meetings; obtain, interpret and provide information to others concerning office functions, policies and procedures; work with other administrative units to ensure compliance with timelines.
- Create board agendas and books; post agenda electronically; distribute agenda to large distribution groups, other school districts and the county office of education; create hard copy of agenda as needed.
- Record Board meetings; prepare, post and publish minutes of board meetings; set-up locations of Board Meetings including transporting materials, supplies and presentation equipment and packets; arrange for food and beverages; ensure clean order of facility upon meeting conclusion.
- Maintain District website, social media, press releases and other media promotions; notify District staff of updated information on website; develop various marketing programs and campaigns for District events.
- Receive and assist visitors; take calls and relay information to staff; direct individuals to appropriate departments; process public record requests as requested; issue work permits and process transcript requests as needed.
- Manage and maintain a variety of records and reports including board appeals; obtain sensitive information from parents and students; prepare and submit appeals for review with Board of Education; maintain and monitor legal bills.
- Maintain Superintendent's and administrative staff calendars; schedule meetings as directed; coordinate calendars for meetings with various cabinet and leadership groups; schedule meetings and open house for Trustees.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; send information and invitations to parents and families regarding special events and ceremonies.
- Prepare requisitions, purchase and work orders for various assigned programs according to established procedures; develop and manage extra work agreements; monitor petty cash; research and source various vendors for catering and food supplies for meetings; arrange for translation services.
- Assist Superintendent in preparing presentation; compile and organize surveys, data, charts and other materials.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work for county and community site visits as assigned by the position.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in a related field and five years of professional administrative and secretarial experience involving frequent public contact.

Licenses and other Requirements

- Valid Class C California Driver's License.

Knowledge of:

- Modern office practices, procedures and equipment.
- Data analysis and creating spreadsheets.
- Presentation programs and related software and applications.
- Policies and objectives of assigned programs and activities.
- General terminology, practices and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of data processing.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

Ability to:

- Perform a variety of clerical and secretarial duties to relieve the Superintendent of administrative and clerical detail.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Type at an acceptable word per minute.
- Maintain a variety of records and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Indoor, office environment.
- Fast paced work environment with changing needs.

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

- Sitting and walking for extended periods of time.
- Lifting, carrying, pushing and pulling heavy objects.
- Bending at the waist, kneeling or crouching to retrieve materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Hazards:

- Dissatisfied, hostile or abusive individuals.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: III Confidential Salary Schedule

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

GRANT COORDINATOR

DEFINITION:

Under the direction of the assigned administrator, plan and coordinate administrative detail to assist in implementation of programs, projects or grants; prepare reports and records of student qualifications and fund matches from District and community; prepare budget plans and program and grant expenditure reports; collect and compile program and grant activity data; collect and process information specific to administrative, educational activities and operational functions as assigned. Perform a variety of clerical and supportive tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform varied administrative and clerical tasks in support of District programs, projects and grants; research and prepare information to facilitate implementation of program and grant board policies; compile student data, expenditure reports and statistical information to assist in administrative decisions; establish and maintain varied and complex filing and data collection systems.
- Manage and monitor special projects, assignments and activities as assigned; compile and prepare statistical information, performance data and required monitoring materials for submission to Department of Education, District Office and various advisory and community business committees; develop and maintain files, records, reports and materials on program, project or grant implementation, progress and completion; establish and maintain varied and complex filing and data collection systems.
- Assist in developing and preparing grant applications and proposals for public and private funding resources; maintain organizational procedures and policies to assure proper review and approval of grant applications by the administration and various departments.
- Serve as technical resource to administrators, faculty and personnel; respond to inquiries and provide information concerning the preparation of grant applications.
- Arrange a variety of meetings for program and grant committee; participate in the preparation of the committee agenda, collecting and compiling supplementary data and materials for committee review; prepare meeting agendas, minutes and summaries of actions; serve as a liaison between the District personnel, parents, grant committee members and public agencies.
- Serve as information source regarding the District's policies, procedures and objectives; receive and screen callers; respond to inquiries and requests for information utilizing judgment, knowledge and adherence to District guidelines.
- Attend grant related conferences as assigned; coordinate and prioritize work flow within operational unit; participate in available training in order to meet new technology standards.
- Operate a variety of office equipment, a computer and assigned software.
- Attend a variety of meetings, workshops and in-service trainings as directed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of responsible clerical experience, preferably in the field of education with some experience writing successful grant proposals and applications.

Knowledge of:

- Principles and practices of grant writing and development.
- Higher education principles and practices.
- District, local, Federal and State grant regulations.
- Grant application and proposal preparation.
- Technical writing.
- Federal and private funding sources.
- Research methods and record-keeping techniques.
- Oral and written communication skills.
- Principles and practices of training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Provide support and leadership in grant writing.
- Develop and prepare grant applications and proposals for public and private funding resources.
- Prepare and disseminate materials concerning available grants, awards and related programs.
- Serve as technical resource to administrators, faculty and personnel.
- Facilitate project planning and development of proposals.
- Research and identify appropriate grant funding opportunities.
- Write, edit and revise content of grant proposals.
- Coordinate the compilation of grant proposals.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.
- Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

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

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 37

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

GROUNDS / IRRIGATION SPECIALIST

DEFINITION:

Under the direction of the Director-Maintenance, Operations & Transportation and Supervisor-Custodial, Grounds & Maintenance, perform a variety of skilled and specialized work in the installation, maintenance, planning and repair of the District grounds, related parts, components, equipment and related structures involving irrigation, water and distributing systems; maintain a safe environment for students, staff and the public related to irrigation systems and grounds maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform skilled work in the installation, repair and maintenance of designated irrigation systems parts, components, equipment and related grounds assignments; coordinate the order flow of assigned irrigation tasks; maintain a safe environment for students, staff and the public related to irrigation systems and grounds maintenance activities.
- Plan, lay out, assemble, install, maintain and repair sprinkler and irrigation systems; clean, adjust and repair sprinkler heads; test water systems for high and low pressure; test sprinkler and irrigation systems for leaks.
- Determine watering schedules; check lawns to assure proper amounts of water; set time clocks according to seasons, soil conditions, water distribution rates and established watering schedules.
- Maintain, troubleshoot, repair, renovate and remodel new and existing irrigation systems, including valves, sprinklers, controllers, pumps, valve boxes and related components and equipment; resolve electrical and hydraulic problems in irrigations systems; replace system parts and equipment as necessary.
- Measure, cut, thread and install pipes, tubing and a variety of sprinkler and irrigation systems fixtures; wrap and insulate pipes as needed; excavate and determine appropriate depth of trenches; repair broken main lines; connect new systems to existing water supplies.
- Operate and maintain a variety of heavy equipment including power-driven equipment such as saws, bobcats, backhoes, tractors and trenchers and box scrapers; operate testers, wire tracers, valve locators, gauges, wrenches and small hand and power tools; follow district safety procedures when operating, maintaining, repairing and installing equipment; drive a vehicle to conduct work.
- Maintain grounds maintenance and irrigation equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil; fabricate equipment for chainsaws and mowers; perform a variety of preventative maintenance functions.
- Review blueprints to assure compatibility and standardization of sprinkler parts, valves, water pressure guidelines and pipes; design jobs; estimate time and material requirements.
- Communicate with other departments, administrators and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Research prices for parts, materials and equipment; estimates the cost, time, labor, parts, supplies and equipment needed for assigned projects; select vendors; requisition needed parts and materials; recommend purchase of new equipment.
- Maintain routine logs, records and reports related to irrigation system water audits and assigned activities.
- Prepare and monitor written irrigation watering schedules; work with local water agencies on irrigation requirements and restrictions.
- Perform skilled grounds maintenance and gardening functions in the beautification of grounds and landscaped areas at assigned site locations; plant, cultivate, prune, spray, and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.

- Aerate seed, fertilize and maintain artificial turf fields.
- Assist maintenance crews on repair and upkeep of grounds, buildings, facilities, athletic fields and/or equipment as necessary; perform maintenance repair task such as basic carpentry, pouring, forming and finishing concrete for grounds related projects; perform special projects as assigned.
- Follow all district safety procedures when operating, repairing, replacing and/or installing equipment.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years' experience working in the installation, repair and maintenance of sprinkler and irrigation systems.

Licenses and other Requirements

- Valid Class C California Driver's License.

Knowledge of:

- Procedures, methods, techniques, materials, supplies, tools and equipment used in the installation, repair and maintenance of timers, sprinklers and irrigation systems.
- Building codes and other restrictions pertaining to sprinkler irrigation systems.
- Proper operation and maintenance of a variety of hand and power tools and heavy equipment related to the irrigation field.
- Approved methods of planting, propagating, pruning and caring for hedges, ornamental trees, shrubs, lawns and flowers.
- Principles, practices and maintenance of electronic controllers used in irrigation systems.
- Health and safety regulations.
- Proper lifting techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Plant diseases and pests and approved methods of controlling them.
- Plants adapted to the climate of the area.
- Various types of soil and precipitation rates.
- Safe working methods and procedures.
- Basic record keeping.
- Procedures required to prepare athletic fields for a variety of events.
- Arithmetic calculations.

Ability to:

- Perform skilled work in the installation, repair and maintenance of designated irrigation systems and related parts, components and equipment.
- Interpret and work from blueprints, plans, schematic drawings and sketches.
- Inspect existing irrigation systems to assure proper operation.
- Operate a variety of hand and power tools and equipment.
- Use specialized equipment such as trenchers, back hoes, tractors, graders and other heavy equipment.
- Meet schedules and time lines.
- Electrical wire irrigation controllers.

- Plan, layout and install new irrigation systems.
- Observe health and safety regulations.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records related to work performed.
- Read and understand sketches, blueprints and diagrams.
- Requisition parts and supplies according to established guidelines.
- Estimate materials and supply needs.
- Communicate effectively in both written and oral form, to provide effective solutions and make appropriate decisions.
- Perform arithmetic calculations.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust and odors.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate hand and power tools and equipment.
- Sitting or standing for extended periods of time.
- Walking over rough or uneven surfaces.
- Seeing to read a variety of materials and perform irrigation repair duties.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Digging.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 34

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

HEAD CUSTODIAN

DEFINITION:

Under the direction of the Site Principal and Custodial Supervisor, lead, plan, organize, monitor and schedule custodial services and perform custodial activities during a night shift at an assigned school site; maintain the general cleanliness of the school; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition as assigned; set up, move and arrange tables, chairs and equipment in classrooms, offices and meeting rooms; monitor school grounds to assure site security; train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, plan, organize and schedule custodial services at the school site; monitor the work of others in performing a variety of custodial tasks including minor preventive maintenance; train, direct and coordinate the work of custodial crews.
- Provide input in the selection and evaluation of regular staff; maintain time records for assigned personnel.
- Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti.
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean equipment and debris following events.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets.
- Operate a variety of large and small power equipment such as power washers, vacuum cleaners, polishers, blowers; operate other custodial equipment as assigned; follow district safety procedures when operating, maintaining and repairing equipment; may be required to drive a vehicle to conduct work.
- Replace light bulbs and tubes; clean tables, chairs and floors.
- Pick up paper and other debris from school grounds, fields, walkways and areas adjacent to school facilities; recycle materials as directed; sweep concrete surfaces adjacent to school building; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition as assigned.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Inspect buildings, doors, windows and storage areas for proper security and assure security systems are operational; report safety, sanitary and/or fire hazards to the appropriate authority.
- Submit work orders for needed repairs and supplies; monitor inventory levels of custodial supplies; distribute custodial supplies and materials as directed.
- Monitor school grounds; report safety, sanitary and fire hazards to appropriate personnel.
- Assist in minor maintenance repair work such as painting and other projects as assigned; perform periodic visual inspections of systems.
- Lead and participate in the thorough cleaning and restoration of campus facilities during vacation periods.

- Maintain various records related to inventory and assigned custodial activities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three years of custodial work experience.

Licenses and other Requirements

- A valid Class C California Driver's License.

Knowledge of:

- Principles of training and providing work direction.
- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Safe use and operation of equipment and chemicals used in custodial work.
- Care and maintenance of custodial and building equipment and tools.

Ability to:

- Lead, oversee and participate in a variety of cleaning and custodial maintenance activities.
- Perform routine custodial activities at an assigned school site in addition to building/grounds maintenance and minor repair work.
- Estimate quantity and types of supplies needed.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Maintain records related to work performed.
- Perform manual work associated with cleaning duties.
- Maintain regular attendance.
- Work independently.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Subject to noise, fumes, dust and odors.
- Work evening or variable hours.
- May be required to drive a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 32

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

HEALTH OFFICE ASSISTANT

DEFINITION:

Under the direction of the Site Administrator, provide basic first aid and screen ill or injured students in accordance with District policies, rules and regulations related to health care of students; prepare and maintain student health records; perform a variety of clerical duties in support of student health services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide basic first aid to students and staff as appropriate; perform CPR; screen student complaints relating to medical conditions; take and record temperatures; ensure the health and safety of students by following health and safety practices and District procedures.
- Dispense medications according to physician instructions and prescribed procedures; maintain records of dosage including amount, time, medication, authorizations and related information; ensure proper storage of medications.
- Prepare, update, and maintain records, logs, lists, student health referrals, accident or injury reports, and other health related documentation as directed; check and maintain blood sugar records for diabetic students and record student seizure activity; maintain confidentiality of student health information.
- Perform a variety of clerical duties in support of student health services; input data and other information into an assigned computer system; compose correspondence or notices.
- Assist a District Nurse in coordinating screening tests for students and recording test results.
- Track student immunization records; contact parents regarding immunization deficiencies.
- Assist students with specific health care needs under the supervision of a District Nurse.
- Initiate and receive telephone calls; send and receive emails; notify District Nurses, teachers, and parents of student illness, allergies, medical conditions or injury as necessary; contact parents to request medication, documents and student information.
- Ensure cleanliness, safety and order of the health office; assist in ordering, receiving and maintaining inventory of first aid supplies as necessary.
- Operate standard health instruments; operate a variety of standard office equipment including a computer and assigned software including Student Information Systems.
- Communicate with District Nurse, parents, personnel, and various outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.
- May assist the office staff with routine office duties and attendance procedures

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of clerical or health office experience. Some experience working with school age children in an organization setting or learning environment is preferred.

Licenses and other Requirements

- Valid First Aid and CPR Certificate.

Knowledge of:

- Basic health office practices, terminology, procedures and equipment.
- Health and safety regulations.
- Emergency first aid and CPR procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws and school district regulations related to health care of students.

Ability to:

- Perform a variety of clerical duties in support of student health services.
- Provide first aid and CPR as necessary.
- Assist District Nurses with screening tests and other student health related activities.
- Prepare and maintain student immunization and health records and files.
- Learn, interpret, apply and explain District health policies and procedures.
- Effectively handle emergencies and stressful situations.
- Compile and verify data and prepare routine reports.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Maintain confidentiality of student information.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Health office environment.
- Fast-paced work environment with changing needs.

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

- Dexterity of hands and fingers to operate medical equipment.
- Hearing and speaking to exchange information.
- Lifting and moving students as assigned by the position.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally to retrieve supplies.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen student health conditions.

Hazards:

- Exposure to bloodborne pathogens and bodily fluids.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 23

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

HUMAN RESOURCES SPECIALIST-PERSONNEL COMMISSION

DEFINITION:

Under the direction of the Personnel Commission Director, perform a wide variety of highly specialized clerical tasks in the recruitment, selection and in-processing of classified personnel; support the Personnel Commission in financial, procedural and administrative tasks as it relates to the Merit System; respond to staff questions and concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and administer a wide variety of human resource functions in support of classified personnel, including recruitment, selection and processing of new employees; support the Personnel Commission in financial, procedural and clerical work; ensure compliance of Personnel Commission Rules and Regulations, Education and Labor Code and Merit System.
- Coordinate testing and interview appointments; screen, receive and make telephone calls; send and receive emails; document staffing decisions utilizing online and computerized databases.
- Serve as a technical resource to employees regarding personnel functions, activities and requirements; respond to inquiries, resolve issues and conflicts and provide technical and detailed information concerning related laws, codes, rules, regulations, practices, policies and procedures; research a variety of personnel information and requirements as needed.
- Coordinate and schedule employee test dates and locations; create tests and test questions in collaboration with hiring managers; set up online testing; inform candidates via online job sites of test date, time and location; set-up laptops for online tests; create sign-in sheets for testing; gather needed documents including job descriptions and merit system forms; record and enter data of position, test information, confirmation of merit rules and test site, location and time; review online test results; update tracking database with scores; invite top scoring candidates for interview.
- Communicate with candidates for hiring and technical interviews; communicate with candidates not being interviewed; provide candidates with interview times; set-up interview sessions with hiring panel; print each application, resume, cover letter and additional documents; compile cover sheet, confidentiality agreement, interview questions with scoring form; set-up interview recording devices, as necessary; ensure interview scores are recorded post-interview.
- Perform New Employee Orientations; provide candidates with fingerprint forms; review each signed document from the applicant; create names badges; schedule same day mandated reporting review; review Department of Justice (DOJ) log daily for clearance.
- Prepare and maintain files and information related to District personnel; update a wide variety of documents, including Department of Justice clearance logs, seniority logs, evaluation and safety training logs; work with human resources and payroll to ensure accurate and timely information regarding new employees and status changes, including transfers, terminations and FTE changes.
- Develop and prepare reports on classified personnel as it relates to evaluations, seniority; manage databases and tracking systems.
- Input a variety of employee information into an assigned computer system; maintain automated employee files and records; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.
- Create and submit a variety of documents including meeting minutes, orders, reports, personnel records, email responses and salary information; review database data and obtain approval for data requests; drive a vehicle to conduct work.
- Communicate with personnel and a variety of outside agencies to exchange information and resolve issues or concerns.

- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend meetings, conferences and in-service training as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and four-years of increasingly responsible clerical or office-related experience. A two-year college degree may be substituted for two years of clerical or office-related experience.

Licenses and other Requirements

- Valid California Class C Driver's License.

Knowledge of:

- Human resources office functions, practices and procedures.
- Practices and procedures related to classified and certificated personnel.
- Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of new personnel.
- Human Resource office functions, practices and procedures.
- District office operations, policies and objectives.
- Applicable laws, codes, rules and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic math.
- Business letter writing techniques.
- Record-keeping techniques.

Ability to:

- Perform a variety of specialized operational and technical functions in support of the District's Office's classified human resources activities.
- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel.
- Serve as a technical resource to employees regarding personnel functions, activities and requirements.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Process fingerprints according to established procedures.
- Screen and process employment applications and other personnel-related documents.
- Assist employees and applicants with processing enrollments and forms.
- Work confidentially with discretion.
- Understand and resolve issues, complaints or problems.
- Compose effective correspondence independently.

- Establish and maintain employee records, reports and files.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- Answer telephones and greet visitors courteously.
- Determine appropriate action within clearly defined guidelines.
- Add, subtract, multiply and divide quickly and accurately.
- Complete work with many interruptions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Type or input data at an acceptable rate of speed.
- Meet schedules and timelines.

WORKING CONDITIONS:

Work Environment:

- Indoor, office environment.
- Fast paced work environment with changing needs.
- Drive a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 36

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

HUMAN RESOURCES TECHNICIAN

DEFINITION:

Under the direction of the Human Resources Manager, provide technical clerical support for a variety of human resource functions involving the recruitment, selection, testing and certifying of classified employees; post and advertise available positions in the newspapers and other jobs available publications; assist in scheduling candidates for employment for oral and written tests; maintain and update various information sources and databases; generate a variety of reports, records and logs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide technical and highly responsible clerical support to recruit, select, test and certify the District's process personnel actions including promotions, demotions, transfers, releases, retirements, resignations, and layoffs; process change of status designations for new hires.
- Prepare Board enclosures with employment actions and eligibility lists; oversee District pre-retiree programs; enter information in computerized system and notify payroll and benefits.
- Oversee District online safety training program; update safety information system; provide oversight of District safety purchasing programs; screen ergonomic evaluations requests; coordinate ergonomic evaluations with safety consultants; purchase safety items; maintain District safety budget.
- Provide assistance in the placement of certificated substitutes throughout District; produce monthly certificated substitute reports and reconcile absences.
- Onboard volunteers; obtain clearance for volunteer start date; in-process student workers; enter information into computerized system; notify payroll of start dates.
- Enter new employees into computerized systems; enter action due dates; create record for new employee vacation, leaves, and pay schedules; process temporary and supplemental payroll; prepare new certificated sub, classified, temporary and new hire packages.
- Process employment documents for New Enrichment Program providers; schedule new employee orientations; provide Live Scan Fingerprint form and District's policy and procedures.
- Process unemployment claims for classified, certificated, substitutes and athletic coaches; oversee District employee TB updates and enter TB information into computerized system.
- Process Leaves of Absence for classified employees in compliance with negotiated bargaining agreements and federal and state leave laws; request doctor notes and related documents to process leaves; inform payroll department of employee leave dates; enter absences into computerized system.
- Create new employee files; update employee files with new addresses, name changes, or other information.
- Maintain employee spreadsheet for classified staff; enter employee name, position, salary placement, longevity and vacation.
- Transmit Reasonable Assurance Notifications to classified, nine-month employees.
- Operate a variety of office equipment including a computer and assigned software.
- Attend meetings, conference and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of experience in general office work, Bachelors degree can be substituted for experience.

Knowledge of:

- Human resources office functions, practices and procedures.
- Practices and procedures related to classified personnel.
- Applicable laws, codes, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Data entry and retrieval techniques.
- Arithmetic calculations.

Ability to:

- Perform a variety of technical duties in support of classified human resources operations and activities.
- Participate in the recruitment, screening and processing of classified personnel.
- Provide information and assistance to employees, job applicants and the public regarding personnel functions, policies and procedures.
- Prepare and maintain a variety of manual and automated personnel files, records and reports.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Distribute, screen and process employment applications and other personnel-related documents.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Type or input data at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Meet schedules and time lines.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

- Fast paced work environment with changing needs.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing and pulling light objects.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 32

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL SPECIALIST-BAND

DEFINITION:

Under the direction of the of the site/program administrator and with direction from the classroom teacher, provide instructional support to students in classes and performances during the school day as well as in the evening and on weekends on and off campus; reinforce lessons and instruction provided by the teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide instruction for performance groups in class, rehearsals, performances and special events; drive a vehicle to off-campus performances and events.
- Assist in the instruction and reinforcement of musical concepts, appreciation, theory and instrumentation to individuals and groups of students; conduct and monitor exercises, rehearsals and performances.
- Practice with individual students as needed; reinforce learning and enhance student performance of assigned selections.
- Assist teacher in providing instruction to individual or groups of students; reinforce lessons and instruction provided by the teacher; assist students with understanding notes, rhythms and sheet music; assist with developing, implementing and conducting special band events and performances; conduct sectional rehearsals.
- Participate in the coordination of student music activities and lessons; participate in student activities related to music education and rehearsals.
- Assist student with preparing for solos and ensembles.
- Assist students by answering questions, providing proper examples, friendly attitude and general guidance; operate assigned instrument and related electronic equipment.
- Operate standard office equipment such as a computer and copier as assigned; drive a vehicle to conduct work.
- Assist with necessary classroom preparation for a positive classroom environment.
- Report progress regarding student performance and behavior; other related tasks as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

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

Licenses and other Requirements

- Valid Class C California Driver's License with evidence of appropriate insurance.

Knowledge of:

- Principles, methods and techniques related to band performance and equipment, theory and terminology.
- Basic music education practices and procedures.
- Various instruments used in a band or string ensemble.
- Operation of assigned musical instrument and related electronic equipment.
- Child guidance principles and practices.
- Safe practices in classroom activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Ability to perform pieces for groups in class, rehearsals and performance in a variety of forms; read music.
- Sight read music rapidly and accurately.
- Identify conductor signals appropriately.
- Operate assigned instrument and related electronic equipment.
- Assist in the instruction and reinforcement of musical concepts and instrumentation to individuals and groups of students.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain records and files.
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Music Classroom/Outdoor environment.
- Evening, weekend or variable hours.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Proper lifting techniques to lift instruments.
- Lifting, carrying, pushing or pulling instruments.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 30

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL SPECIALIST - LIFE LAB

DEFINITION:

Under the direction of the Principal, plan, coordinate, implement and provide standards based, hands-on science, environmental science, nutrition instruction to groups of students in an outdoor environmental education classroom environment; research and prepare instructional materials and lesson plans utilizing approved curriculum guides; perform specialized duties in the care, operation and maintenance of an outdoor garden classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, coordinate, implement and provide standards based, hand-on science, environmental science, nutrition instruction to groups of students in an outdoor environmental education classroom environment; adjust lessons and/or location based on weather and season.
- Research and prepare instructional materials, lesson plans, safe equipment demonstrations and student assignments according to approved District policies and procedures; utilize approved curriculum guides.
- Observe and manage behavior of students in an outdoor classroom according to approved District policies and procedures; report progress regarding student performance and behavior.
- Perform a variety of specialized and general garden care and maintenance duties throughout the year including weeding, pruning, amending soil, and minor irrigation system repairs; utilize a variety of gardening tools, equipment and supplies.
- Coordinate the operations and maintenance related to an assigned garden; supervise student projects in hands-on science, gardening, environmental education and nutrition; train and provide work direction to students and volunteers; assist volunteers, staff and students in the safe use of a variety of gardening tools, equipment, materials and supplies.
- Order, receive, and store outdoor gardening supplies, materials and equipment; maintain inventories assuring the adequate quantities are available for timely instructional use; monitor expenses and maintain program budget; perform fundraising activities for garden supplies and curriculum materials.
- Operate a variety of office equipment including a computer and assigned software.
- Assure the health and safety of students by following established practices and procedures; maintain outdoor learning environment in a safe, orderly and clean manner.
- Perform a variety of clerical duties related to the Life Lab instructional program; prepare and maintain records and reports as necessary.
- Communicate with volunteers, community supporters, interns, District staff and others to schedule garden maintenance, exchange information, and resolve issues or concerns regarding Life Lab programs and activities.
- Attend meetings, workshops and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years experience working with children in an educational or organized learning environment. College course work in environmental science, organic gardening, nutrition, child growth and development and education may be substituted for experience. Bachelor's degree in a related field is desirable.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
    - Completed at least two years of study at an institution of higher education or,
    - Obtained an associate's or higher degree (college level) or,
    - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Knowledge of:

- Principles, practices, procedures, concepts terminology, techniques and equipment used in environmental science, organic gardening and nutrition management.
- Child guidance principles and practices.
- General instructional techniques and strategies related to Life Lab programs.
- Safe practices in outdoor classroom activities.
- Operation of gardening tools and equipment.
- Oral and written communication skills.
- Health and safety regulations.
- Applicable laws, codes, regulations, policies and procedures related to assigned position.
- Recordkeeping methods and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Training principles and techniques.
- Proper methods of storing gardening equipment, materials and supplies.
- Technical aspects of field of specialty.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic arithmetic concepts.

Ability to:

- Plan, coordinate, implement and provide standards based, hand-on science, environmental science, nutrition instruction to groups of students.
- Learn and apply knowledge of environmental education, gardening and nutrition management.
- Plan and prepare instructional materials and ensure implementation of lesson plans.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Operate a variety of outdoor classroom and office equipment including a computer and assigned software.
- Plan and organize work.
- Utilize hand and power tools to maintain a garden.
- Train and provide work direction to students and volunteers.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Perform arithmetic calculations quickly and accurately.
- Meet schedules and timelines.
- Maintain records and prepare reports.

WORKING CONDITIONS:

Work Environment:

- Outdoor/Garden environment.
- Seasonal heat, cold or adverse weather conditions.

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

- Hearing and speaking to exchange information.
- Seeing to observe student behavior and to inspect gardening facilities.
- Dexterity of hands and fingers to operate a variety of gardening tools and equipment.
- Lifting, carrying pulling and pushing moderately heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending, kneeling or crouching to assist students and perform garden maintenance activities.
- Walking over uneven surfaces.

Hazards:

- Working on ladders.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 30

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

LEAD TECHNOLOGY SPECIALIST

DEFINITION:

Under the direction of the Director of Information Technology, manage District-wide wired and wireless networks including the planning, installation, configuration, monitoring and updating of network components, servers and storage devices; direct and assist the technical support staff with requests for troubleshooting and wide range of repairs; train and assist District staff with routine content modification.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and monitor District-wide wired and wireless network including the planning, installation, configuration, monitoring and updating of network components, servers and storage devices.
- Coordinate and direct the technical support team to manage and respond to large-scale support issues, concerns and difficulties, including troubleshooting, system testing and wide range of repairs of hardware and software applications.
- Manage complex support situations; investigate, assess and confirm issues are resolved; work with outside support resources, vendors and providers as needed to address additional user support issues.
- Conduct in-service training in new software, applications and new technology; monitor and assign user support requests; prioritize requests for assistance; provide support for critical and time-sensitive support issues; coordinate efforts to meet staff timelines.
- Manage student email and learning application system accounts.
- Manage District staff and student device configurations.
- Build, maintain and monitor the District and all school websites; train and assist District staff with routine content modification.
- Communicate with vendors to problem solve on both existing software as well as on new releases;
- Participate in available professional development in order to meet new standards; drive a vehicle to conduct work.
- Provide guidance, direction and training to Education Technology Specialists.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to:graduation from high school and three to five years in the computer technical field which demonstrates the ability to perform the duties of the position. Incumbents must have a thorough knowledge of a Windows and Mac OS environment, as well as server administration skills; maintain, troubleshoot LAN/WAN connectivity; analyze and monitor bandwidth for equitable purposes for District wide usage. Must have skills to manage and lead team.

Licenses and other Requirements

- Valid California Class C Driver's License.

Knowledge of:

- Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, networks and peripherals.
- Computer hardware systems and software applications utilized by the District.
- Principles, methods and procedures of operating computers, network systems and peripherals.
- Database structures, on-line applications and system capabilities of District computer systems.
- Principles, practices, procedures and equipment involved in network administration.
- Materials, methods and tools used in the operation and repair of computer systems.
- System utilities and design and program applications.
- Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
- Policies and objectives of assigned programs and activities.
- Principles of training and providing work direction.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory practices and procedures.
- Record-keeping techniques.

Ability to:

- Lead and participate in the installation, configuration, modification and maintenance of computer hardware and software to assure smooth running of computer systems and workstations.
- Coordinate, oversee and participate in the investigation, troubleshooting, diagnosis and repair of system, network, hardware, software and peripheral malfunctions.
- Develop, implement, oversee and participate in various technology projects.
- Prioritize, assign and coordinate response to work orders.
- Coordinate projects with interns and outside technicians as needed
- Train and provide work direction and guidance to assigned personnel.
- Perform a variety of network administration activities.
- Estimate labor, material and equipment requirements for technology projects.
- Operate computers and peripheral equipment properly and efficiently.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and timelines.
- Work independently with little direction.
- Maintain a variety of records and files.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Indoor, office, outdoor environment.
- Drive a vehicle to conduct work.
- Constant interruptions.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to view a computer monitor and read a variety of materials.
- Sitting or standing for extended periods of time.

- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

Hazards:

- Pushing and pulling hand trucks and equipment carts.
- Lifting and carrying objects weighing more than 50 pounds.
- Climbing ladders to reach cabling and network equipment.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 49

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

LIBRARY/MEDIA ASSISTANT

DEFINITION:

Under the direction of the site administrator and School Librarian, provide support and maintain the library and media resources at a school site; assist students, parents and staff with library media center books, material, library technology and equipment; perform clerical functions related to collection; process circulation; maintain inventory of library and media resources and materials; promote library and media service usage.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inventory incoming library books, periodicals, media material, equipment, and resources; prepare materials for shelving; maintain availability of materials.
- Perform circulation duties; check books and materials out and process returns as required; collect fees for overdue books; process and shelve textbooks and core literature book sets; maintain record of lost and damaged books and materials.
- Assist students, parents and teachers in purchasing new books and materials; submit and process purchase orders; process field trip and re-enrollment forms.
- Assist teachers in gathering materials for study specific assignments; distribute various library books and teacher requested classroom materials; assist with instruction on the proper use of the library resources including classification system, and care of books and materials; assist in establishing procedures and regulations for checkout and library and media use.
- Monitor and maintain circulation records; maintain an established system for create computerized lists of overdue books and send out bills and notices; create loan lists; sort cards for student checkout; collect computer use forms; organize by class; update information on computerized system; receive and record donations.
- Perform routine and preventive maintenance of media and in library computer equipment; repair damaged books; remove aged materials from circulation; update computerized database and records for active circulation materials.
- Assist in training and directing student helpers and volunteers; supervise lunch time, recess and various student activities; ensure facility is maintained in a neat, orderly and clean manner.
- Participate and prepare for fundraising events and book fairs; participate in training to meet new library and media technology standards; drive a vehicle to conduct work.
- Operate a variety of office and library media equipment including a computer and assigned software.
- Create and maintain eligibility lists for dances and eighth grade activities based on library overdue books and fines.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of general clerical experience with one year in a library setting; one to two years additional course work in Library Science is desired.

Knowledge of:

- Practices, procedures, tools and techniques involved in the ordering, processing and cataloging of library books, textbooks and other instructional materials.
- Library practices, procedures, reference materials, resources and terminology.
- Inventory practices, procedures and techniques.
- Library cataloging and classification techniques.
- Data control procedures and data entry operations.
- General practices, standards, techniques and procedures involved in preparing, maintaining and updating automated catalogs.
- Use and terminology of requisitions, purchase orders and invoices.
- Record retrieval and storage systems.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Mathematic calculations.

Ability to:

- Perform a variety of technical duties involved in the receipt, processing, cataloging, distribution, and inventorying of District library books, textbooks, supplies and instructional materials.
- Utilize a computer to catalog materials, maintain automated records, and process and input cataloging data, records and information.
- Prepare and process new books, textbooks and library materials for distribution and circulation.
- Review and inspect shipments of books and materials to verify accuracy.
- Coordinate, lead and conduct regular and periodic inventories.
- Identify and report inventory needs, shortages and discrepancies.
- Research, assemble, and compile a variety of cataloging data and information.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Operate a variety of office equipment including a computer and assigned software.
- Type or input data at an acceptable rate of speed.
- Meet schedules and time lines.
- Work independently with little direction.
- Prepare and maintain narrative and statistical records and reports.

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.
- Fast paced work environment with changing needs.

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

- Dexterity of hands and fingers to /operate a computer keyboard.
- Seeing to read a variety of materials and view a computer monitor.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

- Lifting, carrying, pushing and pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve books.
- Reaching overhead, above the shoulders and horizontally.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 24

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

MAINTENANCE SPECIALIST

DEFINITION:

Under the direction of the Director-Maintenance, Operations & Transportation and Supervisor-Custodial, Grounds & Maintenance, perform a wide variety of skilled and specialized work in an assigned trade area involving the maintenance, installation and repair of District buildings, equipment and related structures such as carpentry, electrical, plumbing, heating and air conditioning, locksmithing, painting and general mechanical maintenance work as assigned; perform assigned trade work in conformance with applicable District, building, safety and safety codes and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform skilled maintenance work in the construction, repair, installation and alteration of assigned systems, related equipment, buildings and facilities; perform assigned trade work in conformance with applicable District, building, safety and safety codes and regulations.
- Identify and troubleshoot a variety of system and equipment maintenance related issues; resolve maintenance related malfunctions.
- Perform preventive maintenance tasks on assigned equipment as needed.
- Receive, prioritize, schedule and respond to maintenance request needs and work orders.
- Operate and maintain various specialized equipment related to assigned trade duties including specialized power tools, testing equipment and hand tools.
- Make routine and emergency repairs and adjustments to school buildings and facilities.
- Prepare and maintain records and reports related to assigned trade activities.
- Plan, organize and layout assigned tasks; interpret plans, diagrams, blueprints, sketches and specifications; work from verbal and written instructions and work orders.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed according to established District policies and procedures.
- Receive, transport and deliver parts, supplies and equipment.
- Store and use hazardous materials or chemicals in a safe manner.
- Assist with moving furniture, equipment and materials as assigned.
- Repair and maintain building and facility roofing as required.
- Perform duties as part of a crew or independently on routine maintenance tasks as assigned.
- Communicate professionally with staff, other departments and outside agencies to exchange information, resolve issues and coordinate activities.
- Maintain shop and work areas in a safe, clean and orderly condition.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Train and provide work direction and guidance to assigned maintenance staff.
- Attend and participate in a variety of meetings and in-service trainings.
- Utilize ladders, lifts, platforms and scaffolding.
- Utilize breathing apparatus, respiratory protection and safety harnesses, ladders and scaffolding.

OPTION CLASSES

Carpenter:

- Perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings, furniture, facilities and other related structures.
- Construct, install, maintain and repair woodwork including cabinets, bookcases, shelves, doors, window frames, classroom offices, portable structures and furniture; match materials with color, grain or texture.
- Build partitions; construct walls using paneling and other decorative materials; install, replace and repair partitions, ceilings and other items; cut, fit, and hang doors; install and repair drywall.
- Maintain and service carpentry tools and equipment; construct and repair desks, tables, chairs, counter, walls and partitions; repair, replace or construct roofs, ceilings, flooring and tiling.
- Perform special maintenance, IT related and carpentry projects as directed; assist with installation of AV and computer equipment as assigned.
- Perform carpentry work in conformance with building, health and safety codes and standards.
- Repair, replace and/or construct wood structures such as doors and locks, office cabinets, tables, desks, counters, walls and partitions.
- Operate a variety of specialized equipment including saws, drills, presses, grinders and oscillating tools.

Electrician:

- Design, install, inspect, repair, test and maintain electrical systems including conduit, wiring, lighting, power circuits, motor appliances, generators, switches electrical receptacles, interior and exterior wiring, fire and security alarms and a variety of other electrical units.
- Inspect and troubleshoot electrical systems, motors and wiring; operate, maintain and monitor emergency electrical generating equipment.
- Install power distribution and circuit breaker systems; maintain and repair power distribution systems and transformers; perform special maintenance, IT and electrical projects as directed; assist with installation of AV and computer equipment as assigned.
- Install and repair ballasts, sockets, capacitors, bulbs and other lighting parts, wiring and assemblies; change projector mounts; install new electrical systems and equipment.
- Repair or replace power outlets as necessary; check circuits and replace breakers as appropriate.
- Maintain and repair fire alarms, security alarms, master clock and bell systems and a variety of other mechanical/electrical equipment and systems.
- Upgrade electrical systems to meet new or existing code requirements and standards.
- Utilize meters, testers, soldering irons, wire pullers, conduit benders, lifts and drills.

General Maintenance:

- Perform general maintenance work in the repair, construction and upkeep of school buildings and equipment including plumbing, painting, carpentry, heating, electrical, masonry, metal work, glazing, tile work, roofing, flooring, ventilating systems, welding and mechanics; assist designated crews or journey-level workers as assigned.
- Repair, replace or construct roof, flooring, ceilings and ceiling tiles.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.

HVAC:

- Install, replace or repair air conditioning systems; install heaters, ventilation systems and equipment; conduct routine overhaul and cleaning ventilation systems/equipment; repair, pack and replace valves, gauges and fittings.
- Operate, repair and maintain boilers; maintains proper steam pressure and water levels, cleans, oils and adjust boiler equipment.
- Inspect and adjust motors, valves, switches, pumps, regulators and filters to maintain proper operating efficiency.
- Operate, repair and maintain condensers, circulating pumps, gas and safety valves, bearings, gauges and sensors.
- Inspect and perform tests on systems and equipment to identify defective parts and assure proper functioning.
- Light pilots; clean out vents; inspect, maintain, operate and repair pneumatic and electrical thermostats and control systems.
- Operate, repair and maintain ventilation systems including thermostats and related control devices; clean, oil, grease and replace worn parts on heating and ventilation equipment.

Locksmith:

- Layout, install, repair and maintain master key systems, locks and lock hardware such as door closers, fasteners and panic hardware in District buildings, facilities, equipment and lockers.
- Maintain and control key system District wide; conduct inventory and audits of district keys and locks.
- Replace defective locks and locking mechanisms as needed; clean and lubricate locking mechanisms to assure proper operation.
- Manually pins cores and cut or duplicates new keys for locking mechanisms using manual, automated and computerized key cutting equipment; create specialized key systems.
- Set-up key codes and maintains secured key related records.
- Train teachers, administrators and district personnel on operation of new locks; lock unoccupied areas including windows and doors.
- Research and evaluate different key and access systems.

Painter:

- Paint exterior and interior District buildings, facilities, playground equipment and parking lots to maintain proper appearance and protection from rust, decay and faded paint; cover or remove graffiti from walls, doors and windows; utilize chemicals as needed.
- Mix and match paints and finishes to blend, harmonize or contrast colors; apply primers and finish coats.
- Prepare various surfaces such as wood, concrete, metal and plaster for surface coverings; remove existing paint as necessary; patch and plaster holes; remove dents and sand rough surfaces; plan and lay out work.
- Apply varnish, stains and/or lacquers cabinets and other furniture.
- Patch walls and repair wall coverings as needed; repair sheetrock, masonry and other building materials; refinish or repaint wood, furniture and other equipment as needed.
- Clean and maintain brushes, tools and other equipment; erect, move and work from ladders, scaffolding and platforms.
- Operate air and airless painting equipment; utilize brushes, rollers, ladders to apply a variety of surface coverings such as paint, varnish, enamel, lacquer or other protective or decorative

finishes to a variety of surfaces, including wood, metal, glass, plaster, stucco, wallboard, brick, cement and roofs.

Pool Operations:

- Perform general maintenance of swimming pools and pool areas to include decks and equipment rooms; inspect, test, record and adjust daily chemical feed units to maintain health and safety standards.
- Perform a variety of technical activities involved in the cleaning and repair of swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions.
- Inspect and adjust pool motors, valves, switches, pumps, regulators and filters to maintain proper operating efficiency; maintain interior of pool walls, floors and gutters.
- Maintain swimming pool on a regular basis; brush and vacuum pool, hose down surrounding decks and backwash filters for water clarity; clear pool drains, gutters, and deck drains; inspect, maintain, repair and replace a variety of pool related equipment.
- Conduct daily inspections of pool water and maintain proper chemical balances; conduct chemical tests of water; apply chemicals as appropriate to maintain proper pH and chemistry levels; assure safety of pool water.
- Operate pool vacuum, brushes and pool chemical feeder.
- Ability to acquire and maintain California Certified Pool Operator License.

Plumber:

- Perform skilled plumbing work in the installation, maintenance and repair of plumbing fixtures and systems including toilets, sinks, water heaters and boilers to maintain plumbing lines in safe and sanitary working condition; assure compliance with building codes applicable to the plumbing trade.
- Install, maintain and repair valves, control devices, pumps, toilets, heaters, boilers, pipes, clocks, relays, faucets and various other fixtures, parts and equipment; rebuild and replace faucets, valves, thermostats, and damper motors on boilers as needed; replace leaking and defective parts in plumbing fixtures and systems.
- Unplug or clear drains and lines connected with plumbing fixtures; install, test and maintain backflow devices.
- Repair or replace water, gas and sewer lines, steam and hot water heating systems.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three years' trade experience.

Licenses and other Requirements

- Valid Class C California Driver's License.
- Some incumbents may be required to have a valid forklift certification.

Knowledge of:

- Methods, tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.

- Operation and use of hand and power tools and specialized equipment.
- Technical aspects and building codes related to assigned trade.
- Proper methods of storing equipment, materials and supplies.
- Shop math applicable to the building trades.

- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Record-keeping techniques.
- Proper lifting techniques.

Ability to:

- Perform a variety of skilled maintenance, repair and construction duties in the maintenance of designated facilities, buildings and equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Operate a variety of assigned tools, materials and equipment effectively and safely.
- Learn and apply laws, rules, regulations involved in assigned maintenance activities.
- Understand and follow oral and written directions.
- Read and work from plans, blue prints, sketches, specifications and diagrams.
- Plan and lay out work.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Shop environment.
- Driving a vehicle to conduct work.
- Work evenings or variable hours.

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

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform assigned trade related functions.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to high voltage and electrical shock.
- Working at heights.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 34

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

MANAGER- HUMAN RESOURCES

DEFINITION:

Under the direction of the Assistant Superintendent of Human Resources, plan, organize and direct daily operations of the Human Resources department and delivery of services for certificated and classified employees; assist in coordination of employer and employee relations process; supervise, evaluate and direct department staff; provide complex and highly specialized administrative support to Cabinet.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the day-to-day operations and administration of the District's Human Resource Department services to certificated and classified employees; comply with California Education Code, Board policies, and collective bargaining agreements.
- Direct and conduct District recruitment, selection and assignment for certificated, administrative, athletic and enrichment provider employees; post job openings; screen applications for general qualifications and appropriate credentials; manage interview schedule; ensure appropriate reference checks.
- Review, process and approve all certificated, administration, athletic, enrichment provider employment actions.
- Classify certificated and administrative employees in accordance with Education code.
- Oversee certificated and administrative lay-off process; maintain seniority list; prepare Board resolutions; balance temporary employee and process all legal notices and correspondences,
- Conduct orientation of administrative, certificated, athletic and enrichment personnel; provide new employees with District required forms, including payroll forms, fringe benefits forms, county office data, retirement enrollment, TB clearance and salary placements; issue employee contracts.
- Assist in the implementation of District personnel policies; conduct periodic review of policies, board policies, administrative regulations and bargaining unit contracts.
- Review and interpret Education Codes, laws, regulations and contract language.
- Place administrative and certificated on salary schedule; make readjustments as required; prepare annual notices of salary entitlement for administrative and certificated staff.
- Process and monitor leaves of absences in accordance with laws and bargaining unit contracts; monitor, review and report on credential and NCLB/ESSA compliance.
- Conduct position control for administrative and certificated positions; work with Finance staff to update position FTEs and funding sources; monitor master schedules and staff assignments;.
- Monitor certificated evaluation cycles.
- Record and manage data collected on District personnel; prepare reports as needed; prepare and maintain confidential files and personnel information profiles.
- Assist in the planning and organization of employer and employee relations process; review, develop and implement policies in accordance with federal and state laws and collective bargaining agreements.
- Administer employment, transfer, promotion, leave of absence, layoff and separation processes.
- Supervise department staff; monitor and prioritize work flow to meet District timelines; supervise and evaluate performance of department staff annually; monitor and supervise substitute services.
- Maintain accurate personnel records District employees; maintain records of employee credentialing.
- Operate a variety of office equipment including a computer and assigned office equipment.
- Provide complex and highly specialized administrative support to Cabinet; drive a vehicle to conduct work.
- Attend, conduct and participate in meetings, in-services and professional development trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in business administration, industrial relations, personnel administration, education or a closely related field and four years of responsible experience in personnel administration, preferably in the field of education or related field.

Licenses and other Requirements

- Valid California Class C Driver's License.

Knowledge of:

- Planning, organization, coordination and implementation of recruitment, outreach and diversity activities of the Human Resources Department.
- Methods used in labor relations, recruitment, selection, classifications, salary and benefit administration.
- Principles and practices of collective bargaining and labor contract administration and current trends.
- Federal, state and local laws, CA Education Code, CA Labor Code, collective bargaining laws and related laws governing public school employment.
- Board policy, administrative regulations and federal and state regulations regarding NCLB/ESSA and CA credentialing and interstate reciprocity.
- Principles and practices of Human Resources administration.
- Principles of EEO hiring, supervision, training, performance evaluation and discipline.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable federal, State, local and District laws, regulations, policies and procedures affecting employment and employment practices.
- Human Resources systems and programs.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, coordinate and implement the recruitment, outreach and diversity efforts for the District.
- Apply principles, methods and techniques of assigned personnel and human resources management activities including the interpretation and application of laws, policies, procedures and regulations related to employment.
- Maintain confidentiality of privileged and sensitive information.
- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.

- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports, and maintain records and files.

WORKING CONDITIONS:

Work Environment:

- Indoor, office environment.
- Drive a vehicle to conduct work.

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

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: F6 222 Days (Management Salary Schedule)

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

NIGHT CUSTODIAN

DEFINITION:

Under the direction of the Site Principal and Custodial Supervisor, perform routine custodial activities during a night shift at an assigned school site; maintain the general cleanliness of the school; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition as assigned; set up, move and arrange tables, chairs and equipment in classrooms, offices and meeting rooms; monitor school grounds to assure site security.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti.
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean equipment and debris following events.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets.
- Operate a variety of large and small power equipment such as power washers, vacuum cleaners, polishers, blowers; operate other custodial equipment as assigned; follow district safety procedures when operating, maintaining and repairing equipment; drive a vehicle to conduct work; operate a two-way radio.
- Replace light bulbs and tubes; clean tables, chairs and floors.
- Pick up paper and other debris from school grounds, fields, walkways and areas adjacent to school facilities; recycle materials as directed; sweep concrete surfaces adjacent to school building; blow and clean up leafs from walkways; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition as assigned.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Inspect buildings, doors, windows and storage areas for proper security and assure security systems are operational; report safety, sanitary and/or fire hazards to the appropriate authority.
- Submit work orders for needed repairs and supplies; requisition cleaning and custodial supplies
- Monitor school grounds for graffiti, vandalism and unauthorized persons; report safety, sanitary and fire hazards to appropriate personnel.
- Assist in minor maintenance repair work such as painting and other projects as assigned; perform periodic visual inspections of systems.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and some related custodial work experience.

Licenses and other Requirements

- Valid Class C California Driver's License.

Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Safe use and operation of equipment and chemicals used in custodial work.
- Care and maintenance of custodial and building equipment and tools.

Ability to:

- Perform routine custodial activities at an assigned school site in addition to building/grounds maintenance and minor repair work.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Perform manual work associated with cleaning duties.
- Work independently.
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Subject to noise, fumes, dust and odors.
- Work evening or variable hours.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights.

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Exposure to blood and bodily fluids.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 22

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

OCCUPATIONAL THERAPIST

DEFINITION:

Under the direction of the Director-Special Education, provide training and consultation to staff and parents and/or direct services to assist students with an Individual Education Plan (IEP) that designates occupational therapy; participate in Individualized Education Plan (IEP) meetings and serve a part of a multi-disciplinary team; determine accommodations for assigned special education students; prepare records, assessments, treatment plans, reports and billings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide direct, indirect and consultative occupational therapy services based upon needs determined through established processes to individual or groups of students according to Individual Education Plans (IEP).
- Identify, screen and evaluate occupational therapy needs of students, especially related to areas of dysfunction in fine, visual and gross motor skills, sensory integration, and functional self-help skills; develop recommendations for intervention plans.
- Develop student transition plans, programs and goals related to occupational therapy.
- Conduct assessments of student progress on an ongoing basis and develops reports to determine need for occupational therapy.
- Evaluate students using standardized tests, observation, and clinically derived surveys; assesses student needs and abilities regarding the access to educational curriculum, recommendations and appropriate occupational therapy program to help students meet their educational goals.
- Collaborate with multidisciplinary team to develop goals and objectives for assigned students; participate in determining frequency of services, eligibility, accommodations/modifications, testing accommodations, and related services and needs of identified students.
- Maintain records of therapy sessions to document intervention and monitor student progress; coordinate scheduling of therapy sessions with teachers for students on caseload.
- Gather and interpret data to evaluate student needs as a basis for potential treatment planning
- Interpret evaluation findings to parents and the IEP and instructional teams.
- Prepare and maintain treatment logs, records, therapy assessments and reports as required for compliance with various State, federal, District and administrative regulations; maintain documentation of assessments, treatments, contacts, billings and daily records concerning occupational therapeutic activities; submit medical billings for processing.
- Plan and prepare for therapy sessions; utilize a variety of therapeutic equipment and related devices; clean and maintain equipment, and setup and breakdown therapy equipment.
- Provide training and direction to ancillary staff and/or classroom teachers as assigned; provide consultation/collaboration with parents, educational staff and outside agencies.
- Attend various meetings, in-service trainings and conferences; develop and implement training opportunities and in-services for parents and education staff; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's or Master's degree from an approved occupational therapy program consistent with licensing requirements and two years of school-based occupational therapy experience including experience in the IEP process.

Licenses and other Requirements

- Registration by the National Board for Certification in Occupational Therapy.
- Valid Occupational Therapy Association of California license.
- Valid First Aid and CPR certifications issued by an authorized agency.
- Valid California class C driver's license and evidence of appropriate insurance may be required.

Knowledge of:

- Occupational therapy theory, assessment and treatment strategies, techniques and methodologies in educational settings using evidence based practices.
- Applicable laws and regulations concerning medical records, occupational therapeutic services and IDEA.
- Child development and developmental disabilities, diagnosis and syndromes, and applicable treatment and techniques.
- Applicable sections of the State Education Code and special education relative to occupational therapy services.
- Community resources and services.
- Ergonomics, environmental accessibility, medical and school accommodations.
- Educational and developmental needs of children with disabilities.
- Occupational therapy assessment tools and techniques.
- Record-keeping, filing, research and report preparation techniques.
- Operation of a variety of office equipment, a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Proper lifting techniques.
- Technical aspects of field of specialty.
- First aid and CPR techniques.

Ability to:

- Provide assessment, consultation, direct and indirect occupational therapy treatment and services to students with varying abilities and special needs.
- Explain the processes and procedures as they apply to the occupational therapy program.
- Develop and conduct sensory-motor focused interventions.
- Communicate effectively both orally and in writing with students, parents, staff, and other community agencies.
- Implement IEPs and appropriate treatment plans.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Maintain records and prepare reports.
- Maintain current knowledge of technical advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom environment.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate therapy equipment and a computer keyboard, and work with students on fine motor skills.
- Reaching overhead, above the shoulders and horizontally to utilize therapy equipment.
- Sitting or standing for extended periods of time while working with students.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Carrying, pushing or pulling wheelchairs, mobility toys and other equipment.
- Lifting and carrying moderately heavy objects and adaptive equipment.

Hazards:

- Potential contact with dissatisfied or abusive individuals.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: Licensed Professionals Salary Schedule

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

OFFICE ASSISTANT

DEFINITION:

Under the direction of the Principal or Director, assist School Administrative Assistant IV and perform a variety of general clerical support tasks to the school or department office, including registration, student attendance and verification of absences for teaching staff; prepare a variety of reports, records and documents; provide excellent customer service by answering phones and greeting and assisting students, parents, staff and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials; process new student referrals and registration according to established procedures.; record student attendance and absences; enter and maintain student and attendance databases as assigned; enter various student information and make changes as needed; maintain and post attendance data as assigned; compile data and generate related reports.
- Enter student data into District database; monitor and record student attendance; prepare tardy slips; respond to calls from parents for absent students; prepare and send out attendance and truancy letters; provide front desk support; answer inquiries from students, visitors, staff and parents.
- Assist with the processing and monitoring staff attendance data including absences and related data; verify purpose for teacher absences; enter absence information in assigned computer system; generate computerized lists and reports as requested; review input and output data for accuracy.
- Process requests for student cumulative records; prepare incoming and outgoing cumulative records; file state testing reports in student cumulative records.
- Schedule and arrange appointments, conferences and meetings as directed; distribute notices of meetings; maintain school or other program calendars.
- Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies.
- Monitor and report chronic absences and tardies to site administrator and school counselor; enter student discipline data into District database.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of general clerical experience.

Knowledge of:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary; basic math.

- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of diversified clerical and record-keeping duties in support of an assigned school office or program.
- Answer telephones and greet the public courteously.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
- Maintain records and prepare reports.
- Type or input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Receive, sort and distribute mail.
- Add, subtract, multiply and divide quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast paced work environment with changing needs.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

Hazards:

- Dissatisfied and hostile individuals.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 19

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PARAEDUCATOR

DEFINITION:

Under the direction of the Site Administrator, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Tutor and lead individual or small groups of students, reinforcing instruction in basic academic subjects as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.
- Perform a variety of clerical duties and supportive tasks in support of classroom activities such as preparing, copying and filing instructional materials.
- Assist students in completing classroom assignments, homework and projects in various academic subjects.
- Assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Observe, guide and support student behavior in the classroom according to approved procedures; monitor students during outdoor activities as directed; report progress regarding student performance and behavior; escort students to and from designated school locations.
- Set up work areas, supplies and equipment in the classroom for student use.
- Administer various tests or assessments as directed by teacher; correct daily assignments.
- Operate a variety of classroom and office equipment including audiovisual equipment, a computer and assigned software.
- Assure the health and safety of students by following established District policies practices and procedures; maintain classroom learning environment in a safe, orderly and clean manner.
- Communicate with teachers, support staff, personnel and others to exchange information and resolve issues or concerns; provide coordinators, teachers, and school administrators with relevant feedback and information on students' progress through observation and daily contact.
- Maintain confidentiality of student information; prepare files, logs and documentation as required.
- Attend meetings and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and experience working with children. College coursework in psychology, elementary education, child growth and development may be substituted for experience.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
    - Completed at least two years of study at an institution of higher education or,
    - Obtained an associate's or higher degree (college level) or,

- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements

- Some candidates in this classification may be required to speak, read and write in English and other target language.

Knowledge of:

- Child guidance principles and practices.
- Application of curriculum as it applies to individual differences with children, positive student behavior management techniques and strategies.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Basic computer and internet skills.
- Basic arithmetic concepts.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Tutor and assist students with reading, writing and math activities as assigned.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with students and adults.
- Communicate effectively both orally and in writing.
- Perform arithmetic calculations quickly and accurately.
- Maintain confidentiality of student information.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom/Outdoor environment.

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

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.

- Hearing and speaking to exchange information.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 17

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PARAEDUCATOR-ACADEMIC INTERVENTION

DEFINITION:

Under the direction of the Site Administrator, reinforce instruction to individual or small groups of students in a classroom or assigned learning environment; tutor students in specific areas of reading intervention, language, math and possibly in conjunction with a computer based tutorial program; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Tutor and lead students in the specific areas of reading intervention, language and math; reinforce instruction to individual or small groups of students; monitor and oversee student drills, practices and assignments.
- Perform a variety of clerical duties and supportive tasks in support of classroom activities such as preparing, copying and filing instructional materials.
- Assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Observe, guide and support student behavior in the classroom according to approved procedures; report progress regarding student performance and behavior; escort students to and from designated school locations.
- Set up work areas, supplies and equipment in the classroom for student use; administer various tests or assessments as directed by teacher; correct daily assignments; collect data.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Assure the health and safety of students by following established District policies practices and procedures; maintain classroom learning environment in a safe, orderly and clean manner.
- Communicate with teachers, support staff and others to exchange information and resolve issues or concerns; provide teachers, and school administrators with relevant feedback and information on students' progress through observation and daily contact.
- Enroll, administer, monitor students using online intervention programs.
- Maintain confidentiality of student information; prepare files, logs and documentation as required.
- Attend meetings, professional development and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years' experience working with children in an educational or organized learning environment. College course work in psychology, elementary education, child growth and development may be substituted for experience.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
    - Completed at least two years of study at an institution of higher education or,
    - Obtained an associate's or higher degree (college level) or,

- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements

- Some incumbents in this classification may be required to speak, read and write in English or other target language.

Knowledge of:

- Child guidance principles and practices.
- Application of curriculum as it applies to individual differences with children, positive student behavior management techniques and strategies.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- intermediate computer and internet skills.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Basic arithmetic concepts.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Tutor students in the specific areas of reading intervention, language or math.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with students and adults.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain records and files.
- Perform routine arithmetical calculations
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom environment.

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

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 25

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PARAEDUCATOR-AFTER SCHOOL PROGRAMS

DEFINITION:

Under the direction of the Site Administrator and supervision of the After School Program Coordinator, assist in the supervision students at an assigned school site during after school enrichment programs; tutor individual or small groups of students reinforcing instruction and supporting students in homework completion; observe and manage behavior of students during educational and recreational activities; co-create and collaborate to contribute to an after school environment that promotes students' academic, social and emotional growth and well-being; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in reinforcing instruction to individuals or small groups of students in a classroom or outdoor learning environment to help develop and strengthen students' academic success and social and emotional development; assist in the preparation of instructional materials and implementation of lesson plans, enrichment activities, recreational activities, and instructional programs.
- Ensure the health and safety of students by following established school policies, practices, procedures and behavior expectations during after school programs; observe, guide and support student behavior during educational and recreational activities; maintain classroom discipline in a positive manner; implement approved positive reinforcement techniques and strategies to manage behavior; monitor and interact with students during indoor and outdoor activities.
- Perform a variety of clerical duties in support of classroom activities such as preparing, duplicating and filing; observe, track, and report each student's progress.
- Maintain related documents and records such as attendance logs, sign-in sheets and reports; prepare instructional materials, lessons, charts, and displays as instructed.
- Maintain classrooms and equipment; set up recreational equipment and instructional materials; return classroom furniture and supplies to agreed upon configuration.
- Operate a variety of classroom, audiovisual equipment and office equipment including a computer and assigned software; input data into an assigned computer program; initiate and receive telephone calls; send and receive emails.
- Communicate with After School Program Coordinator, Site Administrators, teachers, personnel and parents to exchange information and resolve issues or concerns related to student behavior, student homework and program activities.
- Identify and report safety hazards on site or suspected child abuse to appropriate personnel as necessary.
- Attend meetings and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years experience working with children in an educational or organized learning environment. College coursework in psychology, recreation, child growth and development and education may be substituted for experience.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
    - Completed at least two years of study at an institution of higher education or,
    - Obtained an associate's or higher degree (college level) or,
    - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements:

- Some incumbents in this classification may be required to speak, read and write in English or other target language.
- Valid First Aid certification (preferred).

Knowledge of:

- Child guidance principles and practices.
- Safe practices in classroom and outdoor activities.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Applicable laws, codes, regulations, policies, procedures objectives related to position.
- General instructional techniques and strategies related to after school programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Educational and recreational practices and procedures and appropriate student conduct.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Intermediate computer and internet skills.
- High school math concepts.
- Behavior management and motivation techniques.
- Health and safety practices and procedures.
- Basic record keeping methods and procedures.

Ability to:

- Assist in the planning and implementation of educational and recreational program activities.
- Assist students in completing homework assignments.
- Oversee and interact with students during recreational and other after-school activities.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Train and provide work direction to assigned program staff.
- Maintain routine records related to assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Perform arithmetic calculations quickly and accurately.

- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom environment.

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

- Dexterity of hands and fingers to operate standard office, classroom and recreational equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders.
- Bending at the waist, kneeling or crouching to assist students.
- Lifting and carrying light objects as assigned by the position.

Hazards:

- Potential contact with blood and other body fluids.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 25

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PARAEDUCATOR-SPECIAL EDUCATION

DEFINITION:

Under the direction of the Site Administrator or Director-Special Education, assist a certificated teacher in reinforcing instruction to individuals or small groups of students with special needs assigned to a Resource Specialist Program (RSP), Special Day Class (SDC) or general education classroom environment; assist in the preparation of instructional materials and implementation of Individual Education Plans (IEPs); assist in the presentation and preparation of learning materials, lesson plans and instructional exercises; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Tutor and lead individuals or small groups of students with special needs; reinforce instruction in a variety of academic subjects as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; assist students in completing classroom assignments, homework and projects.
- Assist a teacher with the implementation of Individualized Education Plans (IEP); assist assigned students in reaching IEP academic, emotional, social, physical and behavioral goals; adapt and adjust curriculum to accommodate individual student learning needs as directed by the teacher.
- Perform a variety of clerical duties and supportive tasks in support of classroom activities such as preparing, copying and filing instructional materials.
- Assist students with performing and developing academic, social, behavioral skills; assist in shaping students' behavior through positive reinforcement, redirection and other strategies; support student self-care and toileting routines as needed.
- Assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Observe, guide and support student behavior in the classroom according to approved procedures; monitor and interact with students during outdoor, field trips, and other recreational activities as directed; accompany and assist students to in mainstream classes; report progress regarding student performance and behavior; escort students to and from designated school locations.
- Set up work areas, supplies and equipment in the classroom for student use; administer various tests or assessments as directed by teacher; correct daily assignments.
- Assist students in the operation of a variety of instructional technology as required; set up computers for assigned students.
- Operate a variety of classroom and office equipment including audiovisual equipment, a computer and assigned software.
- Assure the health and safety of students by following established District policies practices and procedures; maintain classroom learning environment in a safe, orderly and clean manner.
- Communicate and collaborate with teachers, case managers, support staff, personnel and others to exchange information and resolve issues or concerns regarding student behavior and progress; contact parents/guardians to schedule IEP's and other meetings.
- Maintain confidentiality of student information; prepare files, logs and documentation as required.
- Attend meetings and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years' experience working with children in an educational or organized learning environment. College coursework in psychology, special education, child growth and development may be substituted for experience.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
    - Completed at least two years of study at an institution of higher education or,
    - Obtained an associate's or higher degree (college level) or,
    - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements

- Some incumbents in this classification may be required to speak, read and write in English and Spanish.
- Valid First Aid certification (preferred).

Knowledge of:

- Child guidance principles and practices.
- Application of curriculum as it applies to individual differences with children, positive student behavior management techniques and strategies.
- Child growth, development and behavioral characteristics of students with special needs.
- Basic principles, goals and objectives of Individual Education Plans (IEP).
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Intermediate computer and internet skills.
- High school level math concepts.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Tutor and assist with reading, writing and math activities at grade level as assigned.

- Participate as member of a team supporting students' progress and IEP objectives.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Understand and relate to students with special needs.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Support student self-care and toileting routines as needed.
- Observe health and safety regulations.
- Maintain records and files.
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom/Outdoor environment.

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

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Lifting, carrying, or pushing moderately heavy objects
- Hearing and speaking to exchange information.

Hazards:

- Potential contact with dissatisfied individuals.
- Potential contact with blood and other body fluids.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 25

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PARAEDUCATOR-HOME BASED PRESCHOOL

DEFINITION:

Under the direction of the Curriculum Director, plan, organize and implement approved appropriate curriculum for the development of migrant children (ages 3-5) enrolled in the District's home-based preschool program; collaborate on a one-to-one basis with the primary caregiver of the child following state and federal standards; provide supervision, care, assessment and learning activities to preschool-age children in a home-based environment; prepare instructional materials and activities to develop and enhance academic success, social and emotional development and language skills among assigned children; communicate effectively both orally and in writing in English and Spanish; perform a variety of clerical and supportive tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and implement approved curriculum for the development of children enrolled in the District's home-based preschool program; integrate the educational aspects of the District's various Migrant Education Program components; develop goals and objectives consistent with student needs to develop and strengthen academic success and social and emotional development.
- Monitor, assess and adjust learning activities in response to the progress, needs and interests of children; engage and involve caregivers in the educational activities of the program.
- Train and assist caregivers with increasing knowledge, understanding, skills and experience in child growth and development.
- Administer screenings and tests by program standards mandated by State and Federal Performance standards; submit assessments to appropriate County Office of Education Supervisors.
- Translate for teachers, staff or non-English speaking parents as needed.
- Collaborate on a one-to-one basis with the primary caregiver of the child following state and federal standards; provide supervision, care and learning activities to preschool-age children in a home-based environment in accordance with established guidelines, standards and requirements.
- Observe, model, and follow up behavior shaping and reinforcement strategies.
- Provides oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to Spanish.
- Set up and prepare materials to promote student learning; prepare and set up the home-based preschool classroom space for daily lessons and child care activities.
- Perform a variety of clerical and supportive tasks; prepare and maintain various records, reports attendance logs and files related to children, assessment, progress, lesson plans and assigned activities.
- Operate a variety of standard office equipment including a computer and assigned software.
- Communicate with parents, school personnel to provide feedback regarding students, coordinate activities, resolve issues and conflicts and exchange information.
- Drive a vehicle to conduct work including home visits.
- Implement all requirements according to the State and Federal Performance standards and acquires all knowledge of the Migrant Education School Readiness Preschool program standards.
- Participate in meetings and attend in-services and other training programs as assigned; conduct parent workshops as directed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by 24 units of college-level course work in early childhood education and two years experience working with preschool-age children in an educational or organized learning environment. College course work in early childhood education may be substituted for experience.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
    - Completed at least two years of study at an institution of higher education or,
    - Obtained an associate's or higher degree (college level) or,
    - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements:

- Valid Associate Teacher Child Development Permit.
- Valid California Class C driver's license and evidence of appropriate insurance.
- Incumbents in this classification are required to speak, read and write in English or other target languages.

Identified Target Languages:

Spanish, Portuguese, Cambodian, Cantonese, Mandarin, Vietnamese, Thai, Tagalog, Ilocano, and Japanese.

Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool-age children.
- Early childhood curriculum areas and appropriate methods for implementation and assessment.
- Instructional methods, techniques and strategies related to early childhood education.
- District policies, regulations and procedures.
- Correct oral and written usage of English and a designated second language.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.
- Policies and objectives of assigned program and activities.
- Record-keeping and report preparation techniques.
- Oral and written communications skills.
- Health and safety regulations.

Ability to:

- Plan, organize and implement approved curriculum for the development of children enrolled in a District home based preschool program.
- Provide supervision, care and learning activities to preschool-age children in a classroom environment.
- Assist in the development of daily lesson plans in accordance with established policies.
- Monitor, assess and adjust learning activities in response to child progress, needs and interests.
- Communicate effectively both orally and in writing in English and Spanish.

- Administer testing and assessments of students.
- Observe and evaluate student learning.
- Plan and organize work.
- Demonstrate cross-cultural sensitivity and respect.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Train and provide guidance to caregivers.
- Operate a variety of office equipment including a computer and assigned software.
- Work independently with little direction.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work and to make home visits.

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

- Dexterity of hands and fingers to operate standard office equipment.
- Sitting, standing or walking for extended periods of time.
- Bending at the waist, kneeling or crouching to assist children.
- Seeing to read a variety of materials and monitor children's activities.
- Hearing and speaking to exchange information and make presentations.
- Reaching overhead, above the shoulders and horizontally.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 25

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PARENT/COMMUNITY OUTREACH COORDINATOR

DEFINITION:

Under the direction of the Site Administrator, serve as a liaison between the district personnel, students, parents, community and public agencies; may perform supplementary paraprofessional duties in the areas of attendance, discipline and health; coordinate and conduct various community engagement activities to support the academic achievement of students; communicate effectively both orally and in writing in English and Spanish.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and maintain communication between District personnel, families and community to maximize the students' educational and social growth; may interpret and translate flyers, forms, information and resources for Spanish speaking students and families; assist students and families complete required District forms, emergency cards; coordinate activities and serve as liaison and resource person to students, parents and community.
- Assist parents and families with referrals and access to community and social services resources; assist families in coping with their child's social/emotional needs, motivate students to succeed academically; assist families in completing application for services; facilitate families in securing bus passes; update lists and student information on computer system as required.
- Connect families with family engagement opportunities and assist in the coordination various special events as assigned; evaluate events for attendance, community partner participation and funds raised.
- Coordinate, recruit and actively participate in parent advisory programs such as ELAC, DLAC, Site Council, school-joint ventures and related committee meetings; schedule and facilitate individual parent meetings; assist in implementing specific school assistance programs.
- Assist in administering specific school support programs by monitoring programs, goals and objectives; coordinate presentations at community sites; attend monthly coordinator meetings, as scheduled.
- Assist in scheduling Parent-Teacher conferences; coordinate child care services during scheduled meetings; interpret and translate during meetings, school-wide events and consultations for Individual Education Plans.
- Make calls to parents and community members in English and Spanish; coordinate volunteer outreach.
- May assist front office staff in making copies, processing tardy slips, student absences from campus and parent questions; direct and assist office volunteers; make calls to parents for child pick up.
- Establish and maintain record keeping systems, logs and calendars, programs' progress, students' attendance; write reports and updates as necessary; maintain confidentiality of student information.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate with administrator, counselors, teachers, parents, students and the community to exchange information and resolve issues or concerns.
- Assist administration with special projects, surveys and reports as needed.
- Participate in available training or professional development.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in education, social service, behavioral science or related field and two years of experience working with culturally diverse school age youth, their parents and the community or as a primary communicator/coordinator for an organization.

Licenses and other Requirements

- Incumbents in this classification are required to speak, read and write in English and Spanish or target language.

Knowledge of:

- Community served by the district.
- Positive parenting techniques.
- Conflict resolution skills.
- Child growth and development.
- Applicable laws, codes, regulations, policies and procedures.
- State rules and regulations about student attendance.
- Identification of students with substance abuse problems.
- Awareness of the availability of community services dealing with substance and child abuse.
- Modern office practices, procedures and equipment.
- Correct oral and written usage of English and a designated second language.
- District organization, operations, regulations, policies and objectives related to position.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of office equipment, a computer and assigned software.

Ability to:

- Perform liaison duties between the District, students, parents, families, community and outside organizations.
- Communicate effectively both orally and in writing in English and a designated second language.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain records and prepare reports.
- Read, interpret and follow rules, regulations, policies and procedures.
- Perform a wide variety of clerical functions in support of school office activities.
- Serve as a liaison between personnel, families, community resources and the public to assure smooth and efficient communications related to District programs, activities, procedures and regulations.
- Read, write, translate and interpret English and a designated second language.
- Work independently with little direction.
- Compose correspondence and written materials independently or from oral instructions.
- Type or input data at an acceptable rate of speed.
- Refer families to appropriate local agencies or school services.
- Maintain confidentiality of student information.
- Understand and resolve issues, complaints or problems.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Plan and organize work.
- Assist in health office and perform routine first aid as needed.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced work environment with changing needs.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting, standing or walking for extended periods of time.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead and above shoulders.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 27

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PRIMARY INTERVENTION STUDENT ASSISTANT

DEFINITION:

Under the direction of the Director-Student Services, provide primary intervention to individual students (TK-3rd grade) through non directive expressive play sessions that are designed to establish a positive meaningful relationship to reduce school adjustment problems; observe and monitor student behavior and document progress; perform a variety of clerical and supportive tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist students referred to an assigned primary intervention with improving emotional development through non-directive and creative play; help build confidence and self-esteem in children through one-to-one and/or group interactions; enhance the social and emotional development of students by fostering healthy concepts and helping them build and improve social skills.
- Assist in the screening, assessment, selection and scheduling of identified students who are referred to or qualify for primary intervention program services.
- Utilize conversation, creative play materials, games, and other approaches to achieve identified goals with individual students.
- Observe and monitor student communication and behavior; document student behavior, progress and communication in the playroom and outdoor environments; assist students in achieving emotional development goals and meeting established school standards.
- Perform a variety of clerical and supportive tasks; compile data; maintain records, logs; session tracking sheets as directed; prepare play session materials.
- Establish rapport and meaningful relationships with referred children to reduce dysfunctional behavior in and outside the classroom; converse with children and establish an atmosphere to encourage their expression of feelings and ideas.
- Assure the health and safety of students by following established practices and procedures; maintain playroom and other learning environments in a safe, orderly and clean manner; clean and repair toys.
- Operate a variety of office equipment including a computer and assigned software; operate and maintain a variety of playroom toys.
- Communicate with teachers, counselors, school personnel to provide feedback regarding students, coordinate activities, resolve issues and conflicts and exchange information.
- Participate in meetings and attend in-services and other training programs as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one years' experience working with children in an educational or organized learning environment; college course work in psychology, child growth and development or education may be substituted for experience.

Knowledge of:

- Student recreation activities involving sports, games, arts, crafts and techniques.

- Child guidance principles and practices.
- Positive reinforcement strategies.
- Problems and concerns of students with adjustment issues and low self-esteem.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office equipment, practices and techniques.
- Operation of play therapy toys and tools.
- Basic filing and record keeping methods.
- Safe practices in classroom activities.
- Classroom procedures and appropriate student conduct.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Provide non-directive expressive play sessions.
- Work with students with dysfunctional behavior, adjustment issues and low self-esteem to change, alter and improve student self-confidence and social interaction skills.
- Monitor, supervise and report student behavior and progress according to approved policies and procedures.
- Remain calm and demonstrate patience in stressful situations
- Relate to a diverse population.
- Perform a variety of clerical duties.
- Operate a variety of office equipment including a computer and assigned software.
- Demonstrate an understanding, patient, and receptive attitude toward children.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with students and others.
- Observe health and safety regulations.
- Maintain records and files.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom/Outdoor environment.

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

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 25

Revised: 12/08/93; 09/17/98

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PROGRAM ACCOUNT TECHNICIAN- FOOD NUTRITION & SERVICE

DEFINITION:

Under the direction of the Director-Food Service & Nutrition, perform a wide variety of technical accounting and operational support functions in support of the Food Nutrition & Service program; develop and maintain various financial records; receive deposits and disbursements; maintain contracts and submit required financial information to county, state and federal agencies according to funding mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a wide variety of technical accounting activities; prepare financial statements; ensure appropriate financial procedures and practices with accepted accounting principles, applicable regulations and adopted procedures.
- Monitor and process online applications; print student identification cards; record and enter all purchased products from invoices to inventory list; prepare site money deposits for delivery; ensure computer equipment checks.
- Ensure payment of District bills; maintain and send outstanding account balance memos; ensure daily bank deposits; enter sales into computerized system of student purchases; post data into general ledger and other computerized accounting system.
- Set up and maintain fiscal records on all assigned accounts; prepare, monitor and process purchase orders; set up new accounts as needed; submit authorization for payment to District Office once discrepancies have been resolved.
- Receive, verify and deposit funds for state, federal and local grants and other funding sources; maintain accurate records of transactions.
- Reconcile meal counts, including snack and supper; compare attendance factor report to meals served; complete monthly reports on computerized accounting system; calculate and enter snack sales.
- Balance bank account and vendor statements; complete CALPADS direct certifications; prepare catering invoices; balance outstanding accounts.
- Maintain program budget; update P&L report; prepare and transfer program funds as needed; prepare and transfer sales funds to County accounts.
- Prepare and pay monthly tax reports; participate in monthly secretary meeting; request budget transfers as needed.
- Respond to questions regarding interpretation of regulations, contracts, District policies and accounting procedures.
- Provide operational support to a District program; perform public relations and communication services; screen and route telephone calls, take and relay messages as appropriate; send and receive emails.
- Receive visitors, including administrators, staff and the public; provide or direct to appropriate personnel; exercise independent judgement in resolving a variety of issues and refer difficult issues to the Director as necessary; provide technical information and assistance related to program operations, policies and procedures.
- Monitor and maintain a variety of data, records and reports related to District program, financial activity, student information personnel and assigned duties; track hours for and expenditures in funding accounts and within received grant funds; ensure accuracy and completeness of data, records and reports; establish and maintain filing systems.
- Maintain records of employee timesheets and payroll entries; create “extra work” timesheets; enter employee hours and extra work completed into timesheet information system.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and at least two years experience in accounting or related field. Bachelor's degree can be substituted for experience.

Knowledge of:

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting, program and business functions.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical accounting and operation support duties in support of the Food Service & Nutrition program.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Receive, review and process program purchase orders and invoices.
- Monitor and audit income and expenditures.
- Type and input data at an acceptable rate of speed.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 33

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PROGRAM COORDINATOR-AFTER SCHOOL PROGRAMS

DEFINITION:

Under the direction of the Site Administrator, plan, organize, coordinate and implement the daily operations and activities of the after school programs; oversee and facilitate enrollment, attendance, notices, calendaring and audits; provide academic and behavioral support for students enrolled in assigned programs; develop and implement academic and enrichment activities for children participating in After School programs; provide leadership, training, guidance and direction to assigned personnel to support the program's vision for participants; create and maintain necessary records, files, and reports for an assigned program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and implement the daily operations and activities of the District's after school programs; collaborate with administrators, teachers and other personnel to assure programs comply with licensing requirements, grant requirements, State and federal laws, rules and regulations.
- Provide academic and behavioral support for students enrolled in assigned programs; develop and implement academic and enrichment activities for children participating in Afterschool programs; plan and develop indoor and outdoor activities and routines; oversee curriculum delivery and ensure alignment with the regular school day academic efforts and state standards.
- Monitor and review staff time sheets, delivery of lessons, and performance; monitor and provide input to site principal in the evaluation of program support staff; serve as a District liaison in absence of other school personnel after school.
- Coordinate schedules for students, paraprofessionals, enrichment providers, agency personnel and volunteers.
- Confirm that students are signed in/out daily and that parents use appropriate sign out procedures, ensuring safe student release to appropriate parties.
- Observe, guide and support positive student behavior in the classroom during assigned after school programs according to approved District policies and procedures; report progress regarding student performance and behavior.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Order, receive, distribute and store after school program snacks, meals, supplies and equipment; follow food ordering procedures; monitor and assure safe food handling protocol by staff and students.
- Prepare and maintain a variety of reports, records and files related to personnel and program activities including attendance and enrollment; generate and maintain spreadsheets.
- Provide basic first aid according to established policies, procedures and directions; maintain required logs or reports of ill or injured students.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; maintain communication with parents and families regarding program and individual student needs.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.
- Attend and participate in meetings and in-service trainings as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years experience working with children in an organized or learning environment including some experience conducting educational program activities.
- Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:
    - Completed at least two years of study at an institution of higher education OR
    - Obtained an associate's or higher degree (college level) OR
    - Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements

- Valid Class C California Driver's License.
- Valid First Aid and CPR Certificate.
- Bilingualism in a designated second language other than English preferred.

Knowledge of:

- Planning, organization, coordination and implementation of After School programs, activities and services.
- Student instructional and recreational activities.
- Basic instructional methods and techniques.
- Principles and practices of training.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Applicable laws, codes, regulations, policies and procedures.
- Student behavior management strategies.
- Supervision techniques to provide clear direction and effective support to program support staff and students.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Community service organizations.
- Basic first aid principles and techniques.
- Oral and written presentations techniques.

Ability to:

- Train, and provide guidance and direction to assigned personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain records and files.

- Learn policies, program, and grant requirements and apply them with good judgment in a variety of procedural situations.
- Maintain accurate records and prepare reports.
- Prepare and present oral presentations.
- Work independently and constructively contribute to a collaborative team.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Fast-paced work environment with changing needs.

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

- Dexterity of hands and fingers to operate standard office equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 34

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PROGRAM SUPPORT ASSISTANT

DEFINITION:

Under the direction of the department administrator, perform a variety of clerical duties related to support of an assigned school resource program and related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and perform a variety of administrative support and technical duties in support of the day-to-day operations of assigned program and coordination of component functions.
- Compile information and prepare and maintain a variety or records and reports related to students, participation, enrollment and assigned activities; establish and maintain filing systems; prepare and distribute a variety of correspondence, forms and other documents pertaining to program activities.
- Compose and prepare reports, correspondence, memorandum and other written documents for assigned program; distribute information concerning program functions and monthly budget.
- Maintain routine records, logs and files related to resource or related center use; assist in the coordination and dissemination of reports; respond to inquiries and requests for information; collect timesheets from program staff; create agendas for required monthly meetings.

Migrant Student Services:

- Plan, coordinate and monitor grant funding for Migrant Student program; monitor and manage student data, including eligibility of services; compile requested data into program reports and records.
- Monitor program expenditures; budget summer and regular school year services; maintain records of invoices, mileage reimbursements, contract work agreements.
- Coordinate Parent Advisory Committee meetings and parent education programs for preschoolers to out of school youth; plan and coordinate supplemental summer school services; manage student assessments.
- Communicate with parents, students, site administrators to monitor student progress, invite to special events, and provide information of Migrant Student Services.

Transportation Services:

- Utilize two-way radio to maintain constant contact with bus drivers; respond to calls from parents regarding bus routes and schedules; communicate with classroom teachers regarding bus schedules; relay accident and emergency medical information to CHP, Fire Department, District staff, and parents; maintain flow of operations and communications of Transportation Department in absence of the Supervisor-Transportation.
- Process requisitions; manage purchase and change orders; monitor monies available; arrange for budget transfers; log in invoices; submit for payments.
- Serve as communication and logistics central contact for school bus routes, schedules and operational activities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of clerical experience with frequent public contact.

  Bilingualism in a designated second language is preferred.

Knowledge of:

- District practices, procedures and terminology.
- Instructional reference materials and sources.
- Books and materials appropriate for specific ages and grade levels.
- Filing, indexing and inventory procedures.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students.
- Principles of training and providing work direction.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic research methods.
- Basic computer operations.

Ability to:

- Provide instructional resource services and assistance to students and staff.
- Utilize a two-way radio as needed by assignment.
- Maintain instructional materials inventory and related records.
- Provide circulation desk services and shelve resource materials.
- Provide research skills and orientation.
- Apply and explain District rules, regulations and policies.
- Process a variety of instructional materials.
- Train and provide work direction to others.
- Basic operation of a computer terminal and data entry techniques.
- Perform clerical duties such as filing, duplications and typing.
- Maintain resource site in a neat and orderly condition.
- Work independently with little direction.
- Establish and maintain effective working relationships with others and maintain regular attendance.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Fast paced work environment with changing needs.

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

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended period of time.
- Reaching overhead and above shoulders.
- Repetitive hand and body motions.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 22

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

REGISTRAR

DEFINITION:

Under the direction of the Site Administrator, perform various specialized duties in the preparation and maintenance of manual and automated scholastic records, transcripts and cumulative files; record grades for incoming students; update grades in computer system; obtain and respond to requests for student records, transcripts and information; assist with enrollment and registration of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform various specialized and responsible duties in the preparation, and maintenance of manual and automated scholastic records, school transcripts and student ingoing and outgoing cumulative files; utilize computer system to record and make grade changes for incoming and current students.
- Provide grade and education verification for employment and school transfer purposes; maintain record of education verification consent form indicating requesting agency and reason for request.
- Establish and maintain permanent student records; enter transcripts into computer data system; review and alter grades as needed.
- Request student records for incoming students; maintain record of transcript requests and process fees for transcripts as necessary; process registration requests, new enrollments and withdrawals according to established procedures; process transcript requests for current and former students.
- Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data; assist with printing and preparing transcripts for mailing.
- Organize or assist School Admin. Asst. III to schedule shadow and site visits for student visits to District secondary schools; maintain record of student shadow visit requests; prepare lists of graduating students; order diplomas and certificates; prepare for senior awards night.
- Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to school activities, senior graduation status, student demographics and related information; disseminate materials and information to students, staff, parents and the public according to established procedures.
- Assist parents in accessing student information portal.
- Support in enrolling and registering students; support counselors in assisting students.
- Communicate with personnel, administrators and various outside agencies and schools to exchange information and resolve issues and concerns; respond to teacher requests for student information accordingly.
- Initiate and receive telephone calls, greet visitors politely and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Assist School Administrative Assistant III and Counseling Secretary.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of clerical experience or a four-year college degree.

  Bilingualism in a designated second language may be preferred.

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures.
- Transcript evaluation, maintenance and processing methods, procedures and guidelines.
- State and organizational requirements for graduation.
- Modern office practices, procedures and equipment.
- Record-keeping, report preparation and filing techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Data entry techniques.

Ability to:

- Prepare, maintain, modify and evaluate manual and automated scholastic records.
- Obtain and respond to requests for student records and information.
- Monitor and assess student records to identify graduation deficiencies and eligibilities.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Determine appropriate action within clearly defined guidelines.
- Answer telephones and greet the public courteously.
- Type or input data at an acceptable rate of speed.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and timelines.
- Maintain confidentiality of sensitive and privileged information.
- Compile, assemble, verify and prepare data for records and reports.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast paced work environment with changing needs.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing and pulling light objects.
- Reaching overhead and above shoulders to retrieve and store files.

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

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 28

Revised: 02/06/2018

SANTA CRUZ CITY SCHOOLS DISTRICT

AGENDA ITEM: Resolution 18-17-18 Layoff/Reduction of Hours/Months in the Classified Service.

MEETING DATE: April 25, 2018

FROM: Molly Parks, Assistant Superintendent Human Resources

THROUGH: Kris Munro, Superintendent

Recommendation:
To approve Resolution 18-17-18 to layoff/reduce hours/months in the classified service as submitted in order to meet 2018-19 budget reductions, necessitated by lack of funding or program changes.

Background:
Santa Cruz City Schools will follow 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. The timeline and process identified in those documents will be properly followed. 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.

Accompanist (Soquel High) – Donation funded position. Due to parent and program funding, this position is uncertain at this time.

Grant Coordinator (Soquel High) – Due to continued decline in GMEC (Green Manufacturing, Engineering, & Construction Career Pathways Program) enrollment, the school can no longer comply with all of the requirements of the grant. Although the CTE classes will continue, the blocked academic coursework will not continue; therefore, the need for a Grant Coordinator has been eliminated.

Learning Assistant (Gault) – Due to program needs and projected reduction in Title 1, this position is being eliminated.

Primary Intervention Student Assistants "PIP" (Bay View, DeLaveaga, Gault, Westlake) – Because Medi-Cal funding for Positive Behavioral Interventions and Support Instructional Technicians (PBIS ITs) was reduced, it was determined that the PBIS positions more directly supported the concerns expressed by elementary teachers and school leaders for classroom behavior support. The Primary Intervention Student Assistant program served an important purpose before we implemented our PBIS program which includes the second step curriculum and school counseling groups to support student social emotional development. Currently, PBIS ITs better reflect the changing needs of students.

Speech and Language Assistant (Special Ed) – Due to a reduction in Medi-Cal funding, this position is being eliminated.

Instructional Technician-Home-Based Preschool (CIA) – Due to a reduction in Migrant funding, this position is being reduced.

Fiscal Impact:
Reducing or discontinuing the positions itemized in Board Resolution 8.5.3.2 will help the district remain fiscally sound.

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

SANTA CRUZ CITY SCHOOLS
RESOLUTION 8.5.3.2
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 2018-2019 school year.

LAYOFF OF POSITIONS:

Qty	Site	Classification	Mos	Hrs	FTE	Funding Source	Cost Savings
1	Soquel High	Accompanist	9	12.5	0.3125	Donations	$10,384.00
1	Soquel High	Grant Coordinator	10	10	0.25	GMEC	$16,252.00
1	Gault	Learning Assistant	9	15	0.375	Title 1	$9,594.00
1	Bay View	Primary Intervention Student Assistant	9	15	0.375	LCFF Supplemental	$9,320.00
1	DeLaveaga	Primary Intervention Student Assistant	9	15	0.375	LCFF Supplemental	$17,251.00
1	Gault	Primary Intervention Student Assistant	9	15	0.375	LCFF Supplemental	$16,830.00
1	Westlake	Primary Intervention Student Assistant	9	15	0.375	LCFF Supplemental	$9,320.00
1	Special Ed	Speech/Language Pathology Assistant	9	30	0.75	Medi-Cal	$43,461.00

REDUCTION IN HOURS:

Qty	Site	Classification		Mos	Hrs	FTE	Funding Source	Cost Savings
1	CIA	Instructional Technician-Home-Based Preschool	*from*	9	40	1	Migrant	$29,340.00
			to	9	24	0.6		

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, 2018.

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 25th day of April 2018, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Claudia Vestal, President_____Date _____.
SCCS Board of Education

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Board Policy Updates

MEETING DATE: April 25, 2018

FROM: Kris Munro, Superintendent

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

BACKGROUND:
Policies are submitted through the GAMUT online board policy book updating process, which uses CSBA recommendations for review and change approximately six times per year in participating districts. These recommendations reflect recent changes in education code and/or case law. The policies have been reviewed by staff to ensure that any required customization for Santa Cruz City Schools has been included.

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

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

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

POLICY GUIDE SHEET
December 2017
Page 1 of 2

BP 0420.4 - Charter School Authorization
(BP revised)

Policy updated to delete material regarding the conversion of a low-performing school into a charter school when petitioned by parents/guardians under the Parent Empowerment Act, and to add requirement that accountability measures in an approved charter include student outcomes aligned with state priorities in the local control and accountability plan

BP 1325 - Advertising and Promotion
(BP revised)

Policy updated to reflect **NEW LAW (AB 841)** which prohibits advertising of foods or beverages during the school day, including participation in a corporate incentive program that rewards students with free or discounted foods or beverages, unless the food or beverage complies with nutritional standards. Policy also clarifies court decisions regarding advertisements containing religious viewpoints.

BP 3100 - Budget
(BP revised)

Policy updated to reflect **NEW LAW (SB 751)** which provides that, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year, unless the district is a basic aid district, is a district with average daily attendance of 2,500 or less, or is exempted by the county superintendent of schools under extraordinary fiscal circumstances.

BP/E 3515.7 - Firearms on School Grounds
(BP revised)

Policy updated to reflect **NEW LAW (AB 424)** which eliminates the authority of the superintendent or designee to permit a person with a concealed weapons permit to possess a firearm on school grounds

BP 3517 - Facilities Inspection
(BP deleted)

Policy deleted and contents moved to AR

BP 4119.21/4219.21/4319.21 - Professional Standards
(BP revised)

Policy updated to reflect **NEW LAW (AB 500)** which requires any district that has an employee code of conduct addressing employee interactions with students to post that section of its code of conduct on each school's web site (or on the district web site if a school does not maintain one) and to provide it to parents/guardians at the beginning of the school year.

BP 5144 - Discipline
(BP revised)

Policy updated to reflect **NEW LAW (SB 250)** which requires districts to ensure that any discipline imposed on a student does not result in the denial or delay of a nutritionally adequate meal to the student.

BP 6142.91 – Reading/Language Arts Instruction
(BP New)

Policy submitted by Superintendent Munro to align curriculum with Education Code.

BP 6142.92 – Mathematics Instruction
(BP New)

Policy submitted by Superintendent Munro to align curriculum with Education Code.

BP 6142.93 – Science Instruction
(BP New)

Policy submitted by Superintendent Munro to align curriculum with Education Code.

BP 6142.94 – Social-Science Instruction
(BP New)

Policy submitted by Superintendent Munro to align curriculum with Education Code.

BP 6146.1 - High School Graduation Requirements
(BP revised)

Policy updated to reflect **NEW LAW (AB 830)** which repeals the requirement to pass the high school exit exam as a condition of graduation and **NEW LAW (AB 365)** which exempts children of military families from locally established graduation requirements under certain conditions.

BP 6162.52 - High School Exit Examination
(BP deleted)

Policy and exhibits deleted since **NEW LAW (AB 830)** repeals the requirement to pass the high school exit exam as a condition of graduation.

BP 6170.1 - Transitional Kindergarten
(BP revised)

Policy updated to reflect **NEW LAW (AB 99, 2017)** which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.

BB 9150 - Student Board Members
(BB revised)

Bylaw updated to reflect **NEW LAW (AB 261 and SB 468)** which eliminates the requirement that students petition in order to receive preferential voting rights for student board members. Bylaw also reflects requirement of SB 468 that the district provide student board members with materials and briefings, except those related to closed session, at the same time as other board members.

CHARTER SCHOOL AUTHORIZATION

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition for a start-up charter school to be established within the district. In addition, an existing district school may be converted to a charter school when deemed beneficial by the district and community. (Education Code 47605, 47606, 53300)

The district shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board. The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, he/she also may meet with the petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)

(cf. 9320 - Meetings and Notices)

Within 60 days of receiving a petition, or within 90 days with mutual consent of the petitioners and the Board, the Board shall either approve or deny the request to establish the charter school. (Education Code 47605)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

Approval of Petition

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to schools best able to provide

CHARTER SCHOOL AUTHORIZATION (continued)

comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

The Board shall ensure that any approved charter contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, including student outcomes aligned with state priorities as described in Education Code 52060, and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.

It shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

Denial of Petition

The Board shall deny any petition to authorize the conversion of a private school to a charter school. The Board shall also deny any petition for a charter that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47602, 47605)

Any other charter petition shall be denied only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.

2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.

CHARTER SCHOOL AUTHORIZATION (continued)

3. The petition does not contain the number of signatures required.

4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).

5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

6. The petition does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

(cf. 0430 - Comprehensive Local Plan for Special Education)

If the Board denies a petition, the petitioners may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to the SBE. (Education Code 47605)

Legal Reference: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Legal Reference:

EDUCATION CODE
200 Equal rights and opportunities in state educational institutions
220 Nondiscrimination
17078.52-17078.66 Charter schools facility funding; state bond proceeds
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
33126 School Accountability Report Card
41365 Charter school revolving loan fund
42238.51-42238.2 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992
47640-47647 Special education funding for charter schools
47650-47652 Funding of charter schools
49011 Student fees
51745-51749.6 Independent study
52052 Numerically significant student subgroup, definition
52060-52077 Local control and accountability plan
56026 Special education
56145-56146 Special education services in charter schools
CORPORATIONS CODE
5110-6910 Nonprofit public benefit corporations
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
CODE OF REGULATIONS, TITLE 5
11700.1-11705 Independent study
11960-11968.5.5 Charter schools
CODE OF REGULATIONS, TITLE 24
Part 2 California Building Standards Code
UNITED STATES CODE, TITLE 20
7223-7225 Charter schools
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
ATTORNEY GENERAL OPINIONS
89 Ops.Cal.Atty.Gen. 166 (2006)
80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)

Management Resources: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Management Resources:

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Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016
Charter Schools and Board Member Responsibilities, Education Insights Legal Update Webcast, March 2016
Charter Schools: A Guide for Governance Teams, rev. February 2016
Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005
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Sample Copy of a Memorandum of Understanding
Charter School Authorization: Guidance and Technical Assistance for Prospective Charter School Authorizers, Webinar 2014
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Dear Colleague Letter: Guidance Regarding the Oversight of Charter Schools Program and Regulatory Requirements, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, August 2016
Charter Schools Program, January 2014
Guidance on the Voluntary Use of Race to Achieve Diversity and Avoid Racial Isolation in Elementary and Secondary Schools, December 2011
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WEB SITES
CSBA: http://www.csba.org
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California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.qualitycharters.org
U.S. Department of Education: http://www.ed.gov

Santa Cruz City Schools
Board Policy
Charter Schools

BP 0420.4
Philosophy, Goals, Objectives and Comprehensive Plans

Charter schools shall operate under the provisions of their charters, federal laws, specified state laws, and general oversight of the Governing Board.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to gather information about the proposal and suggest components that would align the petition with the district's vision and goals for student learning. As needed, he/she may work with the petitioners to establish workable plans for technical assistance or contracted services that the district may provide to the proposed charter school.

The Superintendent or designee shall also consult with legal counsel as appropriate regarding compliance of the proposal with legal requirements.

In determining whether to grant or deny a charter, the Board shall carefully review the proposed charter and any supplementary information, consider public and staff input, and determine whether the charter petition adequately addresses all the provisions required by law. The Board shall not deny a charter school petition unless specific written factual findings are made pursuant to law and administrative regulation.

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school and adjusted as necessary

The district shall not require any student to attend a charter school and shall not require any district employee to work at a charter school. (Education Code 47605)

The Board shall ensure that any charter granted by the Board contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, multiple measures for evaluating the educational program, and regular reports to the Board.

The Board shall monitor each charter school to determine whether it makes "adequate yearly progress" as defined by the State Board of Education and federal Title I accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.

(cf. 0520.2 - Title I Program Improvement Schools)

Legal Reference:
EDUCATION CODE
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
41365 Charter school revolving loan fund
42100 Annual statement of receipts and expenditures
42238.51-42238.53 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992, as amended
47640-47647 Special education funding for charter schools
47652 Funding of first-year charter schools
48000 Minimum age of admission (kindergarten)
48010 Minimum age of admission (first grade)
48011 Minimum age of admission from kindergarten or other school
51745-51749.3 Independent study
52052 Alternative accountability system
54032 Limited English or low-achieving pupils
56026 Special education
56145-56146 Special education services in charter schools
60600-60649 Assessment of academic achievement, including:
60605 Academic content and performance standards; assessments
60640-60649 Standardized Testing and Reporting Program
60850-60859 High school exit examination
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
54950-54963 The Ralph M. Brown Act
PENAL CODE
667.5 Definition of violent felony
1192.7 Definition of serious felony
CODE OF REGULATIONS, TITLE 5
11700.1-11705 Independent study
11960-11969 Charter schools
CODE OF REGULATIONS, TITLE 24
101 et seq. California Building Standards Code
UNITED STATES CODE, TITLE 20
6311 Adequate yearly progress
6319 Qualifications of teachers and paraprofessionals
7223-7225 Charter schools
CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability
300.18 Highly qualified special education teachers
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
ATTORNEY GENERAL OPINIONS
89 Ops.Cal.Atty.Gen. 166 (2006)
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Management Resources:
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Special Education and Charter Schools: Questions and Answers, September 10, 2002
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Charter Schools Program, July 2004
The Impact of the New Title I Requirements on Charter Schools, July 2004
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California Charter Schools Association: http://www.charterassociation.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
Education Commission of the States: http://www.ecs.org
National Association of Charter School Authorizers: http://www.charterauthorizers.org
National School Boards Association: http://www.nsba.org
U.S. Department of Education: http://www.ed.gov

Policy SANTA CRUZ CITY SCHOOLS
adopted: March 10, 2010 Soquel, California

ADVERTISING AND PROMOTION

The Governing Board establishes this policy to ensure effective and consistent standards for advertisements and promotions by nonschool groups in school-sponsored publications, on district and school web sites and social media, and on school facilities and grounds. Student speech shall be regulated in accordance with BP/AR 5145.2 - Freedom of Speech/Expression.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 1330 - Use of School Facilities)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)

The Board desires to promote positive relationships between district schools and the community in order to enhance community partnerships, support, and involvement in the schools. The Superintendent or designee may, consistent with the criteria established in this policy, approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings, or other gatherings of interest to students or parents/guardians

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6162.8 - Research)

2. Distribution of promotional materials of a commercial nature to students or parents/guardians

(cf. 1700 - Relations Between Private Industry and the Schools)

3. Paid advertisements on school property, including, but not limited to, advertisements on school buildings, athletic fields, scoreboards, and billboards

4. Paid advertisements in school-sponsored publications, yearbooks, announcements, and other school communications, including web sites and social media

5. Products and materials donated by commercial enterprises for educational use, including those that bear the name and/or logo of the donor, as long as they do not unduly promote the donor or any commercial activity or product

(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6161.11 - Supplementary Instructional Materials)

Prior to the distribution, posting, or publishing of any nonschool group's promotional materials or advertisement, the Superintendent, principal, or designee shall review the materials or advertisement based on the criteria listed below. He/she may not disapprove materials or advertisement in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that is otherwise allowed by Board policy.

ADVERTISING AND PROMOTION (continued)

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

As necessary, the Superintendent, principal, or designee shall require a disclaimer on any nonschool group's promotional materials to be distributed, posted, or published, stating that the distribution, posting, or publishing of the materials does not imply district endorsement of the group's activities, products, or services. District- and school-sponsored publications shall include a disclaimer stating that the district or school does not endorse any advertised products or services.

Criteria for Approval

The Superintendent, principal, or designee shall not accept for distribution, or allow on school property, any materials or advertisements that:

1. Are lewd, obscene, libelous, or slanderous

2. Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools

3. Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

(cf. 1160 - Political Processes)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

4. Contain prayer or proselytizing language

5. Position the district on any side of a controversial issue

(cf. 6144 - Controversial Issues)

6. Discriminate against, attack, or denigrate any group on account of any unlawful consideration

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

7. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)

ADVERTISING AND PROMOTION (continued)

8. Promote during the school day any food or beverage that does not comply with state nutritional standards pursuant to Education Code 49430-49434, including a corporate incentive program that offers free or discounted foods or beverages that do not meet nutritional standards as rewards for students who reach certain academic goals. This prohibition does not include advertising on clothing with brand images worn on school grounds, advertising contained in product packaging, or advertising of infrequent school fundraising events involving food or beverages that do not meet the nutritional standards. (Education Code 49431.9)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)

9. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

(cf. 1321 - Solicitation of Funds from and by Students)

10. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee may also consider the educational value of the materials or advertisements, the age or maturity of the students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students, or are of intrinsic value to the students or their parents/guardians.

(cf. 0000 - Vision)

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the Superintendent or designee in accordance with law and Board policy.

Legal Reference:
EDUCATION CODE
7050-7058 Political activities of school officers and employees
35160 Authority of governing boards
35160.1 Broad authority of school districts
35172 Promotional activities
38130-38139 Civic Center Act
49430-49434 The Pupil Nutrition, Health, and Achievement Act of 2001, especially:
49431.9 Advertisement of non-nutritious foods
BUSINESS AND PROFESSIONS CODE
25664 Advertisements encouraging minors to drink
CALIFORNIA CONSTITUTION
Article 1, Section 2 Free speech rights
U.S. CONSTITUTION
Amendment 1, Freedom of speech and expression
UNITED STATES CODE, TITLE 42
1751-1769j School Lunch Program

ADVERTISING AND PROMOTION (continued)

1773 School Breakfast Program
COURT CASES
Hills v. Scottsdale Unified School District, (2003) 329 F.3d 1044
DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958
Yeo v. Town of Lexington, (1997) 131 F.3d 241
Hemry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856
Bright v. Los Angeles Unified School District, (1976) 18 Cal. 3d 450
Lehman v. Shaker Heights, (1974) 418 U.S. 298

Management Resources:
WEB SITES
CSBA: http://www.csba.org

Policy
adopted: February 23, 2011
revised: May 9, 2018

SANTA CRUZ CITY SCHOOLS
Soquel, California

Santa Cruz City Schools

Board Policy

Advertising And Promotion

BP 1325
Community Relations

The Governing Board desires to promote positive relationships between schools and the community in order to enhance community support and involvement in district schools. The Superintendent or designee may approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings or other items of interest to students or parents/guardians

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)
(cf. 6162.8 - Research)

2. Paid advertisements in school-sponsored publications, yearbooks, announcements and other school communications

(cf. 1113 - District and School Web Sites)

Prior to distribution or publication, the Superintendent, principal or designee shall review and approve all advertising copy and promotional materials to ensure compliance with Board policy.

The Superintendent, principal or designee may selectively approve or disapprove distribution of materials or publishing of copy based on the criteria listed below, but may not disapprove materials or copy in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that would otherwise be allowed.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

The use of promotional materials or advertisements does not imply district endorsement of any identified products or services. Schools are encouraged to include a disclaimer in school publications and yearbooks stating that the school does not endorse any advertised products or services.

Criteria for Approval

The Superintendent, principal or designee shall not accept for distribution any materials or advertisements that:

1. Are obscene, libelous or slanderous (Education Code 48907)

2. Incite students to commit unlawful acts, violate school rules or disrupt the orderly operation of the schools (Education Code 48907)

3. Promote any particular political interest, candidate, party or ballot measure, unless such materials are being distributed at a forum in which candidates or advocates from all sides are presenting their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

(cf. 1160 - Political Processes)
(cf. 1330 - Use of School Facilities)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

4. Discriminate against, attack or denigrate any group on account of any unlawful consideration

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

5. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including but not limited to materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children

6. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

(cf. 1321 - Solicitation of Funds from and by Students)

7. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee also may consider the educational value of the materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

(cf. 0000 - Vision)

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks. Such criteria may limit advertisements to those that contain congratulatory or commemorative messages, curriculum-related content, advertisements for products or services of interest to students, noncontroversial content, and/or other content deemed appropriate by the school publication staff and adviser in accordance with law and Board policy.

Legal Reference:
EDUCATION CODE
7050-7058 Political activities of school officers and employees
35160 Authority of governing boards
35160.1 Broad authority of school districts
35172 Promotional activities
38130-38138 Civic Center Act
48907 Student exercise of free expression
BUSINESS AND PROFESSIONS CODE
25664 Advertisements encouraging minors to drink
U.S. CONSTITUTION
Amendment 1, Freedom of speech and expression
COURT CASES
DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958
Yeo v. Town of Lexington, (1997) U.S. First Circuit Court of Appeals, No. 96-1623
Hemry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856
Bright v. Los Angeles Unified School District, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350
Lehman v. Shaker Heights, (1974) 418 U.S. 298

Policy SANTA CRUZ CITY SCHOOLS
adopted: February 23, 2011 Soquel, California

BUDGET

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3300 - Expenditures and Purchases)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

At a public meeting scheduled on a date after the public hearing on the budget, the Board shall, following its adoption of the LCAP or an annual update to the LCAP, adopt the budget. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

BUDGET (continued)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3350 - Travel Expenses)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

BUDGET (continued)

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. *Unduplicated students* are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.

3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

   For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

   The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

BUDGET (continued)

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year that the district is notified by the Superintendent of Public Instruction that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds. (Education Code 41202, 42127.01)

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 7210 - Facilities Financing)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

BUDGET (continued)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE
1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
41202 Determination of minimum level of education funding
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds

BUDGET (continued)

42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan
GOVERNMENT CODE
7900-7914 Appropriations limit
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-15496 Local control funding formula, expenditures

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
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Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009
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Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
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Association of California School Administrators: http://www.acsa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
California Department of Finance: http://www.dof.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Government Finance Officers Association: http://www.gfoa.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California, Inc.: http://www.sscal.com

Santa Cruz City Schools
Board Policy
Budget

BP 3100
Business and Noninstructional Operations

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3300 - Expenditures and Purchases)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

At a public meeting held on a date after the public hearing on the budget, the Board shall adopt the budget following its adoption of the LCAP or an annual update to the LCAP at the same meeting. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3350 - Travel Expenses)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily

attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance

of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 7210 - Facilities Financing)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but

unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Mid-year Budget Adjustments

As part of our on-going budget development, staff will maintain a list of budget priorities, aligned with the district goals. The priorities will reflect district needs as identified by achievement data, staff, community input, and Board Members. Proposed mid-year budget adjustments will be placed on the agenda of a regular Board meeting. Staff will provide information on the impact of the proposed budget adjustment(s) to the multi-year projection before discussion and action by the Board.

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE
1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan
GOVERNMENT CODE
7900-7914 Appropriations limit
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-15496 Local control funding formula, expenditures

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
GOVERNMENT FINANCE OFFICERS ASSOCIATION
Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
California Department of Finance: http://www.dof.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Government Finance Officers Association: http://www.gfoa.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California, Inc.: http://www.sscal.com

Policy SANTA CRUZ CITY SCHOOLS
adopted: November 18, 2015 Soquel, California
revised: February 10, 2016

FIREARMS ON SCHOOL GROUNDS

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement and other appropriate individuals and agencies to address the security of school campuses.

(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. *School grounds* include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9)

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.

The prohibition against the possession of firearms on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

Legal Reference:

EDUCATION CODE
32281 Comprehensive safety plan
38001.5 District security officers; requirements if carry firearm
PENAL CODE
626.9 Gun Free School Zone Act
830.32 District police department; district decision to authorize carrying of firearm
16150 Definition of ammunition
16520 Definition of firearm
26150-26225 Concealed weapons permit
30310 Prohibition against ammunition on school grounds
UNITED STATES CODE, TITLE 18
921 Definitions, firearms and ammunition
922 Firearms, unlawful acts
923 Firearm licensing
UNITED STATES CODE, TITLE 20
7961 Gun-Free Schools Act; student expulsions for possession of firearm

Management Resources: (see next page)

FIREARMS ON SCHOOL GROUNDS (continued)

Management Resources:
WEB SITES
Office of the Attorney General: https://oag.ca.gov/firearms

Policy
adopted: June 15, 2016
revised: May 9, 2018

SANTA CRUZ CITY SCHOOLS
Soquel, California

Santa Cruz City Schools

Board Policy

Firearms On School Grounds

BP 3515.7
Business and Noninstructional Operations

Cautionary Notice:Â SB 707 (Ch. 766, Statutes of 2015) amended Penal Code 626.9 and 30310 to provide that a person with a concealed weapons license must obtain written permission of the Superintendent or designee in order to possess a firearm and/or ammunition on school grounds. In view of the public interest and safety issues involved, CSBA strongly recommends that the Governing Board adopt a policy either prohibiting or permitting such possession and, if such possession is allowed, establishing conditions and criteria for granting permission to individuals. Because the law now requires an affirmative action on the part of the district to allow or disallow concealed weapons permit holders to possess a firearm and/or ammunition on school grounds, it is possible that district liability could be increased. Thus, in adopting a policy, CSBA recommends that the Board consult with the district's legal counsel and insurance provider and with local law enforcement in order to carefully tailor the following sample policy to reflect the district's local circumstances.

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses.

(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)

District policy regarding the possession of firearms and/or ammunition on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

Any person specified in Penal Code 626.9(l)-(o) and 30310 is authorized to possess a firearm and/or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots.

The Superintendent or designee shall not grant permission to any other individual to carry a firearm or ammunition on school grounds.

Legal Reference:
EDUCATION CODE
32281 Comprehensive safety plan
35160 Powers and duties of the board
35161 Powers and duties of the board; authority to delegate
38001.5 District security officers; requirements if carry firearm
PENAL CODE
626.9 Gun Free School Zone Act
830.32 District police department; district decision to authorize carrying of firearm
16150 Definition of ammunition
16520 Definition of firearm
26150-26225 Concealed weapons permit
30310 Prohibition against ammunition on school grounds
UNITED STATES CODE, TITLE 18
921 Definitions, firearms and ammunition
922 Firearms, unlawful acts
923 Firearm licensing
UNITED STATES CODE, TITLE 20
7151 Gun-Free Schools Act; student expulsions for possession of firearm

Management Resources:
WEB SITES
Office of the Attorney General: https://oag.ca.gov/firearms

Policy SANTA CRUZ CITY SCHOOLS
adopted: June 15, 2016 Soquel, California

Santa Cruz City Schools
Board Policy
Facilities Inspection

BP 3517
Business and Noninstructional Operations

The Governing Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3514 - Environmental Safety)

The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.

2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.

3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.

4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.

5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.

6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.

7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.

8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.

proposed deletion

9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.

10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.

11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).

12. Sewers: Sewer line stoppage is not evident.

13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.

14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.

15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.

The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

Legal Reference:
EDUCATION CODE
1240 County superintendent of schools, duties
17002 Definitions
17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998
17565-17591 Property maintenance and control, especially:
17584 Deferred maintenance
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School accountability report card
35186 Williams uniform complaint procedure
CODE OF REGULATIONS, TITLE 2
1859.300-1859.330 Emergency Repair Program

Management Resources:
CSBA PUBLICATIONS
Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008
COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS
Facility Inspection Tool Guidebook, February 2008
WEB SITES

Proposed deletion

CSBA: http://www.csba.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Williams Case: http://www.cde.ca.gov/eo/ce/wc/index.asp
Coalition of Adequate School Housing: http://www.cashnet.org
State Allocation Board, Office of Public School Construction: http://www.opsc.dgs.ca.gov

Policy SANTA CRUZ CITY SCHOOLS
adopted: February 23, 2011 Soquel, California

proposed deletion

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)

PROFESSIONAL STANDARDS (continued)

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

(cf. 3515.2 - Disruptions)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3513.4 - Drug and Alcohol Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information

(cf. 3580 - District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

PROFESSIONAL STANDARDS (continued)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

    Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

PROFESSIONAL STANDARDS (continued)

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
44050 Employee code of conduct; interaction with students
44242.5 Reports and review of alleged misconduct
48980 Parental notifications
PENAL CODE
11164-11174.4 Child Abuse and Neglect Reporting Act
CODE OF REGULATIONS, TITLE 5
80303 Reports of dismissal, resignation and other terminations for alleged misconduct
80331-80338 Rules of conduct for professional educators

Management Resources: (see next page)

PROFESSIONAL STANDARDS (continued)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Professional Standards for Educational Leaders, February 2014
California Standards for the Teaching Profession, 2009
COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Professional Standards for Educational Leaders, 2015
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975
WESTED PUBLICATIONS
Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education: http://www.cde.ca.gov
California Federation of Teachers: http://www.cft.org
California School Employees Association: http://www.csea.com
California Teachers Association: http://www.cta.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Council of Chief State School Officers: http://www.ccsso.org
WestEd: http://www.wested.org

Policy
adopted: October 10, 2012
revised: May 9, 2018

SANTA CRUZ CITY SCHOOLS
Soquel, California

Santa Cruz City Schools
Board Policy
Professional Standards

BP 4119.21
Personnel

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination,

harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

(cf. 3580 - District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may, with cause, monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4117.4 - Dismissal)
(cf. 4117.7 - Employment Status Reports)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
44242.5 Reports and review of alleged misconduct
PENAL CODE
11164-11174.4 Child Abuse and Neglect Reporting Act
CODE OF REGULATIONS, TITLE 5
80303 Reports of dismissal, resignation and other terminations for alleged misconduct
80331-80338 Rules of conduct for professional educators

Management Resources:
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Standards for the Teaching Profession, 2009
COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Educational Leadership Policy Standards: ISLLC 2008, 2008
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975
WESTED PUBLICATIONS
Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003
WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS
California Professional Standards for Educational Leaders, 2001
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education: http://www.cde.ca.gov
California Federation of Teachers: http://www.cft.org
California School Employees Association: http://www.csea.com
California Teachers Association: http://www.cta.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Council of Chief State School Officers: http://www.ccsso.org
WestEd: http://www.WestEd.org

Policy SANTA CRUZ CITY SCHOOLS
adopted: October 10, 2012 Soquel, California

DISCIPLINE

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.5 - Student Success Teams)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced Price Meals)

DISCIPLINE (continued)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

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

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

DISCIPLINE (continued)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference:

EDUCATION CODE
32280-32288 School safety plans
35146 Closed sessions
35291 Rules
35291.5-35291.7 School-adopted discipline rules
37223 Weekend classes
44807.5 Restriction from recess
48900-48926 Suspension and expulsion
48980-48985 Notification of parent/guardian
49330-49335 Injurious objects
49550-49562 Meals for needy students
52060-52077 Local control and accountability plan
CIVIL CODE
1714.1 Parental liability for child's misconduct
CODE OF REGULATIONS, TITLE 5
307 Participation in school activities until departure of bus
353 Detention after school
UNITED STATES CODE, TITLE 42
1751-1769j School Lunch Program
1773 School Breakfast Program

Management Resources:

CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009
CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES
Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000
STATE BOARD OF EDUCATION POLICIES
01-02 School Safety, Discipline, and Attendance, March 2001
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Public Counsel: http://www.fixschooldiscipline.org
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy
adopted: February 13, 2013
revised: May 21, 2014
revised: May 9, 2018

SANTA CRUZ CITY SCHOOLS
Soquel, California

Santa Cruz City Schools
Board Policy
Discipline

BP 5144
Students

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.5 - Student Success Teams)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

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

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference:
EDUCATION CODE

32280-32288 School safety plans
35146 Closed sessions
35291 Rules
35291.5-35291.7 School-adopted discipline rules
37223 Weekend classes
44807.5 Restriction from recess
48900-48926 Suspension and expulsion
48980-48985 Notification of parent/guardian
49330-49335 Injurious objects
52060-52077 Local control and accountability plan
CIVIL CODE
1714.1 Parental liability for child's misconduct
CODE OF REGULATIONS, TITLE 5
307 Participation in school activities until departure of bus
353 Detention after school

Management Resources:
CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009
CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES
Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000
STATE BOARD OF EDUCATION POLICIES
01-02 School Safety, Discipline, and Attendance, March 2001
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Public Counsel: http://www.fixschooldiscipline.org
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy SANTA CRUZ CITY SCHOOLS
adopted: February 13, 2013 Soquel, California
revised: May 21, 2014

CSBA Sample
Board Policy
Reading/Language Arts Instruction

BP 6142.91
Instruction

The Governing Board recognizes that reading and other language arts constitute the basic foundation for learning in other areas of study. The Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning and develops students' appreciation for literature. The program shall integrate reading and oral and written language arts activities in order to build effective communication skills.

(cf. 6143 - Courses of Study)

***Note: In August 2010, the State Board of Education (SBE) adopted the Common Core State Standards pursuant to Education Code 60605.8, consisting of a set of national standards in English language arts and mathematics and additional standards added by the state. These standards are available on the California Department of Education's (CDE) web site. State curriculum frameworks, instructional materials adoptions, and assessments will be aligned to these standards, which all California schools are expected to implement in the 2014-15 school year. For further information about the standards and recommendations for implementation, see CSBA's Governing to the Core series of governance briefs. ***

For each grade level, the Board shall adopt academic standards that meet or exceed Common Core State Standards in the following strands:

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension

2. Writing: Text types, responding to reading, production and distribution of writings, and research

3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration

4. Language: Conventions, effective use, knowledge of language, and vocabulary

(cf. 6011 - Academic Standards)

***Note: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in

English/language arts and other specified subjects to use in class and to take home. For a definition of "sufficiency" for this purpose and a sample Board resolution, see BP/E 6161.1 - Selection and Evaluation of Instructional Materials. ***

The Superintendent or designee shall ensure that the district's reading/language arts program offers sufficient access to standards-aligned textbooks and other instructional materials. The program shall provide instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

***Note: AB 97 (Ch. 47, Statutes of 2013) redirected funding for the Pupil Retention Block Grant (Education Code 41505-41508), which allowed program funds to be used to provide a supplementary, intensive reading program for grades K-4, into the local control funding formula. At their discretion, districts may design a supplemental instructional program to meet the purposes of that program or other goals for reading performance. ***

Teachers are expected to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers. The program shall provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students who are experiencing difficulty learning to read.

(cf. 5148.2 - Before/After School Programs)
(cf. 6174 - Education for English Learners)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs)
(cf. 6179 - Supplemental Instruction)

***Note: AB 97 (Ch. 47, Statutes of 2013) redirected funding for the Professional Development Block Grant (Education Code 41530-41532) and the Mathematics and Reading Professional Development Program (Education Code 99230-99242) into the local control funding formula. At their discretion, districts may provide professional development opportunities to meet the purposes of those programs or other local needs. ***

The Superintendent or designee shall make available professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' literacy levels, and mastery of a variety of instructional strategies and materials.

(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)

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

The Superintendent or designee shall provide the Board with data from state and district reading assessments and program evaluations to enable the Board to monitor program effectiveness.

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

Legal Reference:
EDUCATION CODE
41505-41508 Pupil Retention Block Grant
41530-41532 Professional Development Block Grant
44735 Teaching as a Priority Block Grant
44755-44757.5 Teacher Reading Instruction Development Program, K-3
51210 Areas of study, grades 1-6
51220 Areas of study, grades 7-12
60119 Sufficiency of textbooks and instructional materials
60200.4 Fundamental skills
60207 Curriculum frameworks
60350-60352 Core reading program instructional materials
60605 State-adopted content and performance standards in core curricular areas
60605.8 Common Core standards
99220-99221 California Reading Professional Development Institutes
99230-99242 Mathematics and Reading Professional Development Program (AB 466 trainings)
CODE OF REGULATIONS, TITLE 5
11980-11985 Mathematics and Reading Professional Development Program (AB 466 trainings)
11991-11991.2 Reading First achievement index
UNITED STATES CODE, TITLE 20
6381-6381k Even Start Family Literacy Program
6383 Improving literacy through school libraries

Management Resources:
CSBA PUBLICATIONS
Governing to the Core, Governance Briefs
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, March 2013
Common Core State Standards for English Language Arts, August 2010
English Language Arts/English Language Development Framework for California Public Schools: Kindergarten Through Grade Twelve
Recommended Literature: Kindergarten Through Grade Twelve

WEB SITES
CSBA: http://www.csba.org
California Department of Education, Reading/Language Arts: http://www.cde.ca.gov/ci/rl

(7/05 3/07) 12/13

NEW

CSBA Sample
Board Policy
Mathematics Instruction

BP 6142.92
Instruction

***Note: The following optional policy may be revised to reflect district practice and the grade levels offered by the district. Education Code 51210 and 51220 require that mathematics, including mathematical concepts and understandings, operational skills, and problem solving, be included in the course of study offered in grades 1-12; see AR 6143 - Courses of Study. In addition, Education Code 51224.5, as amended by AB 220 (Ch. 165, Statutes of 2015), specifies that the adopted course of study for grades 7-12 must include algebra and that, as part of the two courses in mathematics required for high school graduation pursuant to Education Code 51225.3, students must complete coursework that meets or exceeds the rigor of the content standards for Algebra I or Mathematics I adopted by the State Board of Education (SBE); see BP 6146.1 - High School Graduation Requirements. ***

The Governing Board desires to offer a rigorous mathematics program that progressively develops the knowledge and skills students will need to succeed in college and career. The district's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

***Note: The Common Core State Standards (CCSS) for mathematics, modified in January 2013, are based on the three principles of (1) focus, placing strong emphasis on the concepts in the standards so that students have sufficient time to think about, practice, and integrate new ideas; (2) coherence, linking topics across grade levels and establishing connections with other topics; and (3) rigor, requiring that conceptual understanding, procedural skills and fluency, and applications be pursued with equal intensity. ***

****Note: All California schools are expected to implement the CCSS in the 2014-15 school year. In November 2013, the SBE adopted the Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve which was updated to reflect these standards. In addition, the state assessment system is transitioning to the California Assessment of Student Performance and Progress which is aligned with the CCSS; see BP/AR 6162.51 - State Academic Achievement Tests. The CCSS and state curriculum framework are available on the California Department of Education's web site. For further information about the CCSS and recommendations for implementation, see CSBA's Governing to the Core series of governance briefs. ***

****Note: Education Code 51284, as amended by AB 166 (Ch. 135, Statutes of 2013), requires that, concurrent with the next revision of textbooks or the curriculum framework in mathematics, the SBE ensure the integration of financial literacy, including, but not limited to, budgeting and managing credit, student loans, consumer debt, and identity theft security. An appendix to the 2013 curriculum framework provides examples and resources to assist in incorporating problems or exercises that teach financial literacy concepts and skills. ***

For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)

***Note: The CCSS for mathematics include two types of standards: mathematical practice standards (identical for each grade level) and mathematical content standards (different at each grade level). The eight practice standards are grouped into four categories as reflected in items #1-4 below. ***

The district's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision

2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others

3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically

4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

***Note: The following three paragraphs reflect the mathematic content standards of the CCSS and may be revised to reflect district practice. The district should select the paragraph(s) applicable to the grade levels offered by the district. ***

In addition, the program shall be aligned with grade-level standards for mathematics content.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.

***Note: The following paragraph is for use by districts that maintain secondary grades. As revised in January 2013, the CCSS for higher mathematics replace the unique Grade 8 Algebra course with an Algebra I course that covers the same content regardless of the grade level of the student taking the course. Thus, students who are not ready to take algebra in grade 8 may take an alternate path. As revised, the higher mathematics standards are organized into both conceptual categories and model courses, which may be delivered using a traditional pathway (i.e., Algebra I, Geometry, Algebra II) or an integrated pathway (i.e., Mathematics I, II, and III) in which each course contains standards from all six conceptual categories. The CCSS also provide for two advanced courses: (1) Advanced Placement Statistics and Probability and (2) Calculus. For further information, see the state curriculum framework or the Common Core State Standards Initiative's guidance, Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards, available on its web site. ***

****Note: The district may revise the following paragraph to reflect the pathway(s) used in the district and/or the grade levels at which higher mathematics shall be offered. ***

For higher mathematics, the district shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

Note: Education Code 51224.7, as added by SB 359 (Ch. 58, Statutes of 2015), requires any district maintaining grade 9 to have a policy in place prior to January 1, 2016 regarding placement of students in mathematics courses. See BP 6152.1 - Placement in Mathematics Courses for language fulfilling this mandate.*

The Superintendent or designee shall ensure that students are appropriately placed in mathematics courses and are not required to repeat a course that they have successfully completed in an earlier grade level. Placement decisions shall be based on consistent protocols and multiple academic measures.

(cf.6512.1 - Placement in Mathematics Courses)

***Note: AB 97 (Ch. 47, Statutes of 2013) eliminated the Professional Development Block Grant (Education Code 41530-41532) and the Mathematics and Reading Professional Development Program (Education Code 99230-99242) and redirected that funding into the local control funding formula. At their discretion, districts may provide professional development opportunities to meet the purposes of those programs or other local needs. ***

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

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

***Note: As a condition of receiving funds for instructional materials from any state source,

Education Code 60119 requires the Governing Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in mathematics and other specified subjects to use in class and to take home. For a definition of "sufficiency" for this purpose and a sample Board resolution, see BP/E 6161.1 - Selection and Evaluation of Instructional Materials. ***

The Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

(cf. 0440 - District Technology Plan)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall provide the Board with data from state and district mathematics assessments and program evaluations to enable the Board to monitor program effectiveness.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:
EDUCATION CODE
51210 Areas of study, grades 1-6
51220 Areas of study, grades 7-12
51224.5 Algebra in course of study for grades 7-12
51224.7 California Mathematics Placement Act of 2015
51225.3 High school graduation requirements
51284 Financial literacy
60605 State-adopted content and performance standards in core curricular areas
60605.8 Common Core standards

Management Resources:
CSBA PUBLICATIONS
Governing to the Core, Governance Briefs
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013
California Common Core State Standards: Mathematics, rev. January 2013

NEW

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS
Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Common Core State Standards Initiative: http://www.corestandards.org/math

(10/95 4/14) 12/15

NEW

CSBA Sample
Board Policy
Science Instruction

BP 6142.93
Instruction

***Note: The following optional policy may be revised to reflect district practice and the grade levels served by the district. ***

***Note: Education Code 51210 and 51220 require that science instruction, including biological and physical aspects of science, be included in the course of study offered in grades 1-12. For grades 1-6, the course of study must include an emphasis on experimental inquiry and the place of humans in ecological systems. In grades 7-12, the course of study must include an emphasis on basic concepts, theories, and processes of scientific investigation; the place of humans in ecological systems; and appropriate applications of the interrelation and interdependence of the sciences. See AR 6143 - Courses of Study. ***

***Note: In addition, Education Code 51225.3 requires completion of two courses in science, including biological and physical sciences, to meet high school graduation requirements. See BP 6146.1 - High School Graduation Requirements. ***

***Note: Many districts integrate science, technology, engineering, and mathematics instruction (STEM), and sometimes art instruction (STEAM), to teach processes and concepts applied to real-world contexts. Further information about this interdisciplinary approach is available on the web sites of the California Department of Education (CDE) and U.S. Department of Education. ***

The Governing Board believes that science education should focus on giving students an understanding of the biological and physical aspects of science, key scientific concepts, and methods of scientific inquiry and investigation. Students should become familiar with the natural world and the interrelationship of science, mathematics, technology, and engineering. As part of science instruction, students should learn how to apply scientific knowledge and reasoning.

(cf. 0440 - District Technology Plan)
(cf. 5145.8 - Refusal to Harm or Destroy Animals)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

Philosophical and religious theories that are based, at least in part, on faith and are not subject to scientific test and refutation shall not be discussed during science instruction.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

***Note: The State Board of Education (SBE) adopted the California Next Generation Science Standards (CA-NGSS) in 2013 and the Science Framework for Public Schools in 2016. Under the CA-NGSS, the focus of instruction shifts from knowing science facts to knowing and applying science concepts. The SBE's NGSS Systems Implementation Plan for California requires the CA-NGSS to be fully implemented, including updated instructional materials and science assessments, by the 2018-19 school year. ***

The district's academic standards for science instruction shall meet or exceed the California Next Generation Science Standards (CA-NGSS). The Superintendent or designee shall ensure that curricula used in district schools are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

***Note: The following optional paragraph may be revised to reflect district practice. Education Code 52060 requires that the district's local control and accountability plan include goals related to, among other things, student achievement (including student enrollment in a broad course of study) and the implementation of SBE-adopted academic content and performance standards. ***

The Superintendent or designee shall ensure that students have access to and are enrolled in a broad course of study including science courses.

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall provide certificated staff with opportunities to participate in professional development activities designed to enhance their knowledge of district-adopted academic standards, instructional strategies for teaching science, and changes in scientific theories.

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

***Note: The following paragraph is for use by districts that offer science laboratory classes and may be modified to reflect district practice. For further information about safety practices in school science laboratories, see the CDE's comprehensive Science Safety Handbook for California Public Schools. ***

***Note: Pursuant to 8 CCR 5191, whenever a school laboratory uses hazardous chemicals, it is required to have a written chemical hygiene plan to protect employees. See BP/AR 3514.1 - Hazardous Substances. In addition, Education Code 49340-49341 encourage educational efforts to increase student and staff awareness dealing with hazardous materials in school laboratories in order to minimize injuries, loss of property, and classroom disruptions. ***

The Superintendent or designee shall develop and implement appropriate safety measures for science laboratory classes, including, but not limited to, staff and student safety training, use of eye safety devices, hearing protection, first aid procedures, regular equipment maintenance, safe use of heat sources, safe use and disposal of hazardous chemicals, proper ventilation, prevention of exposure to bloodborne pathogens from sharp instruments, fire prevention and control, an emergency response plan, and evacuation procedures. Parents/guardians shall be informed of the types of science laboratory activities that will be conducted and encouraged to sign consent forms for their child's participation.

(cf. 3514.1 - Hazardous Substances)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4157/4257/4357- Employee Safety)
(cf. 5142 - Safety)

***Note: The following optional paragraph should be revised to reflect measures that will be used to evaluate program effectiveness as agreed upon by the Board and Superintendent or designee. ***

***Note: Pursuant to Education Code 60640, the California Assessment of Student Performance and Progress includes administration of science assessments at grades 5, 8, and 10. The California Standards Tests are to be used for this purpose until a science assessment that is aligned with the CA-NGSS is adopted. Students with disabilities who are unable to participate in the science assessments, even with allowable testing variations and resources, must be administered either the California Modified Assessment or California Alternate Performance Assessment in accordance with their individualized education program. See AR 6162.51 - State Academic Achievement Tests. ***

The Superintendent or designee shall regularly report to the Board regarding the implementation and effectiveness of the science curriculum at each grade level. At a minimum, each report shall address the extent to which the program is aligned with the CA-NGSS, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)
(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:
EDUCATION CODE
8774 Residential outdoor science program
32030-32034 Eye safety
32255-32255.6 Student's right to refrain from harmful or destructive use of animals
33475-33475.5 Model curriculum on stem cell science
49340-49341 Hazardous substances education

51210 Areas of study, grades 1 through 6
51210.3 Elementary science coach
51220 Areas of study, grades 7 through 12
51225.3 High school graduation
52060-52077 Local control and accountability plan
60640-60649 California Assessment of Student Performance and Progress
CODE OF REGULATION, TITLE 5
14030 Science laboratories, design specifications
CODE OF REGULATIONS, TITLE 8
5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

Management Resources:
CSBA PUBLICATIONS
Supporting Implementation of the California Next Generation Science Standards (CA-NGSS), Governance Brief, November 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Science Framework for California Public Schools: Kindergarten Through Grade Twelve, 2016
Next Generation Science Standards Systems Implementation Plan for California, 2014
California Next Generation Science Standards, 2013
Science Safety Handbook for California Public Schools, 2012
WEB SITES
CSBA: http://www.csba.org
California Alliance for Next Generation Science Standards: http://cdefoundation.org/stem/ca4ngss
California Department of Education: http://www.cde.ca.gov
California Science Teachers Association: http://www.cascience.org
U.S. Department of Education, STEM Education: http://www.ed.gov/stem

(10/95) 5/17

NEW

CSBA Sample
Board Policy
History-Social Science Instruction

BP 6142.94
Instruction

Note: The following optional policy may be revised to reflect district practice. Education Code 51210 and 51220 require that social studies be included in the course of study offered in grades 1-12, including age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology. For specific topics that must be included in the history-social science curriculum, see AR 6143 - Courses of Study.

Note: In addition, Education Code 51225.3 requires completion of three courses of social studies to meet high school graduation requirements; see BP 6146.1 - High School Graduation Requirements.

The Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The district's history-social science education program shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

(cf. 6115 - Ceremonies and Observances)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

Note: The State Board of Education (SBE) has adopted state content standards for history-social science which cover grades K-12, with the exception of grade 9 which, in current California practice, is traditionally the year in which students choose a history-social science elective. In addition to core content knowledge, the standards describe intellectual, reasoning, reflection, and research skills that should be learned through the content standards for grade ranges K-5, 6-8, and 9-12.

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills students are expected to possess at each grade level.

(cf. 6011 - Academic Standards)

Note: The History-Social Science Framework for California Public Schools, adopted by the SBE on July 14, 2016, reflects the state content standards as well as the California Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects and the California English Language Development Standards. The updated framework includes greater emphasis on literacy skills (i.e., reading, writing, speaking, listening, and other language skills) required for college and career readiness.

Note: Pursuant to Education Code 33540, 51008, 51226.3, and 51284, the SBE added specified topics to the updated curriculum framework, including, but not limited to, financial literacy, voter education, genocide, and the contributions of lesbian, gay, bisexual, and transgender Americans and the disabled. Education Code 51226.7, as added by AB 2016 (Ch. 327, Statutes of 2016), requires the SBE to adopt a model curriculum in ethnic studies by March 31, 2020 and encourages districts to offer an elective course in ethnic studies based on that model curriculum, when available, in at least one grade level during grades 9-12.

The Superintendent or designee shall develop and submit to the Board for approval a comprehensive, sequential curriculum aligned with the district standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.

(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 9000 - Role of the Board)

Note: Instructional materials that will be used by the district must be adopted by the Governing Board in accordance with Education Code 60200-60206 for grades K-8 and Education Code 60400-60411 for grades 9-12.

Note: Education Code 60119 requires the Board to hold a public hearing on the sufficiency of standards-aligned instructional materials in certain subjects, including history-social science; see BP 6161.1 - Selection and Evaluation of Instructional Materials.

Note: The state content standards for history-social science encourage schools to use supplementary materials as provided in the following paragraph.

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum by using biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.1 - Library Media Centers)

Note: The following paragraph is optional. Education Code 51221.3, 51221.4, and 51226.3 encourage the use of personal testimony (i.e., oral histories, videos, or other multimedia formats) during instruction on certain topics, including World War II, the Vietnam War, the Korean War, the Bracero program, human rights, the Holocaust, genocide, and violence awareness and prevention. Oral history related to World War II and the Vietnam War is required to meet certain standards specified below. Pursuant to Education Code 51221.3 and 51226.3, oral history presented on other topics is encouraged, but not required, to meet similar standards.

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. (Education Code 51221.3, 51221.4)

Note: Education Code 99200-99206 establish the California History-Social Science Project, a statewide professional development project designed to develop and enhance teachers' knowledge and instructional strategies to improve student achievement in history-social science. Professional development resources also may be located through state and national professional associations, such as the California Council for the Social Studies or the National Council for History Education.

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

(cf. 4131 - Staff Development)

Note: The following optional paragraph should be revised to reflect indictors that will be used to evaluate program effectiveness as agreed upon by the Board and Superintendent or designee.

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)
(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:
EDUCATION CODE
33540 History-social science curriculum framework
51008-51009 Instruction on farm labor movement
51204 Course of study designed for student's needs
51204.5 History of California; contributions of men, women, and ethnic groups
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51220.2 Instruction in legal system; teen or peer court programs
51221 Social science course of study, inclusion of instruction in use of natural resources
51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories
51225.3 High school graduation requirements
51226.3 Instruction on civil rights, genocide, slavery, Holocaust, and deportation to Mexico
51226.7 Ethnic studies
60040-60051 Criteria for instructional materials
60119 Public hearing on the sufficiency of instructional materials
60200-60206 Instructional materials, grades K-8
60400-60411 Instructional materials, grades 9-12
60640-60649 California Assessment of Student Performance and Progress
99200-99206 Subject matter projects

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, 2016
Common Core State Standards for English Language Arts and Literacy in History-Social Studies, Science, and Technical Subjects, 2013
California English Language Development Standards, 2012
Model Curriculum for Human Rights and Genocide, 2000
History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998
NATIONAL COUNCIL FOR THE SOCIAL STUDIES PUBLICATIONS
College, Career, and Civic Life (C3) Framework for Social Studies State Standards: Guidance for Enhancing the Rigor of K-12 Civics, Economics, Geography, and History, 2013
WEB SITES
CSBA: http://www.csba.org
California Council for History Education: http://www.csus.edu/al/cche
California Humanities: http://www.calhum.org
California Council for the Social Studies: http://www.ccss.org
California Department of Education: http://www.cde.ca.gov
California History-Social Science Course Models: http://www.history.ctaponline.org

California Subject Matter Project: http://csmp.ucop.edu/chssp
National Association for Multicultural Education: http://www.nameorg.org
National Council for History Education: http://www.nche.net
National Council for the Social Studies: http://www.socialstudies.org

(7/09 8/14) 10/16

NEW

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to obtain a high school diploma so that they can 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 Englis (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 Integrated 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)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

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, former juvenile court school student, or child of a military family 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. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)

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 require a Certificate of Completion with a regular high school diploma.

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

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: (see next page)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

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
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 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
66204 Certification of high school courses as meeting university admissions 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
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California Department of Education, High School: http://www.cde.ca.gov/ci/gs/hs
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
revised: June 14, 2017
revised: May 9, 2018

Santa Cruz City Schools

Board Policy

High School Graduation Requirements

BP 6146.1
Instruction

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)

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
51225.6 Compression-only cardiopulmonary resuscitation
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 admissions 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

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education, High School: http://www.cde.ca.gov/ci/gs/hs
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
revised: June 14, 2017

Santa Cruz City Schools
Board Policy
High School Exit Examination

BP 6162.52
Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Santa Cruz City Schools has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board desires to ensure that district students who graduate from high school can demonstrate grade-level competency in reading, writing, and mathematics and are given the opportunity to learn the subjects covered in the high school exit examination required for high school graduation.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.5 - Student Assessment)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)

The Superintendent or designee shall ensure that district programs and services, including, but not limited to, instructional materials, staff development, and remediation programs, are aligned with the exit exam.

The Superintendent or designee shall administer the exit exam in accordance with law. (Education Code 60850)

Students may be allowed to take the exit exam with variations, accommodations, or modifications in accordance with law and administrative regulation.

Legal Reference:
EDUCATION CODE
35146 Closed sessions
35186 Williams Uniform Complaint Procedures

proposed delete

37252-37254.1 Supplemental instruction
51041 Evaluation of educational program
52378 Supplemental school counseling program
56026 Individuals with exceptional needs
56101 Waiver of code or regulation
60810 Assessment of language development
60850-60859 Exit examination
CODE OF REGULATIONS, TITLE 5
1200-1225 High school exit examination
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
CODE OF FEDERAL REGULATIONS, TITLE 34
300.503 Prior notice
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452
Smiley v. California Department of Education, (2002) 45 Fed.Appx. 780
Chapman v. California Department of Education, (2002) 229 F.Supp.2d 981

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Independent Evaluation of the California High School Exit Examination (CAHSEE), Annual Reports, Human Resources Research Organization
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
The Use of Tests as Part of High-Stakes Decision-Making for Students: A Resource Guide for Educators and Policy-Makers, December 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education, California High School Exit Examination: http://www.cde.ca.gov/ta/tg/hs/index.asp
Educational Testing Service: http://www.ets.org/cahsee
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: February 23, 2011 Soquel, California

proposed deletion

CSBA Sample
Board Policy
Transitional Kindergarten

BP 6170.1
Instruction

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Learners)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)

Legal Reference:
EDUCATION CODE
8973 Extended-day kindergarten
37202 School calendar; equivalency of instructional minutes
44258.9 Assignment monitoring by county superintendent of schools
46111 Kindergarten, hours of attendance
46114-46119 Minimum school day, kindergarten
46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten
48000 Age of admission, kindergarten and transitional kindergarten
48002 Evidence of minimum age required to enter kindergarten or first grade
48003 Kindergarten annual report
48200 Compulsory education, starting at age six

Management Resources:
CSBA PUBLICATIONS
What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs
Desired Results Developmental Profile, 2015
Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013
California Preschool Curriculum Framework, Vol. 1, 2010
California Preschool Learning Foundations, Vol. 1, 2008
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Kindergarten Association: http://www.ckanet.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Transitional Kindergarten California: http://www.tkcalifornia.org

Santa Cruz City Schools
Board Policy
Transitional Kindergarten

BP 6170.1
Instruction

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist TK children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
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(cf. 5141.32 - Health Screening for School Entry)

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

The district may, at any time during the school year, admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

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The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)
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The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Language Learners)

The Board shall fix the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours.

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

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(cf. 4131 - Staff Development)

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However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)
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46111 Kindergarten, hours of attendance
46114-46119 Minimum school day, kindergarten
46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten
48000 Age of admission, kindergarten and transitional kindergarten
48002 Evidence of minimum age required to enter kindergarten or first grade
48200 Compulsory education, starting at age six

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Transitional Kindergarten FAQs
Desired Results Developmental Profile, 2015
Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013
California Preschool Curriculum Framework, Vol. 1, 2010
California Preschool Learning Foundations, Vol. 1, 2008
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Kindergarten Association: http://www.ckanet.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Transitional Kindergarten California: http://www.tkcalifornia.org

Policy SANTA CRUZ CITY SCHOOLS
adopted: November 18, 2015 Soquel, California

STUDENT BOARD MEMBERS

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

Petition

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. (Education Code 35012)

To qualify for Board consideration, the petition for student representation shall contain the signatures of no less than 500 regularly enrolled high school students or no less than 10 percent of the number of regularly enrolled high school students, whichever is less. (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board. (Education Code 35012)

Election of Student Board Member

Student Board member positions shall be filled by a vote of students enrolled in the high school(s) in accordance with procedures prescribed by the Board. (Education Code 35012)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)

The term of student Board member(s) shall be one year, commencing on July 1. (Education Code 35012)

Role and Responsibilities of Student Board Members

Student Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)

(cf. 9321 - Closed Session Purposes and Agendas)

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to voting Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

STUDENT BOARD MEMBERS (continued)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. *Preferential voting* means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9324 - Minutes and Recordings)

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

(cf. 9323.2 - Actions by the Board)

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)

(cf. 3350 - Travel Expenses)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Student Board Member Development

The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of their Board responsibilities.

(cf. 9240 - Board Training)

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

STUDENT BOARD MEMBERS (continued)

Elimination of Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

Legal Reference:

EDUCATION CODE
33000.5 Appointment of student member to State Board of Education
35012 Board members; number, election and terms; student members
35160 Authority of governing boards
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California Association of Student Councils: http://www.casc.net
California Association of Student Leaders: http://www.caslboard.com
National School Boards Association: http://www.nsba.org

Bylaw
adopted: February 23, 2011
revised: May 9, 2018

SANTA CRUZ CITY SCHOOLS
Soquel, California

Santa Cruz City Schools

Board Bylaw

Student Board Members

BB 9150
Board Bylaws

The Governing Board believes it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall include two student Board members selected in accordance with procedures approved by the Board.

The term of student Board members shall be one calendar year, commencing on July 1. Student Board members shall have the right to attend all Board meetings except closed sessions. (Education Code 35012)

Student Board members shall be seated with regular Board members and be recognized at meetings as full members. They may participate in questioning witnesses and discussing issues and shall receive all materials presented to Board members except those related to closed sessions. (Education Code 35012)

Student Board member(s) may cast preferential votes on all matters except those subject to closed session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board meeting minutes. (Education Code 35012)

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

Legal Reference:
EDUCATION CODE
33000.5 Appointment of student members to State Board of Education
35012 Board members; number, election and terms; pupil members
GOVERNMENT CODE
3540-3549.3 Meeting and Negotiating in Public Educational Employment

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

current

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Resolution 19-17-18 in Support of Mountain Elementary School District Bond Measure P

MEETING DATE: April 25, 2018

FROM: Kris Munro, Superintendent

RECOMMENDATION:
Approve Resolution 19-17-18 to Support the Mountain Elementary School District Bond Measure P.

BACKGROUND:
Mountain School District is a K-6 single-school district serving 140 students, a small elementary district that feeds into the Santa Cruz High School District. Although the Mountain Elementary School District campus at 3042 Old San Jose Road in Soquel has been well maintained over the years, aging classrooms and facilities must be repaired and modernized. Measure P would allow MESD to improve their local K-6 campus and the quality of education provided to local children.

Measure P makes financial sense and protects taxpayers; all funds must be spent locally and cannot be taken by the State; by law, spending must be reviewed and annually audited by an independent citizens' oversight committee; funds can only be spent to improve our local schools.

SANTA CRUZ CITY SCHOOLS
RESOLUTION 19-17-18

RESOLUTION OF THE GOVERNING BOARD OF THE SANTA CRUZ CITY SCHOOLS DISTRICT OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA, SUPPORTING THE MOUNTAIN ELEMENTARY SCHOOL DISTRICT BOND MEASURE P IN THE JUNE 5, 2018 ELECTION

WHEREAS, schools are the most important assets in our community and should be our number one priority. From higher achieving students, to greater neighborhood safety and improved property values, quality schools make a difference. Many classrooms and school facilities at the Mountain Elementary School District are outdated and inadequate to provide students with the facilities they need to succeed; and

WHEREAS, although the Mountain Elementary School has been well maintained over the years, aging classrooms and facilities must be upgraded since many do not meet 21st century standards. Measure P would allow MESD to improve local school and the quality of education provided to local children. By investing in schools, we can meet safety, technology, and education standards and better our community; and,

WHEREAS, If passed, Measure P will provide funding to make facility improvements at Mountain Elementary School by: modernizing/constructing classrooms and school facilities, including parking flow; replacing aging temporary portables with permanent structures; repairing or replacing leaky roofs; improving playgrounds and playfields for school and community use; upgrading well and storm drainage systems; making safety and security improvements and,

WHEREAS, Measure P makes financial sense and protects taxpayers; all funds must be spent locally and cannot be taken by the State; by law, spending must be reviewed and annually audited by an independent citizens' oversight committee; funds can only be spent to improve the school site, not for administrative salaries.

NOW, THEREFORE, IT IS RESOLVED THAT THE GOVERNING BOARD OF THE SANTA CRUZ CITY SCHOOLS DISTRICT SUPPORTS THE MOUNTAIN ELEMENTARY SCHOOL DISTRICT BOND MEASURE P ON THE JUNE 5, 2018 BALLOT.

PASSED AND ADOPTED this 25th day of April, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Claudia Vestal, Board President

Kris Munro, Board Clerk