

COUNTY OF SANTA CRUZ



DEPARTMENT OF PUBLIC WORKS

GOVERNMENTAL CENTER

JOHN A. FANTHAM
DIRECTOR OF PUBLIC WORKS

701 OCEAN STREET, SANTA CRUZ, CALIFORNIA 950604070

(931) 454-2160

FAX (831) 454-2385

August 13, 1998

SANTA CRUZ COUNTY BOARD OF SUPERVISORS

701 Ocean Street
Santa Cruz, CA 95060

SUBJECT: PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM

Members of the Board:

As your Board is aware, the County and four cities, working through the Santa Cruz County Integrated Waste Management Local Task Force, last year established a pilot program for classroom teaching of solid waste related resource conservation issues, the Public Schools Resource Conservation Program. At the request of the Local Task Force, this program was developed and has been operated by the Santa Cruz County Office of Education with the collaboration of two local community-based solid waste education organizations, Life Lab Science Program and Ecology Action of Santa Cruz. Public Works staff and elected officials from each jurisdiction have actively participated in the oversight of this pilot program this past year. A copy of the Public Schools Resource Conservation Program year-end activity report (Final Report, Phase Two 1997- 1998) is attached to this letter for your information.

The Public Schools Resource Conservation Program is designed to fulfill an obligation of the County (and each city) under the Integrated Waste Management Act of 1989 (AB 939) to establish a program for solid waste public education. The County of Santa Cruz Source Reduction and Recycling Element, adopted by the Board of Supervisors in 1994 and approved by the California Integrated Waste Management Board, identifies this mandate and the County's response.

The pilot program was very successful and an additional five schools will be signed on for the coming year. The overall goal of the Task Force is to have the program in all 52 public schools in the county. Accomplishments of the first year pilot included creation and field testing of a county-specific teaching curricula on solid waste issues, professional development sessions for participating teachers, and actual waste reduction at the five pilot schools. Waste reduction results exceeded the program projections, achieving as much as 5 1% reduction in school disposal amounts. The success of these disposal reduction activities is a direct reflection of the combined efforts of Ecology Action and Waste Management of Santa Cruz County. Waste Management has, in addition, pledged cash support for the coming school year.

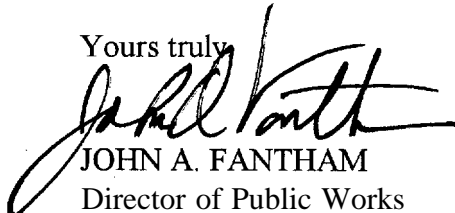
SANTA CRUZ COUNTY BOARD OF SUPERVISORS

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This year's total projected cost is \$106,443 for ten schools. A copy of the budget for fiscal year 1998/99 is included in the above referenced attachment. The primary **funding** source is local government since the project has been developed to satisfy city and county solid waste management mandates. However, **funding** from the state and private industry are also key to the success of the project. Both the proposed public and private **funding** and the distribution of pilot schools have been allocated roughly on the basis of relative population. Accordingly, for the fiscal year 1998/99, the County's share would amount to \$63,243 and includes the City of Scotts Valley as a member of County Service Area 9C. The remaining project funds come from the Cities of Santa Cruz, Capitola and Watsonville. A proposed Independent Contractor's Agreement with the County Office of Education for this amount is included with this letter for your Board's consideration. Sufficient funds were included in your Board's approval of the Department of Public Works Fiscal Year 1998/99 budget. This contract would mark the transition of this program from a pilot project to a continuing agreement subject to an annual budget review by the Task Force.

It is therefore recommended that your Board approve the attached Independent Contractor's Agreement with the County Office of Education in the amount of \$63,243 and authorize the Director of Public Works to sign the agreement on behalf of the County.

Yours truly

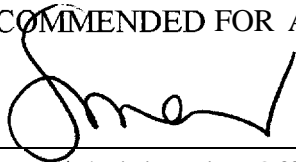


JOHN A. FANTHAM
Director of Public Works

DdG:bbs

Attachments

RECOMMENDED FOR APPROVAL:



 County Administrative Officer

copy to: Each City Manager
 Santa Cruz County **Office** of Education
 Waste Management of Santa Cruz County
 Capitola Disposal
 Public Works Department

PSRB



7/14

COUNTY OFFICE OF EDUCATION

Diane K. Siri, Superintendent • 809 - H Bay Avenue • Capitola, CA 95010 • 408/476-7140 • FAX 408/476-5294



BOARD OF EDUCATION
Ms. Bryant • Mr. Arnold Levine
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Mr. Richard Swanson

PUBLIC SCHOOL RESOURCE CONSERVATION PROGRAM (PSRCP)

Final Report: Phase Two (1997-98)

*Presented to the Integrated Waste Management Local Task Force
June 11, 1998*

Part I: Pilot School Teacher Training and Professional Development (LLSP)

During Phase Two of the Public School Resource Conservation Program (PSRCP), Life Lab Science Program (LLSP) provided lead teacher professional development and instructional materials development.

Conduct Field Test of Instructional Materials

LLSP developed a supplementary activity guide, *Create from Waste*, to support the teacher's instruction regarding solid waste diversion in Santa Cruz County. Originally, the project was targeted for 4th through 6th grades. However, during the school-site selection process, K-6th grade educators at the pilot schools showed an interest in participating, so the materials were designed to accommodate all elementary school grades,

In addition to *Create from Waste*, all pilot schools received a collection of additional instructional resources from the Environmental Protection Agency and the California Department of Education's Compendium for Integrated Waste Management, and a bibliography of select instructional materials related to waste management education.

The field test was scheduled for January - May 1998. Initial teacher-leader feedback was collected during a March 26, 1998 workshop and is currently being gathered for a second time. The revision process is scheduled for completion by June 30, 1998, with changes to be ready for the Summer Institute and all program schools.

Teacher Professional Development

A key strategy of PSRCP's overall scope of work during the 1997-98 school year was to provide professional development opportunities to enhance the lead teacher's understandings of the principles of conservation. The emphasis of this work focused on school, home and community solid-waste reduction, reuse and diversion in Santa Cruz county.

Three events throughout the school year were designed, scheduled and implemented for the lead teachers from the five pilot schools:

1. Fall Orientation, November 18, 1997
2. Winter Institute, January 13-15, 1998
3. Spring Seminar, March 26, 1998

For each of these events, substitute teachers were provided for the districts through PSRCP funding.

Consultant expertise contributed to the content of each of the trainings, including the following Santa Cruz County and statewide representatives:

- Dan deGrassi, Santa Cruz County Integrated Waste Management Task Force;
- Bob Nelson, Superintendent of Santa Cruz Solid Waste Disposal;
- Dr. Matthew Werner, UCSC Soil Ecologist;
- Nancy Gray, City of Watsonville Public Works;
- Carole Sly, Director of Science and Environmental Education for the Alameda County Office of Education; and
- Roberta Rankin, Director for Alameda County Waste Management Authority and Recycling Board.

During the Fall Orientation, participants were asked to consider the successful components and challenges of their school's Life Lab garden, and the results of their school's waste audit. This information was used to provide technical assistance during the Winter Institute to help overcome the challenges and build on the successes in the process of revitalizing their school gardens as outdoor classrooms to enhance science and resource conservation instruction for all students.

During the Winter Institute, the lead teachers expanded and developed their own content understanding of solid waste reduction. A strong emphasis was placed on soil ecology, composting and vermicomposting systems as important strategies for waste reduction. This information was covered through an interactive process of working with a soil scientist from UCSC, visiting the Santa Cruz City Landfill, and constructing a compost pile at Natural Bridges School. The next steps included planning how to transfer this knowledge to both their school community and their student population, plus overall program implementation and management strategies.

The Spring Seminar provided an important opportunity for lead teachers to learn from each other's accomplishments and challenges. School teams shared examples of how resource conservation has been integrated throughout their curricula and instruction, how new recycling programs, including school lunch waste, have been implemented, and the challenges that the schools still face in working to make this project sustainable.

University of California Academic Credit for Teachers

Teacher leaders had the opportunity to sign-up for four (4) units of academic credit through UC-Extension in Santa Cruz. These are units that can be applied towards a Master's degree, for salary credit, or both.

At last count, six of the twelve teachers have taken advantage of this opportunity organized by the Santa Cruz County Office of Education. Jack McLaughlin is responsible for maintaining attendance records and collecting necessary paperwork.

Life Lab Science Program Summary

Story after story demonstrated the start of significant efforts toward systemic school changes in waste reduction management. The K-6 instructional materials, *Create from Waste*, that were developed during Phase One, have been field-tested and are ready for final revision. This supplemental activity guide will be ready for use in new schools as the project expands.

The introductory professional development program for new schools is complete, and ready to be replicated with minor adjustments depending on lead teacher and individual school needs. For the 1998-99 school year, an advanced institute is scheduled for the five pilot schools. This institute will focus on school-based sustainability, and expansion to the school community.

Part II: Building an Infrastructure to Reduce Waste (EA)

Ecology Action (EA) was given responsibility to reduce the waste stream at the pilot sites during Phase II. After performing pre-waste audits at each of the pilot schools, it was determined that through participation in PSRCP, schools would reduce waste by 25%, about 120 tons of waste otherwise destined for county landfills.

Following the post-waste audits, and through hard work of the collaboration, it was discovered that pilot schools diverted 35%, or 146 tons, of trash during the 1997-98 school year! The savings amounts to about \$10,000 for the pilot sites and their school districts, far exceeding our best estimates.

School Reports

The infrastructure for mixed paper and cardboard recycling has been put into place at all schools. Three of the five pilot schools have implemented food waste composting with the other two planning to introduce composting in the fall. Recycling of lunch trash such as aseptic (milk and juice) cartons and #3 through #7 plastic is happening at four of the five schools (these materials used to be thrown away).

Each school garden is now also a cornposting demonstration site, complete with permanent display signs and two different cornposting bins. Ecology Action will begin holding free cornposting workshops at the gardens this summer.

The following is a school by school summary of waste reduction results determined by a post-audit conducted by Ecology Action:

Brook Knoll Elementary

Trash was reduced by 49%! This school got off to a slow start but eventually embraced the recycling program with great enthusiasm.

Student volunteers gave a presentation on the recycling program in front of the local school board. Besides cardboard, there was very little recycling going on at Brook Knoll prior to the PSRCP. Now virtually all mixed paper, aseptic and plastic containers are being recycled.

One trash-dumpster was eliminated with a second one slated for removal this fall. Money saved from reduced trash service will be funneled back into the school's Life Lab garden.

Food scrap composting will be implemented this fall.

Live Oak School

Trash was reduced by 35%, due mainly to the implementation of cardboard and mixed paper recycling. They managed to eliminate one trash-dumpster entirely. Lead teacher Joanne Gehardt's second grade class put on a play, "Down in the Dumps Again" for the entire school, introducing the recycling program to the children.

A composting project was coordinated with the children, which turned approximately eight cubic yards of garden weeds into compost piles. The finished compost is being used in the garden beds.

Live Oak plans to introduce food scrap composting in the fall.

Main Street School

Trash was reduced by 23%. Food scrap composting was done using an Earth Machine composting bin in the school garden.

Five teachers had small worm bins in their classrooms. These bins will be consolidated into one large outdoor worm box for the fall of 1998.

An ambitious lunchtime recycling program accounted for the majority of the waste reduction. Lead teacher Alyson vanRavesteijn's fourth grade class put on a play for the whole school to introduce the recycling program.

Support from the principal, custodians and especially the lead teachers was outstanding.

Natural Bridges

Trash was reduced by 10.6%. This school is located in the City of Santa Cruz and, unfortunately at this time, the city does not offer the level of recycling service that Waste Management does to its customers. Waste accepts aseptic packaging and #3 through #7 plastic for recycling while the city does not. When the city expands its program to include these materials, waste reduction will increase significantly.

Life Lab coordinator Katy McLaughlin did an excellent job organizing the lunchtime recycling and composting. Classroom paper recycling was expanded significantly. ,

One trash pickup a week was eliminated and, with the help of Lead Teacher Marty Pingree, a Litterless Lunch presentation was given to a group of 50 parents and children. All those who attended received a **free** “no waste” lunch box and thermos.

Valencia School

At 51%, this school achieved the highest waste reduction. Of the five pilot schools, Valencia has the largest student population, so setting up lunchtime recycling and composting was especially challenging.

Food scraps are being composted in two composting bins. Lead teacher Richard Zlatainich built a large worm box out of scrap wood. This box, along with two smaller plastic worm bins, is also being used to compost food scraps.

Virtually all mixed paper is now being recycled. Negotiations are under way with Food Services to replace the non-recyclable polystyrene lunch trays with a recyclable alternative. This change will lead to future trash reduction, A 50% cut in trash service will be ordered in time for the fall semester.

Part III: Administration and Promotion of the Program

During Phase II of the PSRCP, the Santa Cruz County Office of Education (COE) was responsible for the administration and promotion of the total program, including all fiscal services.

Program Development and Staff In-Service/Training

During the 1997-98 school year, the COE was responsible for facilitation of Steering Committee meetings (Virginia Johnson, EA; Nancy Giberson, COE; and Roberta Jaffe, LLSP), PSRCP Planning Meetings (Lisa Glick, LLSP, Lou Ferrera, EA, Jack McLaughlin, COE) and all lead-teacher training events.

In addition, COE has had the opportunity to visit all pilot school sites, to establish technical assistance and articulate core concepts.

Networking and Technical Assistance

Throughout Phase II, COE was responsible for connecting schools and teachers to local and statewide resource education programs, and establishing partnerships within the countywide waste management network. This was completed through representation at Integrated Waste Management Local Task Force meetings; meetings with school administrators and site leadership; representation of PSRCP at the California Science Teachers Association Annual meeting; and, participation in California Department of Education's CREEC Network.

I.

In addition, COE was responsible for identifying funding sources for program growth. COE has established relationships with both Waste Management of Santa Cruz County and the City of Watsonville as funders for the next phase of the program. In addition, COE is working with the University of California Cooperative Extension to establish a food and nutrition component that may add additional funds to the program.

Communication & Correspondence

In addition to the day-to-day communication between school sites and service providers, the COE coordinator has completed the following communication/correspondence with lead teachers, funders and service providers during Phase II:

- verbal and written progress reports
- presentation of program to County Board of Education
- contributions to the Santa Cruz County Sentinel education stories
- development of two press releases
- contribution to the In-Partnership publication (83,000 distribution countywide)

The COE was also given the responsibility to develop a presence for the PSRCP on the World Wide Web. The site includes a description of programs at each pilot site, pictures of lead teachers and children, and recognition to the program funders.

Please check out the site at <http://members.tripod.com/~rcp>.

Financial Oversight

The COE had responsibility, during Phase II, to collect funding from agencies and distribute to service providers and school site teacher-leaders.

In addition, COE was responsible for developing strategies to maintain fiscal solvency and review statements to project activity, trends and responsiveness to agency and teacher-leader needs.

Project Assessment and Evaluation

During Steering Committee and planning meetings, the COE was responsible for revising PSRCP goals, timelines and objectives. In addition, COE was involved in gathering data necessary for curriculum development revision and publication.

The COE was also involved in the creation of activities to allow teachers the opportunity to develop strategies for evaluating programs on-site with other staff members. This included goal setting and sample planning design at the Winter Institute and Spring Seminar.

Lastly, each training session concluded with an evaluation of the content and performance of the PSRCP. Each evaluation was tabulated by COE staff and made available to both funders and agency representatives. The results of these evaluations were discussed at Steering Committee and planning meetings for program improvement and growth.

Part IV: Challenges for 1998-99 at Existing Pilot Sites

The following is an analysis of the challenges facing each of the pilot schools in the upcoming year, as determined by Ecology Action, the field representative for Phase II of PSRCP.

Brook Knoll

This school achieved the second highest percentage (49%) of waste reduction. The main challenge will be to implement food waste collection and composting at lunchtime. This should be easily accomplished since lunch recycling is already going smoothly.

Live Oak

Live Oak's lunchtime recycling started off great but is having "growing pains." The collection of milk and juice cartons was stopped due to mess and contamination. It is highly recommended that Live Oak follow Valencia's model in dealing with these materials.

While many of the paperboard lunch trays are being recycled, some still end up in the trash. A consistent group of student lunchtime recycling leaders needs to be in place. Neither the custodian nor adult lunch monitor has the time to see that recycling happens. Without student volunteers, the program is doomed to failure. Also, food waste collection and composting needs to be implemented.

There will be a leadership challenge at Live Oak in 1998-99. Principal Penny Taylor is leaving the school and district. Lead teacher Joanne Gehardt will be going on maternity leave in the fall, so a replacement for her will be needed. There is also some question as to whether Life Lab Coordinator Wendy Kroll will be returning to the school.

Main Street

This school-site has the most room for improvement in mixed paper recycling. Most of the paper is sorted and taken by the Grey Bears to be recycled. While it is good to support the Grey Bears, their paper-recycling program is much more restrictive than Waste Management's. From a post audit meeting with the Main Street custodian, it was

discovered that all paper was not accepted by the Grey Bears, and some was being thrown away. Between the two programs, virtually all mixed paper can be recycled.

While student lunchtime recycling monitors seem to be doing a good job, some recyclables are still ending up in the trash. Students should be reminded of the importance of consistent monitoring at lunch.

Natural Bridges

Food waste composting seems to go smoothly on the three days the Life Lab Coordinator is there to supervise. On the other two days, very little food waste is collected. Either another adult, or an upper grade child, needs to act as lunchtime recycling leader on the days the Life Lab Coordinator is not there.

There is also room for improvement in mixed paper recycling. During the post audit, we found that they had only reduced their volume of paper waste by 17%. Since the City of Santa Cruz accepts virtually all mixed paper, this total should be much higher. All classrooms should have paper recycling bins, and a follow up meeting should be held to remind teachers and students of the recycling program.

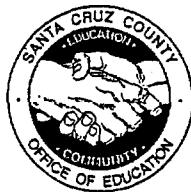
Valencia

The main challenge here is to convince Food Services to switch from non- recyclable polystyrene lunch trays to a more recyclable alternative.

1998-99

Each participating school will develop goals to maintain current levels of waste reduction, with steps to increase waste reduction, for the 1998-99 academic school year. The goals will include expectations for success and justification for development as priorities in their individual waste reduction programs.

- Attachments: "RCP Exceeds Expectations" Press Release
- World Wide Web Page
- Estimated Waste Diversion Post Audit Report



LIFE LAB
Science Program



COUNTY OFFICE OF EDUCATION

809-H Bay Avenue • Capitola, California 95010 • 479-5313 phone 476-5294 fax • Interinc3@aol.com e-mail

RESOURCE CONSERVATION PROGRAM

Santa Cruz County Office of Education

Nancy Giberson
Jack McLaughlin
479-5313

Life Lab Science Program

Roberta Jaffe
Lisa Glick
459-2001

Ecology Action

Virginia Johnson
Lou Ferrera
426-5925

Elementary School Pilot Sites

Brook Knoll
Capitola
Live Oak
Main Street
Natural Bridges
Valencia

Program Funders

City of Capitola
City of Santa Cruz
City of Scotts Valley
City of Watsonville
County of Santa Cruz
Waste Management

Resource Conservation Program Exceeds Expectations, Reduces 145 Tons of Waste in 1997-98 School Year

Santa Cruz County, CA - In Fall 1997, teacher-leaders from five Santa Cruz County public elementary schools, participating in the Resource Conservation Program, were issued a challenge from local city and county jurisdictions: reduce waste through student involvement in recycling and outreach activities.

According to Ecology Action of Santa Cruz County, the five schools have reduced waste at their sites by 35% in 1997-98, amounting to 146 tons of trash otherwise destined for county landfills. This amounts to a savings of more than \$10,000 to the school districts..

The Resource Conservation Program is a partnership between the Santa Cruz County Office of Education, Life Lab Science Program and Ecology Action. The program put students in charge of their own waste habits. "The students are excited at the end of a day when they see empty trash cans in their classroom," says Sharon Gattey, lead-teacher at Brook Knoll Elementary in Scotts Valley.

In addition to waste reduction, Life Lab Science Program has designed a set of curriculum activities that enrich the regular school curriculum, allowing students to use the school garden as their classroom and creating opportunities to make ecology part of their everyday lives. "They see a direct connection between their actions and the environment. They are developing a fundamental respect for nature," says lead-teacher Joanne Gehardt of Live Oak Elementary.

Community outreach has been a major component of the program, to extend waste reduction strategies into neighborhood homes. "When students go home they tell their families about the program, and that can have an immediate effect on the community," states Katy McLaughlin, lead-teacher Natural Bridges Elementary.

The Resource Conservation Program was recently given the 1998 Sustainable Quality Award for *Best Pioneer Educational Program*. The program is supported by the cities of Capitola, Santa Cruz, Scotts Valley and Watsonville; Santa Cruz County; and Waste Management of Santa Cruz County.

Please call Jack McLaughlin in the Educational Services Division at the Santa Cruz County Office of Education for more information, (408) 479-5206.

"We should all be concerned about the future because we will have to spend the rest of our lives there." - Charles F. Kettering



Brook Knoll

Live Oak

Main Street

Natural

Bridges

Valencia

Program Funders



Contact Us

Sign Our

Guestbook

RESOURCE CONSERVATION PROGRAM

RCP Reduces 150 Tons in 1998-99, Wins "Sustainable Quality Award" for Best Pioneer Educational Program

SANTA CRUZ COUNTY, CA. - The Resource Conservation Program provides Santa Cruz County educators with a systemic approach to environmental stewardship, with an emphasis on solid waste reduction through composting, vermicomposting and recycling.

Working under a California state mandate to reduce waste by 50% before 2000, teacher leaders have partnered with Ecology Action of Santa Cruz, Life Lab Science Program and the Santa Cruz County Office of Education to eliminate more than 120 tons of solid waste in 1998.

And the best part ... after participating in a specially-designed curriculum that incorporates environmental education into mainstream education, students become leaders in their homes and communities when they host recycling and composting fairs in their Life Lab gardens!

Public Elementary School Students Use Life Lab Gardens as Outdoor Classrooms in the Award-Winning Resource Conservation Program



"We should all be concerned about the future because we will have to spend the rest of our lives there." - Charles Kettering

This site was updated on 5/22/98



Estimated Waste Diversion by Category Public School Resource Conservation Program

Overall goals for 5 pilot sites set at 25% reduction of original waste, stream (103 tons), based on 1997/98 pre-waste audits.

Material Category	Diversion as Percent of Wastestream	Actual Diversion in Tons	Original Wastestream in Tons
#1 Plastic	53.5%	1.25	2.33
#2 Plastic	61.1%	0.31	0.51
#6 Plastic	0.0%	0.00	3.74
Aluminum Metal	47.5%	2.66	5.60
Cardboard/Kraft	91.5%	16.22	17.73
Compostable/Organic	11.5%	12.78	110.76
Glass	38.2%	10.14	26.52
High Grade Paper	66.7%	23.40	35.10
Low Grade Paper	43.0%	57.43	133.61
Newsprint	90.0%	1.50	1.66
Non-Recyclable Material *	29.5%	19.89	67.44
Other Plastic	0.0%	0.00	7.51
Totals	35.3%	145.57	412.52

Actual figures from post-audit follow-up at the pilot sites shows 35% reduction from original waste stream. Conversion factors are extrapolated from those provided by the California Integrated Waste Management Board

*Non-recyclable material refers to: Styrofoam lunch trays, non compostable food waste, plastic bags, plastic utensils, other types of non recyclable food packaging, wood, and broken furniture.

0 Diversion as Percent of Wastestream 48.8%
 30 Diversion as Percent of Projected 95.7%
 Actual Diversion in Tons 57.03
 Projected Diversion in Tons 59.63
 Original Wastestream in Tons 116.98

New level of garbage service: Three 2yd 2x a week

Material	Option	Proj % Red	Actl % Red	Notes
Mixed Paper	Recycle	75	80	All classrooms now recycle their paper
Plastic Beverage Containers	Improve Recycling	75	90	
Aluminum Beverage Containers	Improve Recycling	90	75	
Glass	Improve Recycling	90	80	
Cardboard	Improve Recycling	90	95	
Paperboard	Recycle	10	85	The school switched to paperboard lunch trays at the beginning of the year. Most are now being recycled
Newspaper	Reduce; Recycle	70	90	
Milk And Juice Containers	Reduce	50	90	Waste Management's new recycling program has enabled the school to recycle these items for the first time
Food Waste	Divert Through Composting	25	0	Food scrap composting to be implemented in the fall of '98
Plastic Bags, Food Wrap	Reduce	20	0	

Waste Assessment Follow-Up for
Brook Knoll Elementary School

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Material	Option	Prof % Red	Actl % Red	Notes
Misc. Lunch Trash	Reduce	15	0	A Litterless Lunch presentation in the fall of '98 will help raise awareness of overpackaging on waste at lunchtime
Yard Waste	Recycle	70	50	
Paper Towels	Reduce	10	0	
Misc. Trash	Reduce	10	0	

Buy Recycled Follow-Up Notes

Copy Paper	
Paper Towels	
Toilet Tissue	
Trash Can Liners	

Waste Assessment Follow-Up Results for

Live Oak School

302

Date May 8, 1998

By Louie Ferrera

Contact Penny Taylor 475-2000

Material	Option	Proj % Red	Actl % Red	Notes
Cardboard	Recycle	95	100	3 cu yard dumpster for cardboard handles corrugated cardboard as well as paperboard lunch trays
Food Waste	Recycle	20	0	Food scrap composting to be implemented in the fall of '98
Food Packaging	Reduce	15	0	Litterless Lunch presentation in the fall of '98 will raise awareness of of overpackaged and wasteful lunch items
High Grade Paper	Paperless Campaign; Improve Recycling	60	90	All classroom NOM recycle their paper
Low Grade Paper	Reduce; Recycle	6	90	All classrooms NOM recycle their paper
Paper Towels	Reduce	10	0	
Plastic Bottles	Recycle	50	33	
Aluminum Cans	Recycle	75	33	
Glass	Recycle	75	33	

New level of garbage service: 1 2yd 5x week



Buy Recycled Follow-Up Notes

Option
 Proportion Red
 Actual Red
 Notes

Copy Paper	
Paper Towels	
Toilet Tissue	
Trash Bags	

Waste Assessment Follow-Up Results for

Main Street School

304

Date May 7, 1998

By Louie Ferrera

Contact Thom Dunks 464-5650

Diversion as	Percent of	Projected	60.2%
Actual	Diversion	in Tons	7.41
Projected	Diversion	in Tons	12.30
Original	WasteStream	in Tons	32.57

New level of garbage service:

Material	Option	Proj % Red	Actl % Red	Notes
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Aluminum Lunch Trays And Foil	Recycle	50	50	Prior to the PSRCP, all these items were ending up in the trash
Mixed Paper	Reduce; Recycle	50	25	Waste Management accepts all mixed paper, no sorting required. Continue using Waste as a supplement to the Grey Bears for paper recycling
Lunch Trash	Reduce	20	0	A Litterless Lunch presentation in the fall of '98 will help raise awareness of over packaged and wasteful lunch items
Food Waste	Recycle	15	25	Prior to the PSRCP, all of this material was ending up in the trash. The school's new worm bin should increase their food composting capacity in the fall of '98
Paper Towels	Reduce	10	0	
Plastic Bottles	Recycle	75	50	
Aluminum Cans	Recycle	90	0	
Class Bottles	Recycle	90	0	

Buy Recycled Follow-Up Notes

- Copy Paper
Paper Towels
Toilet Tissue
Trash Bags

38

Waste Assessment Follow-Up Results for
Natural Bridges Elementary School

305

Date May 5, 1998

By Louie Ferrera

Contact Claire Castagna 429-3900

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Diversion as Percent of Wastestream	Diversion as Percent of Projected	Actual Diversion in Tons	Projected Diversion in Tons	Original Wastestream in Tons
10.6%	28.2%	7.56	26.87	11.60

New level of garbage service: 4cu yard bin 4x weekly

Material	Option	Proj % Red	Actl % Red	Notes
Lunch Packaging	Reduce		0	
Paper Towels	Reduce		0	
Low Grade Paper	Reduce; Recycle		13	The expansion of the City of Santa Cruz mixed paper recycling program should enable this number to drop in the fall of '98
Cardboard Lunch Trays	Recycle		70	Prior to the PSRCP, most of these were ending up in the trash
High Grade Paper	Paperless Campaign; Improve Recycling		75	See Low Grade Paper (above)
Food Waste	Recycle		25	This component of the waste stream should drop with increased composting
Aluminum Cans	Recycle		90	
Plastic Bottles	Recycle		70	
Broken Furniture	Recycle/repair When Possible		50	
Other Trash	Reduce		10	

Waste Assessment Follow-Up for
 Natural Bridges Elementary School

CS
 Material

Option

Buy Recycled Follow-Up Notes

Prot % Red Accl % Red Notes

Copy Paper	
Paper Towels	
Toilet Tissue	
Trash Bags	

Waste Assessment Follow-Up Results for

Valencia School

Date May 6, 1998

By Louie Ferrera

Contact Terry Eastman 688-2013

307

Diversion as a Percent of Wastestream	Actual Diversion in Tons	Projected Diversion in Tons	Original Wastestream in Tons
51.1%	22.18	16.27	43.43

New level of garbage service: Not reduced yet, but will be in the fall

Material	Option	Proj % Red	Actl % Red	Notes
Polystyrene Lunch Trays	Reduce, Recycle	50	0	Switching to aluminum or paperboard lunch trays will make this component or the waste stream recyclable
Mixed paper	Reduce; Recycle	50	85	Prior to the PSRCP, most of this item was ending up in the trash
Food Waste	Divert Through Composting	10	10	Valencia has done an amazing job with composting
Milk Cartons	Recycle	33	95	Prior to the PSRCP, all of this item was ending up in the trash
Paperboard Lunch Trays	Recycle	50	95	
Paper Towels	Reduce	10	25	
Mixed Plastic Trash	Reduce	10	0	A Litterless Lunch presentation in the fall of '98 should help raise awareness of overpackaged and wasteful lunch items
Asptic Juice Boxes	Reduce	33	50	Prior to the PSRCP, all of this item was ending up in the trash
Plastic Bottles	Recycle	75	66	
Aluminum Cans	Recycle	90	0	

Waste Assessment Follow-Up for
Valencia School

Material

3 Glass Bottles

3

Recycle

Option

90

0

Prot % Red
Accl % Red
Notes

Buy Recycled Follow-Up Notes

Copy paper

Paper Towels

Toilet Tissue

Trash Bags

INDEPENDENT CONTRACTOR AGREEMENT

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THIS CONTRACT is entered into this _____ day of _____, 19___, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and SANTA CRUZ COUNTY OFFICE OF EDUCATION, hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result: solid waste education in County schools as defined in Exhibit 'A', Scope of Work.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: in a manner described in Exhibit 'A', Scope of Work.

3. TERM. ~~The term of this contract shall be:~~ a l u n t i l J u n e 3 0 , 1999.

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at a minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by County shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

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'If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here ____/____.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here _____

(2) Automobile Liability Insurance for each of CONTRACTOR's vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR's employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here ____/____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1 ,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad-form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$1,000,000.00 combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY ____/____

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause:

“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to: DAN de GRASSI
COUNTY OF SANTA CRUZ
PUBLIC WORKS DEPARTMENT
70 1 OCEAN STREET, ROOM 4 10
SANTA CRUZ, CA 95060

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

DAN de GRASSI
COUNTY OF SANTA CRUZ
PUBLIC WORKS DEPARTMENT
70 1 OCEAN STREET, ROOM 4 10
SANTA CRUZ, CA 95060

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, pregnancy, sex, sexual orientation, age (over 18), veteran status or any other non-merit factor unrelated to job duties, Such action shall include, but not be limited to the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, pregnancy, sex, sexual orientation, age (over 18), veteran status, or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR’s solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Affirmative Action Office information and reports in the prescribed reporting format (PER 40 12) identifying the sex, race, physical or mental disability and job classification of its employees and the names,

dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority/Women/Disabled Business Enterprises.

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(3) In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for **further** agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than **fifteen** (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) the skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. CONTRACTOR represents that its operations are in compliance with applicable County planning, environmental and other laws or regulations.

10. CONTRACTOR is responsible to pay prevailing wages and maintain records as required by Labor Code Section 1770 and following.

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11. NONASSIGNMENT. CONTRACTOR shall not assign this agreement without the prior written consent of the COUNTY.

12. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

13. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

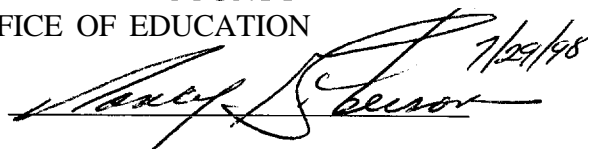
14. ATTACHMENTS. This Agreement includes the following attachments Exhibit 'A', Scope of Work.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

COUNTY OF SANTA CRUZ

CONTRACTOR
SANTA CRUZ COUNTY
OFFICE OF EDUCATION

By: _____
Director of Public Works

By:  7/29/98

Address: 809-H Bay Avenue
Capitola, CA 95010

Telephone: 83 1-479-5224

APPROVED AS TO FORM:

By:  8-11-98
Chief Assistant County Counsel

DISTRIBUTION: Auditor-Controller
Contractor
Public Works

DdG:bbs

PSRB

SCOPE OF WORK

PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM

CONTRACTOR shall carry out the work tasks described in the attached document, "PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM Scope of Work or FY1998-99.

CONTRACTOR shall not alter the distribution of work tasks without the express consent of the Santa Cruz County Integrated Waste Management Local Task Force.

COUNTY shall make semi-annual payments to CONTRACTOR on the basis of invoices submitted documenting labor hours expended and material expenses incurred during the previous 6-month period, up to a total not-to-exceed amount of \$63,243.00 for the term of this agreement.



COUNTY OFFICE OF EDUCATION

Diane K. Siri, Superintendent • 809-HBay Avenue • Capitola, CA 95010 • 408/476-7140 • FAX 408/476-5294

BOARD OF EDUCATION
Ms. Mary Bryant • Mr. Andrew Levine
Mrs. Kathy Mann • Mr. Robert Meyer
Mr. James Rapoza • Mr. Dana M. Sales
Mr. Richard Swenson



Public Schools Resource Conservation Program Scope of Work for FY 1998-99

Introduction to the Program

The overall vision of the Public School Resource Conservation Program (RCP) is to provide a systemic approach to environmental stewardship education, with an emphasis on resource conservation, for the schools located within Santa Cruz County. This scope of work marks further progress towards this overall vision, to fulfill a source reduction and recycling element mandate which has been adopted by all the cities and the county, and approved by the state of California, to provide countywide school curriculum on solid waste reduction.

Program Description

By June 1999, we shall have ten (10) elementary school sites established as practicing waste reduction campuses from which other schools and the community at large may be educated about solid waste reduction, reuse and diversion. Lead teachers at each campus shall be trained, provided a detailed curriculum, with access to technical assistance in setting-up and continuing waste diversion projects including paper recycling and composting. Each shall receive on-going support to sustain and expand the academic and "hands-on" activities.

The RCP shall provide several benefits to the Santa Cruz County community, including:

- **Recognizing the importance of intergrated waste management**, emphasized through curriculum and waste reduction projects, tailored to the issues, resources and needs of our local community.
- **Academic lessons linked with life experiences**, relevant through waste reduction projects set-up at each site. These projects shall augment the solid waste reduction curriculum and significantly reduce the actual solid waste generated at each school.
- ***Immediate measurable results in waste stream amounts and student outcomes**, with regard to the immediate student environment.
- **A cost effective approach**, through networking with existing programs and resources, and through the use of local community-based organizations for program implementation.
- **A coordinated approach**, for all schools in the county to champion environmental education. The framework is developed for varied curriculum to be introduced into the schools by local partners with environmental expertise.

The Santa Cruz County Office of Education, in collaboration with Ecology Action of Santa Cruz County and the Life Lab Science Program, shall continue to develop and implement the proposed program, as they have already successfully completed Phases I and II during the 1997-98 school year.

This scope of work outlines collaborative roles, responsibilities and timelines for work that will be done in accordance to the funding from all five (5) incorporated jurisdictions, the county and Waste Management of Santa Cruz County. Our long-term goal includes the program in all K- 12 public schools in Santa Cruz County.

Description of Collaborative Roles

The Santa Cruz County Office of Education (COE) will continue to serve as the lead agency, responsible fiscal entity and administrator of the program. Ecology Action (EA) and Life Lab Science Program (LLSP) act as sub-contractors with the COE to provide direct program services to the schools. EA and LLSP are non-profit agencies that have implemented successful school outreach programs throughout Santa Cruz County.

- **COE as the Lead Agency.** COE provides fiscal and general administrative management and program evaluation assistance to EA and LLSP. Dr. Nancy Giberson, Assistant Superintendent of COE, and Jack McLaughlin, Administrator at the COE, are responsible for the program management and organizational structure, which includes meeting and agenda facilitation, program evaluation, communication with jurisdictions, site recruitment, fund raising and program reporting and monitoring.
- **Ecology Action as a Partner.** EA is a partner in the development and direct service implementation of the waste reduction components at each school campus. Virginia Johnson, Executive Director, serves on the Steering Committee and is responsible for monitoring EA work tasks, reporting documentation, program promotion and training content, when appropriate. EA also focuses on developing sustainability measures for each of the participating ten (10) schools.
- **Life Lab as a Partner,** LLSP is primarily responsible for refining curriculum activities, training lead teachers from school sites in the curriculum, and providing technical assistance to the sites towards implementation of the curriculum. Roberta Jaffe, Executive Director, serves on the Steering Committee and is responsible for monitoring LLSP work tasks. Lisa Glick, Education and Outreach Director, is responsible for developing training models, content and curriculum activities for lead teachers.

Snapshot of a RCP Site

Teachers at Hilltop School agree in a staff meeting that focusing on a school-wide, solid waste reduction project would be a great way to meet the goals in the school plan to:

- involve all students in a learning experience about their local community, and
- provide a community service.

Two of the fourth grade Life Lab teachers, Sally and Ron, plan to base their year theme around conservation, integrating science, language arts, math and social studies. All teachers agree to participate in school-wide efforts to teach appropriate curriculum connected with composting their cafeteria waste and recycling classroom paper.

Sally and Ron join the lead teachers from all five pilot sites at the Summer Institute at the Agroecology Farm on the UCSC campus. During the three days, teachers become involved in hands-on science lessons from the Life Lab curriculum related to composting and recycling and learn techniques for different ways of composting and vermi-composting. After a field trip to the Santa Cruz landfill, they review curriculum and develop plans for their classroom on how to focus their teaching around solid waste diversion. The Institute develops their role as school leaders and teaches them how to incorporate the curriculum with hands-on waste diversion projects.

Each teacher/leader meets at their school site with the Ecology Action field staff person to assess the school's existing Life Lab and/or paper recycling program, and to do an initial full waste audit of the site's solid waste stream. The audit data will be used as the baseline data to determine actual results of the program. A task list is developed to bring the existing Life Lab garden and paper-recycling program up to appropriate standards, and operational assistance is given to the teacher/leader by the EA staff person in implementing the task list. These tasks include arranging for paper recycling receptacles, setting up a composting demonstration site next to the Life Lab, teaching "leadership" students how to maintain the recycling program, arranging for recycled paper pick-up at no cost to the school, supporting individual classroom presentations as requested by teachers, and bringing reusable materials to the classrooms for art projects. The teacher/leader calls SCCOE, EA and/or LLSP for technical advice and support in between field visits done by the EA staff person and the SCCOE coordinator. The LLSP conducts follow-up workshops three times during the school year to maintain enthusiasm, give advice and educate other teachers at the school. EA staff provide community workshops on home composting once a month at selected school sites, inviting students, parents and community residents.

Now as you enter Sally's fourth grade classroom you see student-made recycling posters and other art projects all around the room made with reusable materials provided through EA's regional materials exchange program. Students are graphing how much paper they use and how much they recycle.

In the Life Lab garden there is a permanent education board explaining the different types of active composting bins displayed there and how composting works. On a chart students record the amount of cafeteria waste they compost every day as one of their regular math projects. The compost king and queen for the day are layering the cafeteria leftovers onto the compost pile after weighing the amount on the scale.

This afternoon Sally is going to work with a group of her students in the garden; while another group presents a play they wrote to show the second graders how to maintain the paper recycling system in their room. After school the second grade teacher comes into

Sally's class to share how excited her students were by the presentation. She asks Sally for lesson ideas on how she can continue the students' motivation around recycling and connect it with academic studies. She and Sally set up a time to meet the next day. During the meeting Sally offers her curriculum materials, an EcoKit, ideas on projects and gives her a list of other resources available to the teacher through SCCOE, EA and LLSP.

That Saturday morning, the students invite their parents and neighbors to the monthly community workshop at the composting demonstration site next to the Life Lab garden. The workshop is promoted well in the community and is attended by residents other than school parents. Volunteer "Master Composters" from EA teach Saturday morning workshops and answer questions on how to set up home composting bins.

On Monday morning, the school principal looks forward to opening the school's garbage bill, which has become lower each month as the school year has progressed.

Participating Schools Sites

The following public elementary schools have given preliminary confirmation to participate in the 1998-99 RCP:

Returning School Sites	New School Sites
Brook Knoll Elementary	Branciforte Elementary
Live Oak Elementary	Capitola Elementary-
Main Street Elementary	De Laveaga Elementary
Natural Bridges Elementary	MacQuiddy Elementary
Valencia Elementary	Redwood Elementary

School Site Waste Reduction Goals *

Each year, Ecology Action determines, with input from all agency partners and members of the Integrated Waste Management Local Task Force, waste reduction goals for each site.

In 1997-98, an overall goal was determined at 25% waste reduction, equaling 120 tons of diverted trash. For 1998-99, the following goals have been set for each individual site:

<i>Returning School Sites</i>		<i>New School Sites</i>	
Brook Knoll Elementary	55%	Branciforte Elementary	25%
Live Oak Elementary	40%	Capitola Elementary	25%
Main Street School	30%	De Laveaga Elementary	25%
Natural Bridges Elementary	25%	MacQuiddy Elementary	25%
Valencia Elementary	55%	Redwood Elementary	25%

* These goals will change following pre-waste audits conducted by Ecology Action field staff in Fall, 1998. Each returning site will be expected to maintain 1997-98 amounts +5%.

Measurable Goals & Timelines

1. **Steering Committee**, complete final details for the program, which now includes the second year for Phase II school sites and the development of the RCP for five (5) new, additional sites.
(July 1, 1998 -June 1, 1999)
2. **Support for five (5) existing sites**, to complete the final version of the Life Lab-developed curriculum, conduct field evaluations, provide technical assistance, and implement Advanced Institute.
(September 1 -June 15, 1999)
3. **Support for five (5) new sites**, including site recruitment of teacher leaders, implementation of Fall Institute, and program set-up.
(September 15 - June 15, 1999)
4. **Coordinator tasks**, including networking, professional development, communication, in-service, project assessment and financial oversight.
(July 1998 - June 1999)
5. **Program materials to all school sites**, including teacher leader and field trip stipends, site-specific material purchases, compost demonstration materials and curriculum delivery/printing.
(November - April 1999)

Work Tasks, Responsible Agencies & Budget

Goal 1: With Steering Committee, complete the final details for the program, which now includes the second year for Phase II school sites and the development of the RCP for five (5) new, additional sites.

1. Develop Steering Committee calendar of meetings.
2. Monitor the program through monthly communication and planning.
3. Evaluate and revise the total program, including reporting, information sharing, and the development of an improvement plan.
4. Program planning and development, including strategies for developing new sites, program sustainability and institutionalization.

<u>Agency</u>	<u>Budget</u>
SCCOE	\$3,167
EA	\$3,167
LLSP	\$3,167

Goal 2: Support for five (5) existing sites to complete the final version of the Life Lab-developed curriculum, conduct field evaluations, provide technical assistance, and implement Advanced Institute.

1. Refine curriculum activities and material kits, including the development of a case study for problem-solving, situational thinking opportunities.
2. Conduct field evaluations and site needs assessments, pre-waste audits, infrastructure measurements and teacher leader contacts.
3. Provide on-site technical assistance, 5 hours per site per month for ten (10) months (Ecology Action) and 2 hours per site per month for ten (10) months (LLSP).
4. Conduct the Advanced Institute in Fall 1998, 1 day 8-hour session, including two (2) evening follow-up meetings for all ten (10) school sites.

<u>Agency</u>	<u>Budget</u>
SCCOE	\$ 400
EA	\$12,400
LLSP	\$10,000

Goal 3: Support for five (5) new sites, including site recruitment of teacher leaders, implementation of Fall Institute, and program set-up.

1. Recruit sites and teacher leaders, including support from school and district office administration.
2. Implementation of Fall Institute for new sites, a three (3) day event that includes training for the total program and off-site visits in the Santa Cruz community to model sites and service organizations.
3. Implement tasks to initiate and maintain the RCP, including pre-waste audits, infrastructure development, placement of **signage** and bins, seven (7) hours per site, per month, for ten (10) months.

<u>Agency</u>	<u>Budget</u>
SCCOE	\$ 1,280
EA	\$11,000
LLSP	\$ 5,644

Goal 4: Coordinator tasks, including networking, professional development, communication, in-service, project assessment and financial oversight.

1. Networking with local schools and teachers to resources in environmental education, hosting workshops, promotion of partnerships and grant writing for program sustainability.
2. Professional development at local, state and regional events, to enhance skills and understanding of environmental education leadership.
3. Communication through written and verbal progress reporting, correspondence, county publications, press releases and World Wide Web page development.
4. In-service planning, development, hosting and organizing, including visit to school sites and organization of academic credit opportunities for all lead teachers.
5. Evaluation methodology, to include a strong field component, with first hand observation of the program's strengths and weaknesses and a regular reporting component to the steering committee and supporting jurisdictions.
6. Financial oversight of the total program, including fiscal solvency and disbursement of checks to partners, school sites, service providers and vendors

<u>Agency</u>	<u>Budget</u>
SCCOE	\$20,893

Goal 5: Program materials to all school sites, including teacher leader and field trip stipends, site-specific material purchases, compost demonstration materials and curriculum delivery/printing.

1. Training materials, meals and photocopying services of curriculum and activity information.
2. Teacher-leaders stipends, \$1,000 per site @ ten (10) sites.
3. Teacher-leader released time, to attend workshops and site visits, 2 days per teacher @ \$85 per teacher, 20 teachers.

- 4. Field trips for each site, \$250 per site @ ten (10) sites.
- 5. Site-specific materials, varies according to individual site needs, \$200 per site @ ten (10) sites.
- 6. Compost demonstration materials, \$200 per site @ ten (10) sites.

<u>Agency</u>	<u>Budget</u>
SCCOE	\$21,400
EA	\$ 4,000
LLSP	\$ 2,500


Attachments: 1998-99 Budget and Description
 RCP 1998-99 Timeline



COUNTY OFFICE OF EDUCATION

Diane K. Siri, Superintendent • 809 - H Bay Avenue • Capitola, CA 95010 • 408 / 476-7140 • FAX 408 / 476-5294

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 BOARD OF EDUCATION
 Ms. Mary Bryant • Mr. Arnold Levine
 Mrs. Kathy Mann • Mr. Robert Meyer
 Mr. James Rapoza • Mr. Dana M. Sales
 Mr. Richard Swanson



To: Dan deGrassi, Integrated Waste Management Task Force
 From: Jack McLaughlin, Santa Cruz County Office of Education
 Subject: **1998-99 Budget, Resource Conservation Program**
 Date: May 27, 1998

This is a budget for the 1998-99 Resource Conservation Program. The budget reflects the continued support of the five pilot elementary schools with the addition of five new schools.

Anticipated Cash Income Sources

County of Santa Cruz	\$63,243
City of Santa Cruz	\$15,080
City of Scotts Valley	(with county funds)
City of Capitola	\$ 3,120
City of Watsonville	\$ 5,700
Waste Management of Santa Cruz County	\$13,000
Other funding sources	\$ 6,300
TOTAL	\$106, 443

Notes on the attached budget:

- Numbers in parenthesis reflect funding for five (5) schools during Phase II (1997-98). These are actual funding numbers and do not reflect the original projections. Please remember that Phase II was underfunded by \$23,000 and nearly 27% of Phase II budget had to be cut from COE, LLSP and EA projections.
- The budget reflects a 4% increase from last year's budget in addition to Waste Management of Santa Cruz and City of Watsonville contribution, for increases in material and personnel costs.
- The budget includes the addition of five new elementary school sites.
- The budget reflects coordination and direct service (66.5%), material expenses (26%) and indirect costs (7.5%).

- In addition to maintenance and addition of elementary school sites, planning and development will include a focus group of middle and high school teachers to discuss expansion and program growth.
- There was emphasis on maintaining current levels of support to first year schools, including technical assistance, stipends and release time.
- There were no significant funding changes among agency partners. Due to the addition of new sites, there was a slight increase to support Ecology Action's technical assistance to schools. Life Lab's slight increase is due to technical assistance to existing sites and the creation of a case study. There remains ample funding to support Life Lab's Summer Institute, Advanced Institute, and the revision of the current curriculum.
- The COE budget for Coordinator tasks has been reduced to support stipends and release time, however because of the shift of meals money and increase in number of stipends, the COE shows an increase from 1997-98.

Please call with questions, (408) 479-5206

RESOURCE CONSERVATION PROGRAM
Proposed Budget, 1998-99

The proposed budget includes support for the maintenance of five (5) current pilot sites and the addition of five (5) new sites.

<u>AGENCY EXPENSES</u>	<u>SCCOE</u>	<u>EA</u>	<u>LLSP</u>
<i>Steering Committee Tasks</i>			
1. Monitor the Program	690 (472)	690 (472)	690 (472)
• monthly communication meetings			
• planning and tracking tasks			
2. Evaluate/Revise Program	950 (905)	950 (905)	950 (905)
• finalize reports			
• develop improvement plan			
• develop support plan			
3. Program Planning & Development	1,527 (1,180)	1,527 (1,180)	1,527 (1,180)
• addition of new sites			
• sustainability/institutionalization			
<i>Support for Five (5) Existing Sites</i>			
4. Refine Curriculum and Materials			3,000 (3,932)
• add sample case study			
5. Conduct Field Evaluations/Site Status		2,000 (1,808)	
• waste audits			
• status of program infrastructure			
• support teacher leaders @ sites			
6. Provide Technical Assistance		10,000 (3,932)	
• 5 hours per site/per month/10 months (EA)			
• 2 hours per site/per month/10 months (LLSP)			3,000 (0)
• phone and/or site visits			
7. Conduct Advanced Institute Session	400 (708)	400 (708)	4,000 (3,185)
• 1 Day for existing sites; two (2) evening follow-ups for all 10 sites			

AGENCY EXPENSES	SCCOE	EA	LLSP
<i>Support for Five (5) New Sites</i>			
8. Recruit Sites & Teacher Leaders	780 (944)		
9. Implement New Site Summer Institute (3 Days)	500 (708)	500 (708)	5,644 (4,465)
10. Implement All Tasks to Initiate and Maintain Programs		10,500 (4,428)	
<ul style="list-style-type: none"> • pre-waste audits • infrastructure development • signs and bins • 7 hours per site/per month/10 months 			
<i>Coordinator Tasks</i>			
11. Networking	5,290 (4,663)		
12. Professional Development	2,127 (680)		
13. Communication/Correspondence	3,435 (2,303)		
14. Staff Development/In-Service	4,134 (4,209)		
15. Project Assessment/Evaluation	2,961 (2,540)		
16. Financial Oversight	2,946 (1,372)		
<i>Material Expenses</i>			
17. Training Meals & Materials	3,500 (700)		
18. Curriculum & Artwork	1,100 (3,500)		2,500 (971)
19. Printing/Postage	1,000 (519)		
20. Teacher Leader Stipends, \$1,000 per site, all sites	10,000 (5,000)		
21. Teacher Leader Release Time	3,300 (6,000)		
22. Field Trips for All Sites @ \$250 per site	2,500 (1,250)		
23. Site -Specific Materials, All Sites @ \$200 per site		2,000 (2,500)	
24. Compost Demonstration Materials		2,000 (2,000)	
TOTALS	\$47,140	\$30,567	\$21,311
Indirect Costs (7.5%)	\$7,425		
TOTAL PROGRAM, 10 RCP Sites: \$106,443			

**Public Schools Resource Conservation Program
Scope of Work for FY 1998-99**

**TIMELINE OF EVENTS/ACTIVITIES
July 1998 - June 1999**

Goal	July	August	September	October	November	December	January	February	March	April	May	June	
Steering Committee Tasks	→												
Support for 5 Existing Sites			→										
support for 5 New Sites			→										
Coordinator Tasks	→												
Program Materials to Schools						→							

PRODUCER/ADMINISTRATOR:

KEENAN & ASSOCIATES
2105 SOUTH BASCOM AVENUE, SUITE 310
CAMPBELL, CA 95008

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGES AFFORDED BY POLICIES/MEMORANDUMS BELOW.

INSURED/COVERED MEMBER:

SOUTHERN PENINSULA REGION INSURANCE GROUP and

SANTA CRUZ COUNTY OFFICE OF EDUCATION
809 BAY AVENUE, SUITE H
CAPITOLA, CA 95010

ATTN: MS. MARGO ATKINSON

ENTITIES AFFORDING COVERAGE

ENTITY A
NORTHERN CALIFORNIA ReLIEF JPA

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COVERAGES...THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED/COVERED MEMBER NAMED ABOVE FOR THE PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE/MEMORANDUM AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS OF SUCH POLICIES/MEMORANDUMS.

ENT LTR	TYPE OF COVERAGE	POLICY/ MEMO #	EFF/EXP DATE	SIR/DED.	ALL LIMITS IN THOUSANDS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input type="checkbox"/>	NCR 00401-g	06-30-98/99	250	B.I. & P.D. COMBINED EACH OCCURRENCE \$ 1,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/>	NCR 00401-9	06-30-98/99	250	B.I. & P.D. COMBINED EACH OCCURRENCE \$ 1,000
A	PROPERTY ALL RISK EXCL. EQ. & FLOOD	NCR 00401-9	06-30-98/99	250	\$2,927. PER OCCURRENCE

DO NOT DUPLICATE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS:

AS RESPECTS SUPERVISED PARTICIPATION AT VARIOUS SCHOOL SITES BY SANTA CRUZ COUNTY OFFICE OF EDUCATION IN PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM THRU JUNE 30, 1999.

CERTIFICATE HOLDER:

COUNTY OF SANTA CRUZ
701 OCEAN STREET, ROOM 401
SANTA CRUZ, CA 95060

ATTN: DEPT. OF PUBLIC WORKS

K&A..P/L..07/98

CANCELLATION..... SHOULD ANY OF THE ABOVE DESCRIBED POLICIES/MEMORANDUMS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY/JPA WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT,

AUTHORIZED REPRESENTATIVE

ENDORSEMENT

ADDITIONAL COVERED INTEREST

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<p>INSURED/COVERED MEMBER</p> <p>SANTA CRUZ COUNTY OFFICE OF EDUCATION</p>	<p>POLICY/MEMORANDUM NUMBER</p> <p>NCR 00401-9</p>	<p>PRODUCER/ADMINISTRATOR</p> <p>KEENAN & ASSOCIATES</p>
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Subject to all its terms, conditions, exclusions and endorsements, such additional covered interest as is afforded by the policy/memorandum shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the named insured/covered member described under "as respects" below.

Additional Covered Interest:

COUNTY OF SANTA CRUZ
701 OCEAN STREET, ROOM 401
SANTA CRUZ, CA 95060

THE COUNTY OF SANTA CRUZ, ITS OFFICIALS, EMPLOYEES, AGENTS AND VOLUNTEERS

A s :

SUPERVISED PARTICIPATION AT VARIOUS SCHOOL SITES BY SANTA CRUZ COUNTY OFFICE OF EDUCATION IN PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM THRU JUNE 30, 1999.

DO NOT DUPLICATE

Authorized Representative

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

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TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: PUBLIC WORKS (Dept.)
[Signature] (Signature) (D. D. 11/2 e)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the COUNTY OF SANTA CRUZ (Agency)
SANTA CRUZ COUNTY
and, OFFICE OF EDUCATION, 809-H Bay Avenue, Capitola, CA 95010 (Name & Address)

2. The agreement will provide solid waste education program within the Santa Cruz
County public school System.

3. The agreement is needed, Because the work can be handled most expeditiously by contract.

4. Period of the agreement is from Board Approval to June 30, 1999

5. Anticipated cost is \$ 63,243.00 (Fixed amount; Monthly rate; Not to exceed)

6. Remarks: Contract \$63,243.00; Overhead \$4,427.01; Total \$67,670.01

7. Appropriations are budgeted in 951243-3590-POO1³76 (625110) (Index#) 3590 (Subobject)

SD 110 NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. CO ~~81478~~ 81468 Date 8/11/98
are not will be

GARY A. KNUTSON, Auditor - Controller
By Linda T. Chou Deputy.

Subject to 98-99 Final Budget

Proposol reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
Director of Public Works to execute the same on behalf of the Department of
Public Works (Agency).

Remarks: BW (Analyst) By Bob We Date 8-13-98
County Administrative Officer

Agreement approved os to form. Date

DdG:bbs

- Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green *
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

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State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
_____ 19 _____ By _____ Deputy Clerk