

THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

AGENDA: AUGUST 21, 2001

August 9, 2001

SANTA CRUZ COUNTY BOARD OF SUPERVISORS
701 Ocean Street
Santa Cruz, California 95060

SUBJECT: PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM

Members of the Board:

As your Board is aware, the County has been working with the incorporated cities for the past four years to provide a program within local public schools for classroom teaching of solid waste-related resource conservation issues. This project, the Public Schools Resource Conservation Program, also includes on-site waste reduction activity at the participating schools. The 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. Program oversight is through the Santa Cruz County Integrated Waste Management Local Task Force. The 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 long-range goal of the task force is to have the program in all public schools in the county.

The program continues to be productive, both in terms of classroom education and actual waste stream diversion. During the past school year, the various local schools in the program have diverted over five hundred fifty tons of material from landfill disposal. This year there are two changes in the program. First, the overall administration of the program has returned to the Santa Cruz County Office of Education (COE). The COE will provide the program fiscal management and serve as liaison with local school districts. This administrative function had been provided by Ecology Action during the 2000/01 fiscal year due to a staffing shortage at the COE. The second change is that the City of Watsonville has decided to withdraw from the program and instead contract directly with the Pajaro Valley Unified School District, concentrating just on schools within the city limits. As a result, two of their schools have been dropped from the program and are being replaced with schools from the unincorporated area. The Local Task Force has reviewed the proposed changes and the corresponding proposed budget for fiscal year 2001/02 and is recommending to the County and remaining three cities that the budget and work plan be approved.

The program cost for this year is \$131,719 for 23 schools. A copy of the budget for fiscal year 2001/02 is included in the attachment referenced below. The primary funding source is local government since the project has been developed to satisfy city and county solid waste management mandates. However, finding from the state and private industry are also key to the success of the project. Both the proposed public and private finding and the distribution of participating schools have been allocated roughly on the basis of relative population. Accordingly, for the fiscal year 2001/02, of the total program cost of \$131,719, the County's share would amount to \$82,115 and includes the City of Scotts Valley as a member of County Service Area No. 9-C. The City of Capitola's share is \$3,440, and the City of Santa Cruz's share is \$16,626, the local school districts contribute \$13,000, and Waste Management provides \$16,538. A proposed independent contractor agreement with the Santa Cruz County Office of Education is included with this letter for your Board's consideration. Sufficient finds are included in the Department of Public Works fiscal year 2001/02 budget.

It is therefore recommended that your Board take the following actions:

1. Approve the attached independent contractor agreement with Santa Cruz County Office of Education in the amount of \$82,115 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,

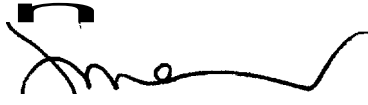


THOMAS L. BOLICH
Director of Public Works

DdG:bbs

Attachments

RECOMMENDED FOR APPROVAL,:



County Administrative Officer

Copy to: County Office of Education
Richard Wilson, Manager, City of Santa Cruz
Richard Hill, Manager, City of Capitola
Charles Comstock, Manager, City of Scotts Valley
Public Works Department

PSRB

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0151

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

FROM: PUBLIC WORKS (Dept.)
[Signature] (Signature) 7-30-01 (Date)

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

- 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)
- The agreement will provide solid waste public education program within Santa Cruz
County public school system.
- The agreement is needed because the work can be handled most expeditiously by contract.
- Period of the agreement is from Board Approval to June 30, 2002
- Anticipated cost is \$ 82,115.00 (Fixed amount; Monthly rate; Not to exceed)
- Remarks: Contract \$82,115.00; Overhead \$5,748.05; Total \$87,863.05
- Appropriations are budgeted in 625110 ! 51327 ! 3665 ! (Index#) 3590 (Subject)

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

Appropriations are available and have been encumbered. Contract No. _____ Date _____
are not available and will be encumbered.

GARY A. KNUTSON, Auditor - Controller

By _____ Deputy.

Proposed 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. - Goldonrod

* 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 _____
County Administrative Officer
By _____ Deputy Clerk

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INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this _____ day of _____, 2001 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 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: PAYMENT FOR SERVICES RENDERED PER SCHEDULE IN ATTACHED SCOPE OF WORK, EXHIBIT A, NOT TO EXCEED \$82,115.

3. TERM. The term of this contract shall be: FROM APPROVAL THROUGH JUNE 3, 2002.

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.

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 deGRASSI
DEPARTMENT OF PUBLIC WORKS
701 OCEAN STREET, ROOM 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 deGRASSI
DEPARTMENT OF PUBLIC WORKS
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. ACKNOWLEDGMENT. CONTRACTOR shall acknowledge in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the CONTRACTOR.

15. ATTACHMENTS. This Agreement includes the following attachments: EXHIBIT A, SCOPE OF WORK AND BUDGET.

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: *Branan Finlay* *Asst Supt*
Business

Address: 809 BAY AVENUE
CAPITOLA, CA 95010

APPROVED AS TO FORM:

Telephone: (831) 476-7140
FAX: 831-476-5294
E-MAIL: _____

By: *D. M. Rae 8-1-01*
Chief Assistant County Counsel

DISTRIBUTION: Auditor-Controller
Contractor
Public Works

DdG:abc

EXHIBIT 'A'**SCOPE OF WORK****PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM****2001 - 2002**

CONTRACTOR be responsible, either by its own efforts or by efforts of its subcontractors, for completion the work tasks described in this Scope of Work.

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 will compensate CONTRACTOR for a portion of the total cost of services to be rendered under this Agreement, as such costs are described in the Program Partner Budgets contained in this Scope of Work. 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 \$82,115.00 for the term of this agreement.

Santa Cruz County Public School Resource Conservation Program

SUMMARY OF PROPOSED GOALS FOR FY 2001 / 2002

OVERALL PROGRAM GOAL

Provide a comprehensive education program for local public schools on solid waste management, waste reduction and resource conservation issues keyed to local conditions which will inform students of problems and solutions regarding solid waste management and resource conservation and which will combine classroom instruction with hands-on waste reduction activities.

Goals for the Coordinator/Fiscal Agent Role (COE)

GOAL (1)

Coordinate General Program Oversight

GOAL (2)

Recruit New School sites

GOAL (3)

Facilitate Networking and Communication

GOAL (4)

Participate in Lead Teacher Professional Development

GOAL (5)

Provide Fiscal Oversight and Management Services to the Program Partners

GOAL (6)

Coordinate Program Evaluation and Outcomes

Goals for Field Staff Implementing the Program (EA and LLSP)

GOAL (1)

Reduce trash generation at each school campus by assessing and implementing aggressive waste reduction programs.

GOAL (2)

In collaboration with the LLSP: provide technical assistance to the lead teachers AT THE FULL PROGRAM SCHOOLS. The purpose of the assistance is to institutionalize the recycling, composting and other waste reduction systems at each school site

GOAL (3)

Provide technical assistance to the lead teachers AT THE PARTNER SCHOOLS. The purpose of the assistance is to provide teacher leaders with enough basic information to implement a limited program at their site. This allows the teachers, principals and janitors to assess whether they can support instituting the full program at their school. It also allows the program partners to determine if it is appropriate to devote full program resources to the site in the future.

GOAL (4)

Assist LLSP with Lead Teacher Professional Development

GOAL (5)

Facilitate Miscellaneous Management Tasks.

GOAL (6)

Coordinate Program Evaluation and Outcomes for the EA work plan and budget.

**Santa Cruz County Public School Resource Conservation Program
PROPOSED WORK PLAN FOR FY 2001/02**

**SANTA CRUZ COUNTY OFFICE OF EDUCATION
Coordinator/Fiscal Agent Role**

GENERAL ROLE:

The general role is one of administering the program and assuring appropriate support for the non-profit agencies implementing the program in the field. The coordinator/fiscal agent manages a work plan and budget which has been approved by the program Steering Committee and the program sponsors each year.

The SCCOE is primarily responsible for acting as the liaison between the school districts, principals and teachers and the PSRCP program partners on broad program challenges, larger policy questions and general communication. The SCCOE also advises the PSRCP partners on aligning the program's goals and curriculum with generally accepted academic standards and policies of the public school system.

SPECIFIC TASKS:

(1) Coordinate General Program Oversight

- (a) Plan, organize and attend the monthly Steering Committee meetings. The Steering Committee will choose a chair on an annual basis to facilitate the meetings.
- (b) Prepare correspondence and presentations for the general community. This includes researching and preparing responses to sponsor's questions, (other than the annual evaluative report), and attending the SCC Integrated Waste Task Force meetings.
- (c) Develop and send press releases with project updates to local newspapers, agency newsletters and to the elected boards funding the program as approved by the Steering Committee.
- (d) Provide technical services such as printing, graphics, and meeting space when needed.
- (e) Provide miscellaneous management assistance as requested by the program partners on program issues.

(2) Recruit new school sites by directly phoning and meeting with principals, potential lead teachers, janitorial staff and/or superintendents as needed. New school sites for the new school year need to be recruited by the end of the previous school year. The Steering Committee will work with the COE coordinator on the list of schools to be invited into the program. This process will be complete no later than February 15th to give the COE enough time to finish the recruitment process before mid-June for project implementation the following fall.

(3) Networking and Communication

- (a) Facilitate an annual presentation and/or report as determined by the Steering Committee and program sponsors to each of the participating School Boards. Work with the Steering Committee

at the beginning of the school year to determine the best way to outreach to the five participating school boards to inform them of program progress and/or award in some fashion the participating schools. Submit the proposed outreach plan to the SCC Integrated Waste Task Force no later than the November meeting so that task force members may decide whether they wish to participate personally.

- (b) Connect and promote the PSRCP to statewide resources, partnerships and the California Regional Environmental Education Coordinator network.
- (c) Provide EA and LLSP with technical assistance when needed and/or requested with school Boards, school sites, and education staff.

(4) Maintain web site through consultants with information about the program linked to local, region and state environmental education activities. Interface with the website consultant on updates to the website as determined by the Steering Committee.

(5) Participate in Lead Teacher Professional Development

- (a) Assist LLSP as needed with agendas and workshop coordination.
- (b) Coordinate continuing education units for teachers attending the workshops.

(6) Provide Fiscal Oversight and Management Services to the Program Partners

- (a) Work with each funding entity to execute appropriate contracts on behalf of all the program partners. Invoice each funding source, collect revenues, and distribute funds to the program partners according to the approved budget.
- (b) Manage all accounts receivable and payable for the program. Monitor year to date progress on the forecasted budget throughout the course of the school year and report for accuracy in the evaluative report submitted to the Santa Cruz County Integrated Waste Task Force.
- (c) Assure adequate financial resources to maintain and expand the program by identifying appropriate resources and writing funding proposals to augment the local government resources.
- (d) Coordinate work plan and budget refinements each year by working with the Steering Committee to develop these documents by January for the subsequent fiscal year. Coordinate with County staff to submit the proposed work plan and budget to the SCC Solid Waste Task Force for discussion and approval around February.

(7) Coordinate Program Evaluation and Outcomes

- (a) Conduct PROCESS EVALUATION by determining whether each of the program partners successfully implemented all of their respective work tasks as outlined on the approved work plan for this fiscal year. EA and LLSP will report to the COE the progress on their respective parts of the work plan and budget.
- (b) Conduct OUTCOME EVALUATION by reporting the actual waste diversion achieved at each school site. EA and LLSP will report to the COE the progress on their respective parts of the work plan and budget.

- (c) Document the process and outcome evaluation data toward the achievement of the stated programs goals in an annual evaluative report to be submitted to the Santa Cruz County Integrated Waste Task Force at the end of each school year.

Santa Cruz County Public School Resource Conservation Program

**ECOLOGY ACTION OF SANTA CRUZ
Waste Reduction Coordination and Results - Field Technical Assistance Role
PROPOSED WORK PLAN FOR FY 2001/02
(No Expansion)**

GENERAL ROLE:

Ecology Action is primarily responsible for reducing the actual solid waste generated by each school site and providing technical assistance in the field, in collaboration with Life Lab, to the lead teachers on maintaining the PSRCP program at each site. EA and LLSP also assist the schools in developing and implementing their annual community education outreach event, provide the teacher-leaders with assistance in mentoring other teachers on each campus, and give direct education lessons to students and parent groups. *EA has been asked to retain some of the "Coordinator" tasks, but transfer the Fiscal Agent role to the COE. This work plan reflects these changes.*

SPECIFIC GOALS AND ASSOCIATED TASKS:

GOAL (1) Reduce trash generation at each school campus by assessing and implementing aggressive waste reduction programs.

- (a) Perform beginning and end of the year waste audits for all full program school sites and partner school sites. Produce detailed reports for each audit performed and provide recommendations to the individual school sites.

GOAL (2) In collaboration with the LLSP, provide technical assistance to the lead teachers AT THE FULL PROGRAM SCHOOLS. The purpose of the assistance is to institutionalize the recycling, composting and other waste reduction systems at each school site.

- (a) Assist the lead teacher in developing individual waste reduction goals for the year. A specific plan is written for all new school sites and revised for all veteran sites each year.
- (b) Research and develop ways schools can further their waste reduction efforts. To make the audit report recommendations as useful as possible, EA does research on services needed by the individual school sites that are not part of the regular hauler services. This is done to address the individual obstacles and issues at each individual school site, especially sites that are doing a good job of recycling typical materials such as mixed paper. The following are examples: how to reduce junk mail, paper use reduction proposals, spreadsheets on where to buy recycled paper with post consumer waste content percentages and costs/case or ream, samples of biodegradable utensils and dishware with information on where to buy large quantities, textbook recycling information, etc.
- (c) Obtain and deliver necessary materials such as indoor and outdoor recycling bins, composting bins, worms, signs, labels, and videos. These materials include anything needed by the teachers to install, maintain and enlarge the recycling systems at each school site other than the large recycling roll-off boxes provided by the haulers.
- (d) Act as liaison between the schools and the waste haulers to order recycling carts and dumpsters and have questions answered.

- (e) Facilitate communication between key players that usually include lead teachers, principals, custodial, office, cafeteria and yard duty staff, students, other teachers, parents, after school groups, Life Lab aides, and district maintenance and food service staff.
- (f) Provide consistent support to lead teachers throughout school year by attending monthly meetings with each lead teacher(s) and responding to phone and email inquires on a timely basis from teachers, custodians, principals, students, and Life Lab coordinators regarding a wide variety of issues relating to the program. Follow-up all inquires as appropriate with written and other materials requested.
- (g) Give presentations at teacher staff meetings.
- (h) Write “welcome back to school” letters to principals, teachers and custodians that emphasize RCP accomplishments to date and goals we want to focus on during the New Year.
- (i) Link teachers and schools to other existing resources such as websites, books, videos, speakers, programs, and workshops.
- (j) Monitor and evaluate recycling systems, give feedback and ideas for improvement. This includes, but is not limited to, observing and evaluating lunchtime recycling, garbage dumpster levels and contents, and recycling cart and dumpster levels and contents.
- (k) Implement additional waste reduction activities such as reducing junk mail, reusing paper, buying recycled trash liners and paper, and switching to reusable lunch trays.
- (l) Assist the teacher-leaders with planning and implementing their annual Community Service Event.
- (m) Coordinate the installation of composting a demonstration site at each school campus. Each site includes professionally produced signage and active home composting bins.
- (n) Assess whether teachers are fulfilling their lead teacher roles and responsibilities.

In addition to the time in the field to conduct pre and post waste audits at each site, (approximately 4 hours per audit), the following reflects the number of hours available to provide technical assistance to each school:

EA is budgeted to provide 30 hours of assistance for Phase I school sites per year:

- Brook Knoll Elem
- Live Oak Elem
- Valencia
- Main Street Elem
- Natural Bridges Elem
- Total Students Served: 3,250

EA is budgeted to provide 30 hours of assistance for Phase II school sites per year:

- Branciforte Elem
- Capitola Elem
- Total Students Served: 3,310
- Delaveaga Elem
- Redwood Elem

EA is budgeted to provide 60 hours of assistance for Phase III school sites per year:

- Aptos High
- Total Students Served: 3,350
- SLV High

EA is budgeted to provide 80 hours of assistance for Phase IV school sites per year:

- Scotts Valley High
- Total Students Served: 3,500
- Westlake

EA is budgeted to provide 110 hours of assistance for the following school sites:

- Lakeview Middle
- Mar Vista Elem

GOAL (3) In collaboration with the LLSP, provide technical assistance to the lead teachers AT THE PARTNER SCHOOLS. The purpose of the assistance is to provide teacher leaders with enough basic information to implement a limited program at their site. This allows the teachers, principals and janitors to assess whether they can support instituting the full program at their school. It also allows the program partners to determine if it is appropriate to devote full program resources to the site in the future.

- (a) Conduct pre and post waste audits, (see task number 1a). Meet with them to discuss report and develop a plan for the year. Meet with them at the end of the year with the post audit report and review results. (The staff budget for this task appears under 1a.)
- (b) Be available to support them by phone and email.
- (c) Link teachers and schools to other existing resources such as their waste hauler, websites, books, videos, speakers, programs, and workshops. EA is budgeted to provide 5 hours of assistance per partner school site per year:
 - Boulder Creek
 - SLV Elementary
 - Pacific School
 - Green Acres
 - New Brighton
 - Quail Hollow

GOAL (4) Assist LLSP with Lead Teacher Professional Development

- (a) Assist LLSP with development and organization of three PSRCP Institutes, (workshops).
- (b) Attend institutes and assist with facilitation and presentations.
- (c) Review instructional and outreach materials as requested by the LLSP and teachers to be used in the classroom, at teacher meetings and for community education events.

GOAL (5) Facilitate miscellaneous management tasks.

- (a) Produce, periodically update and distribute contact sheet that has names, numbers and email addresses for all program sponsors, the COE, LLSP and school participants.
- (b) Produce, distribute and collect lead teacher compacts.
- (c) Coordinate with the COE distribution of the lead teacher stipends and field trip checks.
- (d) Monitor EA's budget.
- (e) Coordinate with the COE regarding contract renewal and payment for EA's services as well as other material expenses relevant to the program that the COE pays directly.
- (f) Plan, organize and attend monthly Steering Committee meetings. Along with the LLSP field coordinator, act as the liaison between the lead teachers and the Steering Committee.
- (g) Prepare miscellaneous correspondence, press releases and presentations responding to community inquiries about the program. Facilitate an annual presentation and/or report as determined by the Steering Committee and program sponsors to each of the participating School Boards. Work with the Steering Committee at the beginning of the school year to determine the best way to outreach to the five participating school boards to inform them of program progress and/or award in some fashion the participating schools. Submit the proposed outreach plan to the SCC Integrated Waste Task Force no later than the November meeting so that task force members may decide whether they wish to participate personally. Prepare correspondence and presentations for the general community. Develop and send press

releases with project updates to local newspapers, agency newsletters and to the elected boards funding the program as approved by the Steering Committee.

- (h) Respond to questions from the SCCIWTF and local jurisdictions sponsoring the program. This includes researching and preparing responses to sponsor's questions, (other than the annual evaluative report), and attending the SCC Integrated Waste Task Force meetings.
- (i) Give input into website revisions.
- (j) Develop program refinements for the next fiscal/school year.
- (k) Contribute 100 hours toward grant writing to support and/or expand the program.

GOAL (6) Coordinate Program Evaluation and Outcomes for the EA work plan and budget.

- (a) Conduct PROCESS EVALUATION by determining whether Ecology Action successfully implemented all of the work tasks as outlined on EA's approved work plan.
- (b) Conduct OUTCOME EVALUATION by documenting the following data:
 - Actual waste diversion achieved at each school site;
 - Number, type and size of recycling bins distributed to each classroom at each site;
 - Actual changes made by the school on the number of garbage and recycling containers ordered from their waste hauler; Document the date of any change, the size and type of containers, the frequency of collection by the hauler, any difficulties experienced by a lack of cooperation from the hauler;
 - Number and type of program presentations given at each school site during staff meetings and parent group meetings;
 - Number of direct lessons and presentations given to students, documenting both the number of classrooms and students served;
 - Brief explanation of each school site's community event(s), with the number of parents, students and teachers attending;
 - General assessment of how well each site achieved their own stated waste reduction goals for the year;
 - Number and type of program presentations or reports given to each of the five school boards, community groups and the media.
- (c) Provide **an** annual evaluative report—Ecology Action will provide the COE with an electronic and hard copy annual report no later than June 30th of each school year documenting process and outcome evaluative data.

Santa Cruz County Public School Resource Conservation Program

LIFE LAB SCIENCE PROGRAM
Professional Development-Curricula Coordination-Field Technical Assistance Role
PROPOSED WORK PLAN FOR FY 2001/02

GENERAL ROLE:

Life Lab is primarily responsible for implementing the education component of the PSRCP. This includes coordinating the professional development workshops for the teachers, providing appropriate curricula and other instructional and outreach materials to each school site, and working with Ecology Action in providing technical assistance to the lead teachers in the field to maintain the PSRCP program at each site. LLSP and EA also assist the schools in developing and implementing their annual community education outreach event, provide the teacher-leaders with assistance in mentoring other teachers on each campus, and give direct education lessons to students and parent groups.

SPECIFIC GOALS AND ASSOCIATED TASKS:

GOAL (1) Provide professional development for lead teachers-- Coordinate all aspects of four PSRCP professional development training institutes/workshops each year. The workshops will take place throughout the school year roughly as follows:

(INSERT approximate times and general goals of each workshop)

- (a) Plan and facilitate the logistics of each workshop. Develop a calendar of workshops that does not interfere with major school activities, procure meeting space, work with the caterer, gather materials needed, schedule guest speakers, send invitations to teachers, and coordinate workshop activities with EA and the COE.
- (b) Refine the agenda of introductory workshops for the new teachers coming into the program. Develop workshop agendas tailored to the needs of the veteran lead teachers as requested through the workshop evaluation process.

GOAL (2) Provide appropriate waste reduction education materials to all school sites

- (a) Coordinate all aspects of refining existing curricula. Extensive refinements to existing curricula will not occur in FY 2001/02. Also coordinate all aspects of refining existing and producing new instructional and outreach materials for community events and presentations to target groups such as parent groups, teacher staff meetings, or individual grade levels, (Example—the “litterless lunch campaign”). An annual teacher evaluation will be done on all materials used in the program. Instructional and event outreach materials refer to various waste reduction activities and customized waste reduction lessons for a specific target audience as stated above.
- (b) Coordinate printing and distribution of all curricula, instructional and outreach materials to all teachers.

GOAL (3) In collaboration with Ecology Action field staff, provide technical assistance to the lead teachers AT THE FULL PROGRAM SCHOOLS. The purpose of the assistance is to provide campus-wide awareness of waste reduction principals and to institutionalize the use of the curricula and special waste reduction activities.

The main goal for first year school sites is to expose a large number of the teachers and students to the basic concepts of waste reduction. The main goal for veteran school sites is to sustain the, use of the curricula and the waste reduction activities in the classroom. These goals are met through the following activities:

- (a) Offer teachers ongoing support in their efforts to incorporate waste reduction education materials into full use at their school site. Assist teachers in adopting the PSRCP lessons to meet state standards for their grade level, or assist them in finding other resource conservation curricula that meet their specific needs.
- (b) Organize and present training sessions on all curricula offered, either during a professional development workshop or at the school site. Organize additional teacher trainings for the CIWMB's *Closing The Loop* and *Project Learning Tree* curricula. These are taught by CIWMB staff, with hard copies of the curricula are provided in both English and Spanish to all attending teachers.
- (c) Present special waste reduction activities to at least five classrooms for each new site, and three new classrooms for each veteran school site. Special waste reduction activities such as the "Litterless Lunch Campaign" are presented.
- (d) Work with lead teachers and EA field staff to determine weaknesses in the site's waste reduction program and help each site create an education plan to address the issues with other teachers, students and janitorial staff.
- (e) Work with Life Lab aides to evaluate and improve the condition of the Life Lab garden and program at each site. Link the existing Life Lab program into the waste reduction activities and curricula provided by the PSRCP.
- (f) Assist the lead teachers in organizing field trips to community landfills.
- (g) Assist the lead teachers in getting other teachers and school clubs involved in the waste reduction program. Along with EA field staff, attend staff meetings and give presentations. Educate the clubs and teachers about the program services available.
- (h) Attend monthly meetings with the lead teachers and the EA field staff person to discuss the progress of the program at each site.
- (i) Respond to phone and email inquires on a timely basis from teachers and Life Lab aides regarding a wide variety of issues relating to the program. Follow-up all inquires as appropriate with written and other materials requested.
- (j) Assist the teacher-leaders with planning and implementing their annual Community Service Event.
- (k) Along with the EA field coordinator, assess whether teachers are fulfilling their lead teacher roles and responsibilities.

LLSP is budgeted to provide 10 hours of assistance for Phase 1 school sites per year:

- Brook Knoll Elem
- Live Oak Elem.
- Valencia
- Main Street Elem.
- Natural Bridges Elem.
- Total Students Served: 3,250

LLSP is budgeted to provide 10 hours of assistance for each Phase II school site per year:

- Branciforte Elem.
- Delaveaga Elem.
- Capitola Elem.
- Redwood Elem.
- Total Students Served: 3,310

LLSP is budgeted to provide 40 hours of assistance for each Phase III school site per year:

- Aptos High
- SLV High
- Total Students Served: 3,350

LLSP is budgeted to provide 40 hours of assistance for each Phase IV school site per year:

- Scotts Valley High
- Westlake
- Total Students Served: 3,500

LLSP is budgeted to provide 25 hours of assistance each for:

- Mar Vista Elem
- Lakeview Middle

GOAL (4) In collaboration with the EA field staff, provide technical assistance to the lead teachers AT THE PARTNER SCHOOLS. The purpose of the assistance is to provide teacher leaders with enough basic information to implement a limited program at their site. This allows the teachers, principles and janitors to assess whether they can support instituting the full program at their school. It also allows the program partners to determine if it is appropriate to devote full program resources to the site in the future.

- (a) Offer phone, email and field support as the hour budget allows. Answer follow-up questions from the professional development workshops or questions about the curricula and instructional materials provided.

LLSP is budgeted to provide 3 hours of assistance per partner school site per year:

- Boulder Creek
- Green Acres
- Pacific School
- New Brighton
- SLV Elementary
- Quail Hollow

GOAL (5) Facilitate miscellaneous management tasks.

- (a) Monitor LLSP's budget.
- (b) Deal with the COE regarding contract renewal and payment for Life Lab's services as well as other material expenses relevant to the program that the COE pays directly.
- (c) Attend monthly Steering Committee meetings.
- (d) Respond to questions from the SCCIWTF and local jurisdictions sponsoring the program. Attend meetings as requested.
- (e) Give input into website revisions.
- (f) Develop program refinements for the next fiscal/school year.

GOAL (6) Coordinate Program Evaluation and Outcomes for the LLSP work plan and budget.

- (a) Conduct PROCESS EVALUATION by determining whether LLSP successfully implemented all of the work tasks as outlined on LLSP's approved work plan.
- (b) Conduct OUTCOME EVALUATION by documenting the following data:
- Outcomes from the professional development workshops-- agendas, attendance, and evaluative feedback from teachers;
 - Work completed in revising and distributing curricula, instructional materials and other outreach materials for community events;
 - Specific type and number of curricula and instructional materials distributed to each school site and to whom;
 - Number of teachers and students at each site actually using the curricula and/or instructional materials;
 - Number and type of program presentations given at each school site during staff meetings and parent group meetings;
 - Number of direct lessons and presentations given to students, documenting both the number of classrooms and students served;
 - Brief explanation of each school site's community event(s), with the number of parents, students and teachers attending;
 - General assessment of how well each site achieved their own stated waste reduction goals for the year;
- (c) Provide an annual evaluative report -- LLSP will provide the COE with an electronic and hard copy annual report no later than June 30th of each school year documenting process and outcome evaluative data.

PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM
 BUDGET SUMMARY
 FY 2001-2002

PROGRAM COSTS

COUNTY OFFICE OF EDUCATION	\$	41,659
ECOLOGY ACTION	\$	56,030
LIFE LAB	\$	34,030
<hr/>		
TOTAL RCP PROPOSED BUDGET	\$	131,719

PROJECTED FUNDING SOURCES

(5% COLA increase over FY 00-01)

	<u>FY 01-02</u>	<u># schools program / partner*</u>
County / Scotts Valley	\$ 82,115	1015
City of Capitola	\$ 3,440	111
City of Santa Cruz	<u>\$ 16,626</u>	4 / 0
local gov't subtotal	\$ 102,181	1518
Waste Management	\$ 16,538	
Local School Districts	<u>\$ 13,000</u>	
	\$ 131,719	

* Program schools receive the full assistance package; partner schools receive limited assistance.

Program Title:
Program Partner:

SCC Public School Resource Conservation Program
Santa Cruz County Office of Education

0172

PROPOSED BUDGET FOR FY 2001/02		
NO EXPANSION BUDGET	Program Manager / Staff	
Program Manager / Fiscal Agent Tasks	Staff Hrs.	\$ Budget
(1) Provide Fiscal Oversight and Management Services		
(a) Contracts, Accounts Receivable, Accounts Payable, Purchase Orders, Invoices, Warrants, Travel Vouchers		
(b) Fiscal and budget management		
(c) Coordinate work plan and budget with partners		
(d) Attend monthly Steering Committee meetings		
(e) Develop and send press releases to the media		
(f) Coordinate continuing education units for teachers attending WS		
(g) Provide miscellaneous management assistance to program partners		
(h) Conduct process evaluation for the COE, EA and LLSP work plan		
(i) Conduct outcome evaluation		
(j) Edit information gathered into one final annual evaluative report		
<i>SUBTOTAL--Calculate indirects by multiplying direct costs by OH rate</i>		
$\$124360 / 1.0767 = \$115501 \times .0767 = \$8859$	<i>PM - variable</i>	\$ 8,859
(2) Networking/Communication - provided by CREEC coordinators		
(a) Connect and promote the PSRCP to statewide resources, partnerships, and the CREEC network.	Staff - 20	\$ 600
(b) Provide EA and LLSP with technical assistance when needed and/or requested with school Boards, sites, staff.	Staff - 20	\$ 600
<i>SUBTOTAL</i>	40	\$ 1,200
(3) Graphics, printing and web consultation - provided by SCCOE graphics, print shop and tech staff		
(a) Graphic artist	Staff - 40	\$ 1,200
(b) Print shop		\$ 300
<i>SUBTOTAL</i>	40	\$ 1,500
(4) Administrative Secretarial Support		
(a) Administrative clerical salaries		\$ 625
(b) Misc Benefits		\$ 375
<i>SUBTOTAL</i>		\$ 1,000
(5) Travel and mileage		\$ 250
<i>SUBTOTAL</i>		\$ 250
SUBTOTAL SCCOE BUDGET FOR STAFF		\$ 11,309

Resource Conservation Program Expenditures	
(1) Release time--teacher leaders to attend workshops and workshop material expenses	\$ 10,000
(2) Phase one through four school stipends for teacher/leaders (\$1,000/site X 15 sites)	\$ 15,000
(3) Partner school stipends (\$200/site X 8 sites)	\$ 1,600
(4) Field Trips for all schools-- Any unused funds shall be held in carryover for same purpose in subsequent year.	\$ 3,750
SUBTOTAL OF ALL COE MATERIAL EXPENSES	\$ 30,350

PROPOSED COE BUDGET FOR STAFF & MATERIAL COSTS FOR FY 20001/02= **\$ 41,659**

Program Title: SCC Public School Resource Conservation Program
Program Partner: Ecology Action of Santa Cruz

Category	Program mgr. .08 FTE		Field Coord .5 FTE		Category Totals
	Staff Hrs.	\$ Budget	Staff Hrs.	\$ Budget	
PROPOSED BUDGET FOR FY 2001/02					
NO EXPANSION BUDGET					
(1) Reduce trash generation at each school site.					
(a) Perform pre and post waste audits and produce reports.	38	\$ 1,710.00	146	\$ 6,570.00	
(23 sites x 2 audits x 4 hours average per audit & per report)					
SUBTOTAL	38	\$ 1,710.00	146	\$ 6,570.00	\$ 8,280.00
(2) Provide technical assistance to lead teachers at the full program sites as described in 2a through 2N on workplan					
• Phase 1 school sites (5 sites X 30 hours)			150	\$ 6,750.00	
• Phase 2 school sites (4 sites x 30 hours)			120	\$ 5,400.00	
• Phase 3 school sites (2 sites x 60 hours)			120	\$ 5,400.00	
• Phase 4 school sites (1 @ 80)			155	\$ 6,975.00	
• Mar Vista & Lakeview sites (2 x 55 hours)			110	\$ 4,950.00	
SUBTOTAL			655	\$ 29,475.00	\$ 23,475.00
(3) Provide technical assistance to lead teachers at the partner schools as described in 3a through 3c on workplan (8 sites X 5 hours)			40	\$ 2,000.00	
SUBTOTAL			40	\$ 2,000.00	\$ 2,000.00
(4) Assist LISP with Lead Teacher Professional Devl.					
(a) Assist LISP with organization the workshops	8	\$ 360.00	10	\$ 450.00	
(b) Attend workshops and assist with facilitation and presentations	16	\$ 720.00	24	\$ 1,080.00	
(c) Review instructional and outreach material (how to guide, lessons and community presentations)	24	\$ 1,080.00	24	\$ 1,080.00	
SUBTOTAL			58	\$ 2,670.00	\$ 3,600.00
(5) Facilitate misc tasks to manage the program					
(a) Periodically update/distribute contact sheet			16	\$ 720.00	
(b) Produce, distribute and collect teacher compacts			4	\$ 180.00	
(c) Work with the COE to facilitate teacher stipends and field trip checks			8	\$ 360.00	
(d) Monitor EA budget			8	\$ 360.00	
(e) Deal with COE on EA contract, payments and misc A/P			20	\$ 900.00	
(f) Plan, organize and attend monthly Steering Committee meetings			5	\$ 225.00	
(g) Prepare misc. correspondence, press releases and presentations			32	\$ 1,440.00	
(h) Attend SCCWTF meetings, responses to sponsor questions			4	\$ 180.00	
(i) Give input into website revisions			8	\$ 360.00	
(j) Develop program refinements for the next FY			100	\$ 5,085.00	
(k) Grantwriting Services			190	\$ 5,085.00	
SUBTOTAL			360	\$ 13,605.00	\$ 13,605.00
(6) Coordinate Program Evaluation and Outcomes					
(a) Conduct PROCESS and OUTCOME evaluation	8	\$ 360.00	8	\$ 360.00	
SUBTOTAL	8	\$ 360.00	8	\$ 360.00	\$ 720.00
SUBTOTAL OF ALL EA STAFF HOUR BUDGET	260	\$ 3,150.00	1,020	\$ 46,100.00	\$ 99,250.00

EA Proposed Material Expenses	\$
(1) Materials for each full program school site-- (\$400 PER SITE X 15 SITES FOR BINS, SIGNAGE, WORMS, ETC.0	\$ 6,000.00
(2) Mileage	\$ 480.00
(3) Printing and postage	\$ 300.00
SUBTOTAL OF ALL EA MATERIAL EXPENSES	\$ 6,780.00

TOTAL PROPOSED EA BUDGET FOR STAFF & MATERIAL COSTS FOR FY 2001/02=	\$ 56,030.00
(NO EXPANSION BUDGET)	



Category	Program Mgr. 21 FTE		Field Coor. 25 FTE		Category Totals
	Staff Hrs.	\$ Budget	Staff Hrs.	\$ Budget	
PROPOSED BUDGET FOR FY 2001/02					
NO EXPANSION BUDGET					
(1) Provide professional development for teachers	225	\$ 7,875.00	18	\$ 630.00	\$ 8,505.00
(a) Plan and facilitate the logistics of FOUR workshops	42	\$ 1,470.00	8	\$ 280.00	\$ 1,750.00
(b) Refine workshop agendas to meet teacher's needs	267	\$ 9,345.00	26	\$ 910.00	\$ 10,255.00
SUBTOTAL					
(2) Provide waste reduction educational materials to teachers	32	\$ 1,120.00			\$ 1,120.00
(a) Coordinate curricula and instructional material refinements & production	8	\$ 280.00	24	\$ 840.00	\$ 1,120.00
(b) Coordinate printing and distribution of curricula and instructional materials	40	\$ 1,400.00	24	\$ 840.00	\$ 2,240.00
SUBTOTAL					
(3) Provide technical assistance to lead teachers at the full program sites as described in 3a through 3k in the L.L.S.P. workplan.					
• Phase 1 school sites (5 sites X 10 hours)	50	\$ 1,750.00			\$ 1,750.00
• Phase 2 school sites (4 sites x 10 hours)	40	\$ 1,400.00			\$ 1,400.00
• Phase 3 school sites (2 sites x 40 hours)	80	\$ 2,800.00			\$ 2,800.00
• Phase 4 school sites (2 sites x 40 hours)	80	\$ 2,800.00			\$ 2,800.00
• Mar Vista & Lakeview Schools	50	\$ 1,750.00			\$ 1,750.00
Teach lessons in classrooms (5+ per site x 15 sites x 1-2 hr/class)	46	\$ 1,610.00	85	\$ 2,975.00	\$ 4,585.00
SUBTOTAL	46	\$ 1,610.00	383	\$ 13,475.00	\$ 15,085.00
(4) Provide technical assistance to lead teachers at the partner program sites as described in 4a of the L.L.S.P. workplan (8 sites @ 3 hours)					
	24	\$ 840.00			\$ 840.00
SUBTOTAL	24	\$ 840.00			\$ 840.00
(5) Facilitate misc. management tasks					
(a) Monitor L.L.S.P. budget	12	\$ 420.00			\$ 420.00
(b) Deal with COE on L.L.S.P. contract, payments and misc. AP	12	\$ 420.00			\$ 420.00
(c) Attend monthly Steering Committee meetings	20	\$ 700.00	20	\$ 700.00	\$ 1,400.00
(d) Respond to questions from the SCCWTF and attend meetings	16	\$ 560.00	8	\$ 280.00	\$ 840.00
(e) Give input into website revisions	6	In-Kind	2	\$ 70.00	\$ 70.00
(f) Develop program refinements for the next FY	12	\$ 420.00	4	\$ 140.00	\$ 560.00
SUBTOTAL	78	\$ 2,520.00	34	\$ 1,190.00	\$ 3,710.00
(6) Coordinate Program Evaluation					
(a) Conduct PROCESS evaluation	8	\$ 280.00	8	\$ 280.00	\$ 560.00
(b) Conduct OUTCOME evaluation	8	\$ 280.00	8	\$ 280.00	\$ 560.00
SUBTOTAL	16	\$ 560.00	16	\$ 560.00	\$ 1,120.00
SUBTOTAL OF ALL L.L.S.P. STAFF HOUR BUDGET	447	\$ 15,435.00	509	\$ 17,815.00	\$ 33,250.00

Category	Staff Hrs.	\$ Budget
L.L.S.P. Proposed Material Expenses		
(1) Mileage		\$ 480.00
(2) Printing and postage		\$ 300.00
SUBTOTAL OF ALL L.L.S.P. MATERIAL EXPENSES		\$ 780.00

TOTAL PROPOSED L.L.S.P. BUDGET FOR STAFF & MATERIAL COSTS FOR FY 20001/02= \$ 34,030.00

COST COMPARISON TO PREVIOUS FISCAL YEARS	FY 2001/02		FY 2000/01		FY 1999/00	
	Staff Hrs.	\$ Budget	Staff Hrs.	\$ Budget	Staff Hrs.	\$ Budget
STAFF COST COMPARISON						
Task (1) Provide professional development	10,225.00	\$ 9,000.00	8,000.00	\$ 8,000.00	8,000.00	\$ 8,000.00
Task (2) Provide waste reduction curricula and instructional materials	2,240.00	\$ 6,000.00	4,000.00	\$ 4,000.00	4,000.00	\$ 4,000.00
Task (3) Provide technical assistance to full program schools	14,875.00	\$ 11,400.00	9,000.00	\$ 9,000.00	9,000.00	\$ 9,000.00
Task (4) Provide technical assistance to partner schools	840.00	\$ 900.00	NA		NA	
Task (5) Facilitate management tasks	3,710.00	\$ 2,217.00	2,217.00	\$ 2,217.00	2,217.00	\$ 2,217.00
Task (6) Coordinate Program Evaluation	1,120.00	\$ 950.00	950.00	\$ 950.00	950.00	\$ 950.00
Totals from previous fiscal years	33,250.00	\$ 30,467.00	24,167.00	\$ 24,167.00	24,167.00	\$ 24,167.00

MATERIALS COST COMPARISON	FY 2001/02		FY 2000/01		FY 1999/00	
	Staff Hrs.	\$ Budget	Staff Hrs.	\$ Budget	Staff Hrs.	\$ Budget
(1) Graphics, artwork, other materials for curriculum development	480.00	\$2,500	In-Kind	\$2,500	In-Kind	\$2,500
(2) Mileage	300.00	\$300.00	In-Kind	\$300.00	In-Kind	\$300.00
(3) Printing and postage	780.00	\$ 780.00	In-Kind	\$ 780.00	In-Kind	\$ 780.00
Totals from previous fiscal years	1,560.00	\$ 3,580.00		\$ 3,580.00		\$ 3,580.00
Program Totals from previous fiscal years	34,030.00	\$ 32,987.00		\$ 32,987.00		\$ 32,987.00

CERTIFICATE OF INSURANCE

**PUBLIC SCHOOLS RESOURCE
CONSERVATION PROGRAM**

FISCAL YEAR 2001-02

Nor Cal ReLiEF	CERTIFICATE OF COVERAGE	ISSUE DATE 07/17/2001
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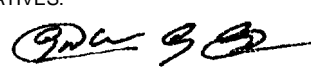
ADMINISTRATOR: KEENAN & ASSOCIATES 97 South 2nd Street, Suite 300 San Jose, CA 95113	LICENSE # 0451271	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGES AFFORDED BY THE COVERAGE DOCUMENTS BELOW.
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COVERED PARTY: SPRIG Santa Cruz County Office Of Education 819 Bay Avenue Suite H Capitola, CA 95010 ATTN: Monica Morgan	ENTITIES AFFORDING COVERAGE ENTITY A Northern California ReLiEF
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THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY 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 COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS, AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS 1 1	NCR0040112	06/30/01 06/30/02	\$50,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input type="checkbox"/> ANON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	NCR0040112	06/30/01 06/30/02	\$50,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$1,000,000
A	PROPERTY ALL RISK EXCLUDES EARTHQUAKE & FLOOD	NCR0040112	06/30/01 06/30/02	\$25,000	\$100,000,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	NCR0040112	06/30/01 06/30/02	\$50,000	\$Included EACH OCCURRENCE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL PROVISIONS:
 SUPERVISED PARTICIPATION AT VARIOUS SCHOOL SITES BY SANTA CRUZ COUNTY OFFICE OF EDUCATION IN PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM THROUGH JUNE 30, 2002.

CERTIFICATE HOLDER: County of Santa Cruz 701 Ocean Street, Room 401 Santa Cruz, CA 95060 ATTN: Dan de Grassi	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE HEREOF, THE ISSUING ENTITY/ JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL, SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/ JPA. ITS AGENTS OR REPRESENTATIVES. <div style="text-align: right;">  AUTHORIZED REPRESENTATIVE </div>
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NORTHERN CALIFORNIA ReLiEF

ENDORSEMENT

ADDITIONAL COVERED PARTY

COVERED PARTY	COVERAGE DOCUMENT	ADMINISTRATOR
Santa Cruz County Office Of Education	NCR0040112	KEENAN & ASSOCIATES

Subject to all its terms, conditions, exclusions and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under "as respects" below.

Additional Covered Party:

County of Santa Cruz, its Officials, Agents and Employees
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 THROUGH JUNE 30, 2002.



Authorized Representative

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

0178

DATE(MM/DD/YY)
07/10/01


PRODUCER Keenan & Associates 2355 Crenshaw Blvd, Suite 200 P. C. 4328 Torrance, CA 90510	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 COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Santa Cruz County Office Of Education 809 Bay Avenue, Suite H Capitola, CA 95010	INSURERS AFFORDING COVERAGE
	INSURER A: ACE USA/PACIFIC EMPLOYERS
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER F:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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 AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY				EACH OCCURRENCE	\$
	COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$
					PRODUCTS - COMP/OP AGG	\$
	GENERAL AGGREGATE LIMIT APPLIES PER:					
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC AUTO ONLY: AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	DEDUCTIBLE RETENTION \$					\$
						\$
						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WLRC42843453	07/01/01	07/01/02	WC STATUTORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE - EA EMPLOYEE	\$1,000,000
					E.L. DISEASE - POLICY LIMIT	\$1,000,000
t	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 SUPERVISED PARTICIPATION AT VARIOUS SCHOOL SITES BY SANTA CRUZ COUNTY OFFICE OF EDUCATION IN PUBLIC SCHOOLS RESOURCE CONSERVATION PROGRAM THROUGH JULY 1, 200;:.

CERTIFICATE HOLDER County of Santa Cruz 701 Ocean Street, Room 401 Santa Cruz, CA 95060 80 Attn: Dan de Grassi	ADDITIONAL INSURED; INSURER LETTER: _____ CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.