



# County of Santa Cruz

## DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 950604070  
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

JOHN A. FANTHAM  
DIRECTOR OF PUBLIC WORKS

**AGENDA: DECEMBER 7, 1999**

November 23, 1999

### SANTA CRUZ COUNTY BOARD OF SUPERVISORS

701 Ocean Street  
Santa Cruz, California 95060

**SUBJECT: PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM**

Members of the Board:

For the past two years the County of Santa Cruz and four cities, working through the Santa Cruz County Integrated Waste Management Local Task Force, have provided a pilot program, the Public Schools Resource Conservation Program, for classroom teaching of solid waste related resource conservation issues within local schools. The classroom instruction is directly tied to on-site waste reduction activities established at each school including recycling and composting. 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.

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 has been very successful, now operating in ten schools with an additional three schools (including two high schools) to 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.

The program features a county-specific teaching curricula on solid waste issues, professional development sessions for participating teachers and actual waste reduction activities, such as recycling collection and composting, at each school. This coming year, the composting effort will address food waste from school lunch programs. Waste reduction results exceeded the

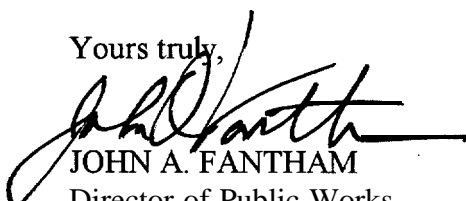
program projections, achieving almost 50% reduction in school disposal amounts. The success of these disposal reduction activities is a direct reflection of the combined efforts of Ecology Action and Waste Management of Santa Cruz County. Waste Management, in addition to providing collection containers and services, has again pledged cash support for the coming school year.

This year's total projected cost is \$122,093.00 for 13 schools. A copy of the budget for fiscal year 1999/00 is included in the attached agreement. 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 1999/00 the County's share would amount to \$63,243.00 and includes the City of **Scotts Valley** as a member of County Service Area 9C. A proposed Independent Contractor 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, County Board of Supervisors and participating cities.

It is therefore recommended that the Board of Supervisors take the following action:

1. Approve the attached independent contractor agreement with the County Office of Education in the amount of \$63,243 .00 for the Public Schools Resource Conservation Program
2. 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  
Public Works

PSRB

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 7th day of December, 1999, 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 public education program within Santa Cruz County public 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: Payments for services rendered per schedule in attached Scope of Work, Exhibit "A", not to exceed \$63,243.00.

3. TERM. ~~The term of this contract shall be:~~ o v a l t h r o u g h October 31, 2005.

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 CONTRACTORS 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 CONTRACTORS 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 CONTRACTORS insurance coverage and shall not contribute to it.

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

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(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:

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“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to: DAN DE GRASSI  
PUBLIC WORKS DEPARTMENT  
701 OCEAN STREET, RM. 410  
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  
PUBLIC WORKS DEPARTMENT  
701 OCEAN STREET, ROOM 410  
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 4012) 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.

(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.

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

By: \_\_\_\_\_  
Director of Public Works

CONTRACTOR  
SANTA CRUZ COUNTY  
OFFICE OF EDUCATION

By: \_\_\_\_\_

Address: 809-H Bay Avenue  
Capitola, CA 950 10

Telephone: (83 1) 479-5224

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Chief Assistant County Counsel

DISTRIBUTION: Auditor-Controller  
Contractor  
Public Works

DdG:bbs

**EXHIBIT 'A'****SCOPE OF WORK****PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM**

CONTRACTOR shall carry out the work tasks described in the attached proposal, titled, "Public Schools Resource Conservation Program, Scope of Work for FY 1999-00.

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.





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

Diane K. Siri, Ed.D., Superintendent • 809-H Bay Avenue • Capitola, CA 95010-2199 • (831) 476-7140 • FAX (831) 476-5294

## Public Schools Resource Conservation Program Scope of Work for FY 1999-00

### 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 2000, we shall have ten (10) elementary school sites and two (2) high 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 integrated 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, II and III beginning in 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. Diane Siri, Superintendent of COE, and Jack McLaughlin, Director 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. Erika Perloff, 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 1999-00 RCP:

<b>Public School Sites</b>	<b>Started Program</b>
Aptos High School	New
Branciforte Elementary School	1998-99
Brook Knoll Elementary School	1997-98
Capitola Elementary School	1998-99
De Laveaga Elementary School	1998-99
Live Oak Elementary School	1997-98
MacQuiddy Elementary School	1998-99
Main Street Elementary School	1997-98
Natural Bridges Elementary School	1997-98
Redwood Elementary School	1998-99
San Lorenzo Valley High School	New
Valencia Elementary School	1997-98

### **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 goals were to continue the 25% reduction in returning sites, with an additional 10% reduction. For the first two years of the program, all goals have been met (and often exceeded at individual sites.)

## Measurable Goals & Timelines

1. **Steering Committee**, complete final details for the program, which now includes the second/third year for Phase I and II school sites, and the development of the RCP for two (2) new, additional sites.  
(July 1, 1999 - June 1, 2000)
2. **Support for ten (10) 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, 2000)
3. **Support for two (2) new sites**, including site recruitment of teacher leaders, implementation of Fall Institute, and program set-up.  
(September 15 - June 15, 2000)
4. **Coordinator tasks**, including networking, professional development, communication, in-service, project assessment and financial oversight.  
(July 1999 - June 2000)
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 2000)

## Work Tasks, Responsible Agencies & Budget

*Goal I:*      With Steering Committee, complete the final details for the program, which now includes the second/third year for Phase I and II school sites and the development of the RCP for two (2) 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 ten (10) 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 1999, 1 day 8-hour session, including two (2) evening follow-up meetings for all ten (10) school sites.

<u>Agency</u>	<u>Budget</u>
EA	\$20,000
LLSP	\$10,000

*Goal 3:*      **Support** for two (2) 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	\$ 770
EA	\$ 9,900
LLSP	\$ 5,800

*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-leader stipends, \$1,000 per site @ twelve (12) 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 @ twelve (12) sites.
5. Site-specific materials, varies according to individual site needs, \$200 per site @ twelve (12) sites.
6. Compost demonstration materials, \$200 per site @ twelve (12) sites.

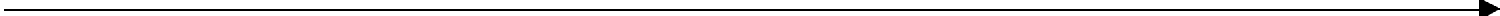




<u>Agency</u>	<u>Budget</u>
SCCOE	\$27,150
EA	\$ <b>5,600</b>
LLSP	\$ <b>7,500</b>

**Attachments:** 1999-00 Budget and Description  
RCP 1999-00 Timeline



**Public Schools Resource Conservation Program  
Scope of Work for FY 1999-00**

**TIMELINE OF EVENTS/ACTIVITIES  
July 1999 - June 2000**

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												

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**RESOURCE CONSERVATION PROGRAM**  
**Budget, 1999-2000**

The proposed budget includes support for the maintenance of ten (10) current elementary school sites and the addition of three (3) new middle/high school sites. **(1998-99 Figures)**

<b><u>AGENCY EXPENSES</u></b>	<b><u>SCCOE</u></b>	<b><u>EA</u></b>	<b><u>LLSP</u></b>
<b><i>Steering Committee Tasks</i></b>			
1. Monitor the Program	690 (690)	690 (690)	690 (690)
• monthly communication meetings			
• planning and tracking tasks			
2. Evaluate/Revise Program	950 (950)	950 (950)	950 (950)
• finalize reports			
• develop improvement plan			
• develop support plan			
3. Program Planning & Development	1,527 (1,527)	1,527 (1,527)	1,527 (1,527)
• addition of new sites			
• sustainability/institutionalization			
<b><i>Support for Phase I Sites (5)</i></b>			
4. Refine Curriculum and Materials			4,000 (3,000)
• Revise and add components			
5. Conduct Field Evaluations/Site Status		2,000 (2,000)	
• waste audits			
• status of program infrastructure			
• support teacher leaders @ sites			
6. Provide Technical Assistance		6,000 (10,000)	
• 3 hours per site/per month/10 months (EA)			
• 2 hours per site/per month/10 months (LLSP)			3,000 (3,000)
• phone and/or site visits			

0313

<b>AGENCY EXPENSES</b>	<b>SCCOE</b>	<b>EA</b>	<b>LLSP</b>
<b><i>Support for Phase II Sites (5)</i></b>			
7. Conduct Field Evaluations/Site Status		2,000 (2,000)	
<ul style="list-style-type: none"> <li>• waste audits</li> <li>• status of program infrastructure</li> <li>• support teacher leaders @ sites</li> </ul>			
8. Provide Technical Assistance		10,000 (10,500)	
<ul style="list-style-type: none"> <li>• 5 hours per site/per month/10 months (EA)</li> <li>• 2 hours per site/per month/10 months (LLSP)</li> <li>• phone and/or site visits</li> </ul>			3,000 (3,000)
<b><i>Support for Three (3) New Sites</i></b>			
9. Recruit Sites & Teacher Leaders	470 (780)		
10. Implement New Site Summer Institute (3 Days)	300 (500)	300 (500)	4,000 (5,644)
11. Implement All Tasks to Initiate and Maintain Programs		9,600 (10,500)	1,800 (0)
<ul style="list-style-type: none"> <li>• pre-waste audits</li> <li>• infrastructure development</li> <li>• signs and bins</li> <li>• 7 hours per site/per month/10 months (EA)</li> <li>• 2 hours per site/per month/10 months (LLSP)</li> </ul>			
<b><i>Professional Development, All Sites</i></b>			
12. Conduct Advanced Institute Session	400 (400)	400 (400)	5,000 (4,000)
<ul style="list-style-type: none"> <li>• 1 Day for Phase I, II sites; two (2) evening follow-ups for all 13 sites</li> </ul>			
<b><i>Coordinator Tasks</i></b>			
13. Networking	5,290 (5,290)		
14. Professional Development	2,127 (2,127)		
15. Communication/Correspondence	3,435 (3,435)		
16. Staff Development/In-Service	4,134 (4,134)		
17. Project Assessment/Evaluation	2,961 (2,961)		
18. Financial Oversight	7,925 (2,946)		

<b>AGENCY EXPENSES</b>	<b>SCCOE</b>	<b>EA</b>	<b>LLSP</b>
<b><i>Material Expenses</i></b>			
19. Training Meals & Materials	4,000 (3,500)		
20. Curriculum & Artwork	1,500 <b>(1,100)</b>		2,500 (2,500)
2 1. Printing/Postage	1,000 <b>(1,000)</b>		
22. Teacher Leader Stipends, \$1,000 per site, all sites	13,000 <b>(10,000)</b>		
23. Teacher Leader Release Time	4,000 (3,300)		
24. Field Trips for All Sites @ \$250 per site	3,250 (2,500)		
25. Site -Specific Materials, All Sites @ \$200 per site		2,600 (2,000)	
26. Compost Demonstration Materials		2,600 (2,000)	
<b>TOTALS</b>	<b>\$56,959</b>	<b>\$38,667</b>	<b>\$26,467</b>

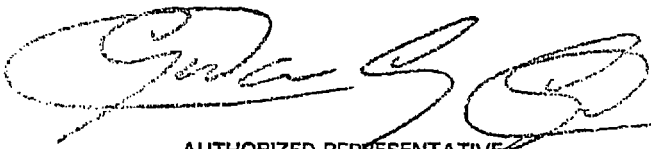
<b>TOTAL PROGRAM, 13 RCP Sites: \$122,093 (\$106,443)</b>
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<p><b><u>Anticipated Cash Income Sources</u></b></p>
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County of Santa Cruz	\$63,243
City of Capitola	\$ 3,120
City of Santa Cruz	\$15,080
City of Scotts Valley	(with county funds)
City of Watsonville	\$ 5,700
Waste Management of Santa Cruz County	\$20,000
Local School Districts	\$10,000
Other Sources	\$ 4,950

<p><b>TOTAL</b></p>	<p><b>\$122, 093</b></p>
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0315

<b>CERTIFICATE OF INSURANCE/SELF INSURANCE</b>				<b>ISSUE DATE 7/28/99</b>	
<b>PRODUCER/ADMINISTRATOR:</b> KEENAN & ASSOCIATES 2105 SOUTH BASCOM AVENUE, SUITE 310 CAMPBELL, CA 96008			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.		
<b>INSURED/COVERED MEMBER:</b>  SOUTHERN PENINSULA REGION INSURANCE GROUP and  SANTA CRUZ COUNTY OFFICE OF EDUCATION 809 BAY AVENUE, SUITE H CAPITOLA, CA 95010  ATTN: MR. BARNEY FINLAY			<b>ENTITIES AFFORDING COVERAGE</b>  ENTITY A NORTHERN CALIFORNIA ReLIEF JPA		
<b>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.</b>					
ENT LTR	TYPE OF COVERAGE	POLICY/ MEMO #	EFF/EXP DATE	SIR/DED	ALL LIMITS IN THOUSANDS
A	<b>GENERAL LIABILITY</b> <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-I 0	06-30-99/2000	250	B.I. & P.D. COMBINED EACH OCCURRENCE \$ 1,000
A	<b>AUTOMOBILE LIABILITY</b> <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 00401-10	06-30-99/2000	260	B.I. & P.D. COMBINED EACH OCCURRENCE \$ 1,000
A	<b>PROPERTY</b>  <b>AU RISK</b> <b>EXCL. EQ. &amp; FLOOD</b>	NCR 00401-I 0	06-30-99/2000	250	\$5,875. PER OCCURRENCE
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS:</b>  AS RESPECTS SUPERVISED PARTICIPATION AT VARIOUS SCHOOL SITES BY SANTA CRUZ COUNTY OFFICE OF EDUCATION IN PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM THRU JUNE 30, 2000.					
<b>CERTIFICATE HOLDER:</b>   COUNTY OF SANTA CRUZ 701 OCEAN STREET, ROOM 401 SANTA CRUZ, CA 95060 ATTN: DEPARTMENT OF PUBLIC WORKS  K&A..P/L..07/99			<b>CANCELLATION .....</b> SHOULD ANY OF ME ABOVE DESCRIBED POLICIES/MEMORANDUMS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY/JPA WILL MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.  <div style="text-align: center;">   <b>AUTHORIZED REPRESENTATIVE</b> </div>		

7/28/99  
K&A#123

## ENDORSEMENT

## ADDITIONAL COVERED INTEREST

0316

INSURED/COVERED MEMBER	POLICY/MEMORANDUM NUMBER	PRODUCER/ADMINISTRATOR
SANTA CRUZ COUNTY OFFICE OF EDUCATION	NCR 00401-I 0	KEENAN & ASSOCIATES

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

As Respects:

SUPERVISED PARTICIPATION AT VARIOUS SCHOOL SITES BY SANTA CRUZ COUNTY OFFICE OF EDUCATION IN  
PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM THRU JUNE 30, 2000.

  
Authorized Representative

**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:**

**SANTA CRUZ/SAN BENITO COUNTY SIG and**  
  
**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**809 BAY AVENUE, SUITE H**  
**CAPITOLA, CA 95010**

ATTN: MR. BARNEY FINLAY

**ENTITIES AFFORDING COVERAGE**

ENTITY A  
FREMONT COMPENSATION INSURANCE GROUP

0317

**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	WORKERS' COMPENSATION (A) AND EMPLOYERS' LIABILITY (B)	NWA-0147780-01	7/1/99-7/1/2000		COVERAGE A STATUTORY COVERAGE B \$ 1,000

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 JULY 1, 2000.**

**CERTIFICATE HOLDER:**

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

ATTN: DEPT. OF PUBLIC WORKS

K&A..P/L..08/99

**CANCELLATION** ..... SHOULD ANY OF THE ABOVE DESCRIBED POLICIES/MEMORANDUMS BE CANCELED 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

**COUNTY OF SANTA CRUZ**  
**REQUEST FOR APPROVAL OF 'AGREEMENT**

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

FROM:

PUBLIC WORKS

(Dept.)

(Signature)

11/18/99 (Date)

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 OFFICE OF EDUCATION  
and 809-H Bay Avenue, Capitola, CA 95010 (Name & Address)
2. The agreement will provide solid waste education program within Santa Cruz County  
public school system
3. The agreement is needed because the work can be performed most expeditiously by contract
4. Period of the agreement is from Board Approval to June 30, 2000
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 625110 <sup>51327</sup> ~~51028~~ <sub>3</sub> 6 6 5 (Index#) 3590 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. 91468 Date 11/18/99  
are not will be

GARY A. KNUTSON, Auditor - Controller

By Ronald J. Silva Deputy.

Section III Cont. Agreement

Proposal 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).

County Administrative Officer

Remarks:

(Analyst)

BY \_\_\_\_\_ Date \_\_\_\_\_

Agreement approved as 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.

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 \_\_\_\_\_

\_\_\_\_\_ 19 \_\_\_\_\_ BY \_\_\_\_\_ Deputy Clerk