



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBAH • SUPERINTENDENT OF SCHOOLS

Santa Cruz County Board of Education • 400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5900 • www.santacruzcoe.org
Ms. Jane Royer Barr • Ms. Rose Filicetti • Ms. Sandra Nichols • Ms. Sue Roth • Mr. Dana Sales
Mr. Abel Sanchez • Mr. Bruce Van Allen

Santa Cruz County Board of Education
Regular Board Meeting
Thursday July 16, 2020
Open Session 4:00 P.M.
Held by Videoconference Only

NOTICE:

In order to meet the most recent guidelines from the Santa Cruz County Health Services Agency in regard to COVID-19, this meeting will be **limited to virtual participation only** and made available online via a live video-conference at the following web address:

This meeting will be hosted in a webinar format. Use the following link to register:

https://santacruzcoe-org.zoom.us/webinar/register/WN_uhQYA-mXTjOsE9jUdPt8KQ

After registering, you will receive a confirmation email containing information about joining the webinar by either phone, computer, or a mobile device.

Alternatively, skip registration to join by phone using the following phone number at the time of the meeting:

Phone Number: **+1 (669) 900-6833**
Meeting ID: **869 5171 7577#**

PUBLIC COMMENT:

Any person wishing to make a public comment will have the opportunity to do so via videoconference during the virtual meeting for up to three minutes each for any item not listed on the agenda, or for up to two minutes for any item listed on the agenda. To submit a comment about to be read aloud on your behalf either listed or not listed on the meeting agenda, please send a comment no longer than 300 words to sleibenson@santacruzcoe.org no later than 2pm on July 16th. Each individual may only make one comment per topic.

AGENDA

1. CALL TO ORDER, ROLL CALL AND ESTABLISHMENT OF QUORUM

Sue Roth (President), Jane Royer Barr, Rose Filicetti, Sandra Nichols, Dana Sales, Abel Sanchez, Bruce Van Allen
Faris Sabbah, Secretary

2. PLEDGE OF ALLEGIANCE

Superintendent Sabbah (Secretary) will lead the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Agenda deletions and/or changes of sequence will be approved or the agenda will be approved as submitted.

4. PUBLIC COMMENT

This is an opportunity for the public to address the Board regarding items not on the agenda. The Board President will recognize any member of the audience not previously placed on the agenda who wishes to speak on a matter directly related to school business. Each speaker, on any specific topic, may speak up **three (3) minutes** unless otherwise limited or extended by the President. The President may allot time to those wishing to speak but no action will be taken on matters presented (EDC § 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be referred to the Superintendent's Office for placement on a future agenda. Please refer to item, Please Note, on the last item of this agenda.

5. CONSENT AGENDA

All items appearing on the consent agenda are recommended actions which are considered to be routine in nature and will be acted upon as one motion. Specific items may be removed for separate consideration. Item(s) removed will be considered immediately following the consent agenda motion as Deferred Consent Items.

- 5.0.1 Minutes of the Regular Board Meeting of June 18, 2020
- 5.0.2 Treasurer's Quarterly Report for Quarter Ending March 31, 2020

5.1 DEFERRED CONSENT ITEMS (if required)

This item is placed on the agenda to address any items that might be pulled from Agenda Item 5.0 for further discussion/consideration if so determined.

6. CORRESPONDENCE

Official correspondence received by the Board is included herein.

7. REPORTS, DISCUSSIONS, AND PRESENTATIONS

7.1 YFIOB Update

The Board will receive a presentation for updates from Your Future If Our Business (YFIOB). The mission of YFIOB is to provide every Santa Cruz County student with opportunities to discover a fulfilling and successful career. YFIOB also brings schools and businesses together to support students in becoming Santa Cruz County's next generation of workers and leaders.

Presenters: Mary Gaukel-Forster, Executive Director, YFIOB
Malina Long, Associate Executive Director, Your Future Is Our Business

7.2 COVID-19 and School Reopening Update

Santa Cruz County Office of Education has been working in collaboration with the Santa Cruz County Health Services agency and school districts to prepare for and respond to the outbreak of COVID-19 in our community. The Board will receive an update on the ways in which the Santa Cruz County Office of Education has been working to respond to the COVID-19 crisis. The presentation will also include the anticipated impacts of COVID-19 on funding for California public schools.

Presenter: Dr. Faris Sabbah, County Superintendent of Schools

8. PUBLIC HEARINGS, NEW BUSINESS, AND ACTION ITEMS

8.1 Grand Jury Fire and Safety and Inspection Report

Fire agencies, now numbering thirteen across Santa Cruz County, are responsible for not only responding to emergencies but assisting in their prevention. One aspect of the prevention process is ensuring fire and safety codes are complied with, especially in facilities housing the most vulnerable. At a time when both fire danger and respiratory illness are at all time highs, this responsibility is higher than it has ever been. The Grand Jury has found that many of the County's agencies do not fully comply with mandated inspection and reporting. The Board is asked to review and respond to the report.

Presenter: Dr. Faris Sabbah, Superintendent of Schools

Motion &
Vote: Sue Roth (President)

8.2 Grand Jury Honoring Commitments to the Public Report

The 2019-2020 Santa Cruz Grand Jury investigated whether respondents to the 2016-2017 Grand Jury reports honored their commitments. The respondents either affirm analysis of report recommendations within a specified time in the future. They found that generally, organizations fulfilled the commitments they made to the public. The Board will be asked to review and respond to the report.

Presenter: Dr. Faris Sabbah, Superintendent of Schools

Motion &
Vote: Sue Roth (President)

8.3 Resolution #20-14 to Deny the Pacific Collegiate Charter School's Request for Material Revision with Incorporated Findings of Fact

At the June 18, 2020 meeting of the Santa Cruz County Office of Education, it was requested that Staff amend Resolution #20-14 to Deny the Petition by Pacific Collegiate Charter School for a Material Revision to incorporate the Findings of Fact prepared by legal counsel. The Board will be asked to review and adopt Resolution #20-14 as amended.

Presenter: Debi Bodenheimer, Associate Superintendent, Educational Services

Motion &

Roll Call Vote: Sue Roth (President)

8.4 First Reading: Board Policies (BP)

Modification and new policies may be adopted by the County Board of Education following a first and second reading by the Board. The Board may accept the following proposed policy(ies) as submitted and waive a second reading and move to take action, order changes, or order changes and bring back for a final reading:

BP 0415	Equity
BP 1431	Waivers
BP 3311.4	Procurement of Technological Equipment
BP/AR 3516	Emergency and Disaster Preparedness Plan
BP/AR 3516.5	Emergency Schedules
BP/AR 5141.22	Health Care and Emergencies
BP/AR 6158	Independent Study
BP 6181	Alternative Schools/Programs of Choice
BB 9012	Board Member Electronic Communications
BB9310	Board Policies

Presenter: Trustee Filicetti, Board Policy Committee

Motion: Sue Roth (President)

8.5 Schedule a Special Board Meeting for September 10, 2020 at 3:00 p.m.

The deadline required by the California Department of Education to submit the Santa Cruz County Office of Education's Learning Continuity Plan will require a special meeting in September to accommodate a public hearing. The Board will also consider scheduling a Board Budget Workshop on this same date. The Board will be asked to schedule a special meeting on September 10th, 2020 at 3:00 p.m. for these purposes.

Presenter: Dr. Faris Sabbah, Superintendent of Schools

Motion &

Vote: Sue Roth (President)

8.6 Reschedule Regular December Board Meeting for December 10th

The deadline to submit the Budget Overview for Parents, a component of the LCAP, is due on December 15, 2020. In order to accommodate this deadline, the Board will be asked to reschedule the regular December meeting of the board from December 17th to December 10th, 2020 at 4:00 p.m.

Presenter: Dr. Faris Sabbah, Superintendent of Schools

Motion &
Vote: Sue Roth (President)

8.7 Resolution #20-22: Assign FEMA Designees

The Board will be asked to adopt Resolution #20-22 to designate representatives of the Santa Cruz County Office of Education as authorized Federal Emergency Management Agency (FEMA) designees. The Board will be asked to approve Dr. Faris Sabbah, County Superintendent of Schools, Liann Reyes, Deputy Superintendent of Business Services, and Rebecca Olker, Interim Deputy Superintendent of Business Services, as authorized agents for this purpose.

Presenter: Rebecca Olker, Interim Deputy Superintendent, Business Services

Motion &
Roll Call Vote: Sue Roth (President)

8.8 PUBLIC HEARING: Inter-fund Borrowing

The Santa Cruz County Office of Education will conduct a public hearing to discuss the temporary borrowing of cash from one fund to another fund of the COE for payment of obligations. The transfer is accounted for as a temporary borrowing between funds and is not available for budgeting. Amounts that are transferred shall be repaid in the same fiscal year, or within the final 120 calendar days of a fiscal year. No more than 85 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred. The decision on this item will take place immediately following this public hearing.

Open, Conduct,
& Close Public Hearing: Sue Roth (President)

8.9 Resolution #20-23 In The Matter of Authorizing Inter-Fund Loans for Cash Flow Purposes

The Board will be asked to adopt Resolution #20-23 in the matter of authorizing inter-fund loans for cash flow purposes. The public hearing to consider the level of support for this item will be held immediately preceding this item.

Presenter: Rebecca Olker, Interim Deputy Superintendent, Business Services.

Motion &
Roll Call Vote: Sue Roth (President)

8.10 Resolution #20-24 In Support of Repealing California Proposition 209 Prohibiting Affirmative Action

In California, affirmative action by governmental institutions, including education, has been prohibited since passage by the voters of Proposition 209 since 1996. The Board will consider adopting Resolution #20-24 that supports the repeal of California Proposition 209 and urges all California voters to support and vote for the passage of Assembly Constitutional Amendment 5 when it appears on the November 2020 ballot.

Presenter: Trustee Van Allen, Community Outreach & Legislative Committee

Motion &

Roll Call Vote: Sue Roth (President)

9. SUPERINTENDENT'S REPORT

County Superintendent of Schools, Dr. Faris M. Sabbah, will provide an update on activities and matters of interest.

10. TRUSTEE REPORTS (3 minutes each)

Trustees will report on matters, events, and activities as related to Board goals of: Advocating for students, maintaining community relations, and promoting student achievement.

11. AD HOC COMMITTEE REPORTS/ACTIONS (if any)

11.1 CO&L Updates

The committee will update the Board on recent and upcoming legislative policy changes.

Presenter: Trustee Bruce Van Allen

12. SCHEDULE OF MEETINGS AND COMING EVENTS

Santa Cruz County Board of Education
Regular Meeting (Virtual)
July 16, 2020
4:00 p.m.

Santa Cruz County Board of Education
Regular Meeting (Virtual)
August 20, 2020
4:00 p.m.

Santa Cruz County Board of Education
Regular Meeting (Virtual)
September 17, 2020
4:00 p.m.

13. ADJOURNMENT

The Board President will adjourn the meeting.

PLEASE NOTE:

Public Participation:

All persons are encouraged to attend and, when appropriate, to participate in meetings of the Santa Cruz County Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as any item, upon motion, may be moved to the beginning of the agenda. Persons wishing to address the Board are asked to state their name for the record. The president of the Board will establish a time limit of three (3) minutes, unless otherwise stated by the president, for comments from the public. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session. Expulsion appeal hearings are heard in closed session unless a request for hearing in open session is made by the appellant.

Backup Documentation:

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the County Office of Education, located 400 Encinal Street, Santa Cruz, CA 95060, during normal business hours.

Translation Requests:

Spanish language translation is available on an as-needed basis. Please make advance arrangements with Sage Leibenson by telephone at (831) 466-5900 Traducciones del inglés al español y del español al inglés están disponibles en las sesiones de la mesa directiva. Por favor haga arreglos por anticipado con Sage Leibenson por teléfono al numero (831) 466-5900.

ADA Compliance:

In compliance with Government Code section 54954.2 (a), The Santa Cruz County Office of Education will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Sage Leibenson, Administrative Aide to the Superintendent, 400 Encinal St., Santa Cruz, CA 95060, (831) 466-5900.



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NOTICE OF PUBLIC HEARING

NOTICE is hereby given that on **Thursday July 16, 2020 at 4:00 p.m., or as soon thereafter as the matter can be heard, via videoconference ONLY at the following web address**, the Santa Cruz County Board of Education will hold a public hearing to consider the level of support for **Interfund Borrowing by the Santa Cruz County Office of Education**. Interfund borrowing is temporary borrowing of cash from one fund to another fund of the COE for payment of obligations. The transfer is accounted for as a temporary borrowing between funds and is not available for budgeting. Amounts that are transferred shall be repaid in the same fiscal year, or within the final 120 calendar days of a fiscal year. No more than 85 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred.

This meeting will be hosted in a webinar format. Use the following link to register:

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Meeting ID: **869 5171 7577#**

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To request further information about these public hearings, please contact Sage Leibenson, Administrative Assistant to the County Superintendent of Schools, at the Santa Cruz County Office of Education at (831) 466-5900 or sleibenson@santacruzcoe.org.



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SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

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Action



Information

TO: Santa Cruz County Board of Education

FROM: Dr. Faris Sabbah, County Superintendent of Schools

SUBJECT: Minutes of the Regular June 18th, 2020 Board Meeting

BACKGROUND

June 18, 2020 Minutes of the regular meeting of the Santa Cruz County Board of Education.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve minutes.

FISCAL IMPLICATIONS:

None.



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Santa Cruz County Board of Education
Regular Board Meeting
Thursday June 18, 2020
Open Session 4:00 p.m.
VIRTUAL Meeting hosted from the Board Room

UNAPPROVED MINUTES

1. CALL TO ORDER, ROLL CALL AND ESTABLISHMENT OF QUORUM

Board Present (via videoconference)

Jane Royer Barr
Rose Filicetti
Sandra Nichols
Sue Roth (President)
Abel Sanchez
Bruce Van Allen
Dana Sales

Staff Present (via videoconference)

Faris Sabbah (Secretary)
Rebecca Olker
Debi Bodenheimer
Sage Leibenson

Absent

None

2. PLEDGE OF ALLEGIANCE

Superintendent Sabbah (Secretary) led the Pledge of Allegiance.

Santa Cruz County Board of Education

Minutes, Regular Meeting

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3. APPROVAL OF AGENDA

A call for a motion was made to make agenda deletions and/or changes of sequence, or approve the agenda as submitted.

It was M.S.C. (Sales/Filicetti) to approve the agenda as submitted.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

All items appearing on the consent agenda are recommended actions which are considered to be routine in nature and will be acted upon as one motion. Specific items may be removed for separate consideration. Item(s) removed will be considered immediately following the consent agenda motion as Deferred Consent Items.

- 5.0.1 Minutes of the Regular Board Meeting of May 21, 2020
- 5.0.2 Routine Budget Revisions
- 5.0.3 Donations
- 5.0.4 Approval of the North Santa Cruz County SELPA Local Plan

It was M.S.C. (Barr/Filicetti) to approve the consent agenda as amended.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

5.1 Deferred Consent Items (if required)

None.

6. CORRESPONDENCE

Each item of official correspondence received by the Board was recited by the clerk for up to 3 minutes. New correspondence received included the following:

- One email from Carol Bjorn regarding the use of face coverings for students
- One anonymous letter from a parent regarding the reopening of schools

7. REPORTS, DISCUSSIONS, AND PRESENTATIONS

7.1 Civic Summit: Student Recognition

The Board recognized one student who won the “It Ought To Be A Law” competition that took place at the 2020 Santa Cruz County Civic Summit. Student Leadership & Engagement Coordinator, Celeste Gutierrez, introduced the student, Casey, who gave a brief presentation about his winning project.

Superintendent Sabbah congratulated the student on his achievement.

7.2 Census Art Contest Award

The Board recognized student projects for their winning designs in the Santa Cruz County Office of Education’s 2020 Census Art Contest. Sarah Ferguson, Coordinator, Santa Cruz County Census gave the presentation.

Superintendent Sabbah congratulated the students on their achievement, and stressed the importance of participating in the Census. Dr. Michael Paynter expressed appreciation for Sarah Ferguson and thanked her for her work on the assignment.

7.3 Retirement Recognitions

The Board recognized the important contributions of retirees of the Santa Cruz County Office of Education.

Debi Bodenheimer introduced Dr. Kip Tellez, who said a few words in appreciation of Julia. Julia then has an opportunity to accept her award and speak.

Superintendent Sabbah then introduced Bryan Wall, who spoke in appreciation of Mark Hodges. Henry Michel also recognized Mark Hodges. Mark then had an opportunity to accept the award and thank the Superintendent, Board, and COE Staff for his time at COE.

Superintendent Sabbah then introduced Julie Pollock, who spoke in appreciation for Lauren Leff. Lauren then had an opportunity to accept her award.

Superintendent Sabbah then introduced Mark Hodges, who spoke in appreciation for Rayona Mullen Staniec. Rayona then spoke about her career in education.

Superintendent Sabbah then introduced John Rice and Jennifer Izant-Gonzales, who spoke in appreciation of Leta Vandenheuvel. Leta then spoke and accepted her award.

The Board then expressed appreciation for all the retirees and thanked them for their dedicated service.

7.4 ACSA Awards

The Board recognized Dr. Michael Paynter, Senior Director of Student Support Services, and Jessica Little, Senior Director of SELPA, for their awards as Administrators of the Year by the Association of California School Administrators (ACSA). Jessica and Michael then had an opportunity to say a few words and accept their awards.

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Trustee Filicetti expressed appreciation for Dr. Paynter, and Trustee Barr expressed appreciation for both Dr. Paynter and Jessica Little.

7.5 COVID-19 Update

Superintendent Sabbah gave a presentation about what the Santa Cruz County Office of Education has been working on in collaboration with the Santa Cruz County Health Services agency and school districts to prepare for and respond to the outbreak of COVID-19 in our community. The presentation also included the anticipated impacts of COVID-19 on funding for California public schools.

Trustee Van Allen expressed appreciation for Superintendent Sabbah's leadership and communication with the community about this matter.

8. PUBLIC HEARINGS, NEW BUSINESS, AND ACTION ITEMS

8.1 Revised PCS Petition for Material Revision

The Board was asked to either approve (Resolution #20-13) or deny (Resolution #20-14) the revised Petition for a Material Revision to Pacific Collegiate Charter School (PCS).

President Roth gave an introduction of the item, and then Debi Bodenheimer gave an overview of the review process and introduced Legal Counsel, Jennifer Nix of School and College Legal Services, who was present for questions.

Debi Bodenheimer then gave an overview of the COE Staff Report, which included a brief history of PCS, the conditions for approval and denial, the process of the review team, and the review team's recommendation. The Staff Report recommended approval of the request for the material revision.

Maria Reitano, PCS Head of School, gave a short presentation about PCS' diversity plan progress, echoed the findings of the COE Staff Report and recommendations, and urged the Board to follow the recommendations set forth in the COE Staff Report.

The Board Clerk read written public comments received prior to the Board Meeting. Public comments received in support of the PCS Material Revision from the following individuals were read aloud:

Aaron Hinde, Beth Redmond-Jones, Chris Marentette, Daniela Yoga, Dr. Sally Sheriff, Dyane Villalobos, Karoline Grigsby, Jennifer Athey, Jessica Espinoza, Ken Olson, Lisa Segnitz, Todd Harrison, and Tomer Dichterson. One comment was received from Ronan Keith in opposition to the PCS Material Revision.

The following individuals made live public comments in support of the PCS Material Revision: Enrico Ramirez-Ruiz, Diana Holm, Sikina Jinnah, Deana Tanguay, Jaime Azcarate, Claire Grojean, Jason Miller, Lauren Friend, Chiara Gabril, and Judit Camacho.

The Board then had an opportunity to ask clarifying questions of Maria Reitano and COE staff. A number of questions were asked and answered.

Jennifer Nix, Legal Counsel for COE, made a few brief comments explaining the powers of the board regarding this decision.

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The Board then had an opportunity to deliberate. After much discussion, it was motioned to approve Resolution #20-14 to Deny the Request for a Material Revision to PCS on the following basis:

1. The proposed changes are not educationally sound (Education Code 47605 (b)(1))
2. The proposed changes are not demonstrably likely to be successfully implemented (Education Code 47605 (b)(5))
3. The description of the changes is reasonably comprehensive (Education Code 47605, (b)(5)).

The reasons cited for these findings the Santa Cruz County Board of Education include: concern that the addition of a 11 year old students to a campus with high-school aged students would be developmentally inappropriate, disagreement with the research presented by PCS that removing the “double jump” that students experience without a 6th grade option would increase enrollment of underrepresented student populations, and that ultimately the addition of a 6th grade population is not, at this time, necessary to help increase diversity at PCS.

It was M.S.C. (Barr/Nichols) to approve Resolution #20-14 to Deny the Request for a Material Revision to PCS pending amendments by staff and legal counsel. It was requested that staff present the amended resolution incorporating a Findings of Fact at the July 18, 2020 meeting of the Santa Cruz County Board of Education.

Ayes:	Barr, Filicetti, Nichols, Roth, Van Allen
Nays:	Sales, Sanchez
Abstain:	None
Absent:	None

8.2 Request to Convert Cypress Charter High School into a Countywide Alternative Education Community School (Resolution #20-15)

The Board was asked to consider approving Resolution #20-15 to approve the request to convert Santa Cruz County Cypress Charter High School into a countywide Alternative Education Community School.

President Roth introduced the item. Debi Bodenheimer and Superintendent Sabbah then gave an overview of the process and shared the recommendation of COE Staff to approve the Request to Convert Cypress Charter High School into a Countywide Alternative Education Community School.

Members of the public were then invited to make a comment. No public comments were made. The Board then had an opportunity to ask questions of staff and deliberate.

It was M.S.C. (Barr/Filicetti) to adopt Resolution #20-15 approving the request to convert Cypress Charter High School into a Countywide Alternative Education Community School.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

Superintendent Sabbah thanked the Board for their support.

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8.3 Court & Community COVID-19 Written Report

It is recommended that the Board adopt the COE Court and Community School COVID-19 Written Report. The EO N-26-20 states the form will report at a minimum, a description of how the LEA is meeting the needs of unduplicated pupils, defined consistent with Ed Code 42238.02(b)(1), during the period of school closures specifically how the LEA continued delivering high quality distance learning opportunities, provided school meals, and to the extent practicable, arrange for the supervision of students during ordinary school hours. Jennifer Izant-Gonzalez gave a short presentation to the Board.

Superintendent Sabbah and the Board thanked COE staff for their hard work since the COVID-19 crisis began.

It was M.S.C. to approve (Nichols/Sales) Court & Community School COVID-19 Written Report.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.4 CAC COVID-19 Written Report

It is recommended that the Board adopt the CAC COVID-19 Written Report. The EO N-26-20 states the form will report at a minimum, a description of how the LEA is meeting the needs of unduplicated pupils, defined consistent with Ed Code 42238.02(b)(1), during the period of school closures specifically how the LEA continued delivering high quality distance learning opportunities, provided school meals, and to the extent practicable, arrange for the supervision of students during ordinary school hours.

It was M.S.C. to approve (Filicetti/Van Allen) CAC COVID-19 Written Report.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.5 Cypress COVID-19 Written Report

It is recommended that the Board adopt the Cypress High School COVID-19 Written Report. The EO N-26-20 states the form will report at a minimum, a description of how the LEA is meeting the needs of unduplicated pupils, defined consistent with Ed Code 42238.02(b)(1), during the period of school closures specifically how the LEA continued delivering high quality distance learning opportunities, provided school meals, and to the extent practicable, arrange for the supervision of students during ordinary school hours.

It was M.S.C. to approve (Filicetti/Nichols) Cypress COVID-19 Written Report.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

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8.6 Approve Resolution #20-16 in Support of Prop 30 and 55, Education Protection Funds Act (Santa Cruz County Office of Education)

It is recommended that the Board adopt Resolution #20-16 to approve usage of the funds made available from Proposition 30 and Proposition 55 for educational expenditures within the County Office of Education's budgets. Rebecca Olker gave a brief presentation about this item to the Board.

It was M.S.C. to approve (Barr/Nichols) to adopt Resolution #20-16.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.7 Approve Resolution #20-17 in Support of Prop 30 and 55, Education Protection Funds Act (Career Advancement Charter)

It is recommended that the Board adopt Resolution #20-17 to approve usage of the funds made available from Proposition 30 and Proposition 55 for educational expenditures within the County Office of Education's budgets.

It was M.S.C. to approve (Filicetti/Roth) to adopt Resolution #20-17.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.8 Approve Resolution #20-18 in Support of Prop 30 and 55, Education Protection Funds Act (Cypress Charter High School)

It is recommended that the Board adopt Resolution #20-18 to approve usage of the funds made available from Proposition 30 and Proposition 55 for educational expenditures within the County Office of Education's budgets.

It was M.S.C. to approve (Barr/Filicetti) to adopt Resolution #20-18.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.9 Resolution #20-19 in Support of Equity and Anti-Racism in Schools

The board was be asked to consider adoption of Resolution #20-19 in Support of Equity and Anti-Racism in Schools in recognition of the historic, systemic violence and discrimination expereinced by Black communities and all communities of color. This resolution would support the Santa Cruz County Office of Education's efforts to develop equitable educational policies and practices that help disrupt the structures of racism in schools. Trustee Van Allen

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introduced this item, emphasized the importance of equity and anti-racism in schools, and expressed appreciation for Trustee Filicetti's work to help research and write the resolution.

It was M.S.C. to approve (Nichols/Filicetti) to adopt Resolution #20-19.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.10 Resolution #20-20 In Support of Protection of State Education Funding

The Board was asked to consider adoption of Resolution #20-20 in support of the protection of California funding for public schools in light of the COVID-19 pandemic. Trustee Filicetti introduced this item.

It was M.S.C. to approve (Nichols/Van Allen) to adopt Resolution #20-20.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.11 Resolution #20-21 In Support of Protection of Federal Education Funding

The Board was asked to consider adoption of Resolution #20-21 in support of the protection of federal funding for public schools in light of the COVID-19 pandemic. Trustee Filicetti introduced this item.

It was M.S.C. to approve (Nichols/Filicetti) to adopt Resolution #20-21 pending an amendment to specify "The Santa Cruz County Office of Education" where needed.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.12 PUBLIC HEARING Adopt Santa Cruz County Office of Education 2020-2021 Budget

The Board conducted a public hearing to solicit recommendations and comments from members of the public regarding the Santa Cruz County Office of Education's 2020 - 2021 Budget.

President Roth opened the public hearing and explained the procedures for the item. President Roth then invited Interim Deputy Superintendent, Rebecca Olker, to make an opening presentation. Following the presentation, President Roth invited comments from the public. No public comments were made. President Roth then closed the hearing and announced the Board will consider the decision in the next agenda item.

Santa Cruz County Board of Education

Minutes, Regular Meeting

June 18, 2020

8.13 Approval of 2020-2021 Budget

Following a Public Hearing held on June 18, 2020 to solicit recommendation and comments from members of the public regarding the Santa Cruz County Office of Education's 2020 - 2021 Budget, it was requested that the Board adopt the Budget as presented.

Trustee Barr spoke to the gravity of the impact COVID-19 may have on the COE's budget, and expressed concern about the need for strict and careful budgeting over the next few years. Superintendent Sabbah concurred. Trustee Barr recommended the Board consider hosting a Board budget workshop to review the budget further.

It was M.S.C. to approve (Filicetti/Sales) to adopt the 2020-2021 Budget as submitted.

Ayes:	Barr, Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	None

8.14 Schedule Special June 25th Meeting

It was agendized that the Board would consider scheduling a Special Board Meeting on June 25, 2020, to comply with Education Code 52062(b)(2), to consider the adoption of the 2020-2021 annual budget. Because the Board approved the budget in item #8.13, this item was tabled.

9. SUPERINTENDENT'S REPORT

County Superintendent of Schools, Dr. Faris M. Sabbah, provided an update on activities and matters of interest.

10. TRUSTEE REPORTS (3 minutes each)

Trustee Sanchez attended meetings of the Board Charter Subcommittee and COE all-staff meetings.

Trustee Sales attended the Future of Education webinar event hosted by Santa Cruz Works which featured guest panelist, Superintendent Sabbah.

President Roth attended meetings of the Agenda Committee and COE all-staff meetings.

Trustee Barr attended meetings of the Agenda Committee and Charter Subcommittee.

Trustee Filicetti attended Santa Cruz Operational COVID-19 calls, COE all-staff meetings, a Capitol Advisors Governor's May Revise workshop, a CSBA Brainstorming Session, a CORE Coffee Chat regarding a Guided Tour of DataShare Santa Cruz County, a June 2nd Edsource Webinar "Distance Learning 2.0: Adapting What Has Worked as PVUSD Looks Ahead", a Stanford Institute for Economic Policy Research (SIEPR) webinar "Back to School: What Parents Can Expect and Policymakers Should Do" panel discussion, a meeting of the Board Agenda Committee, and attended the Future of Education webinar event hosted by Santa Cruz Works which featured guest panelist, Superintendent Sabbah.

Santa Cruz County Board of Education

Minutes, Regular Meeting

June 18, 2020

11. AD HOC COMMITTEE REPORTS/ACTIONS (if any)

None.

12. SCHEDULE OF MEETINGS AND COMING EVENTS

Santa Cruz County Board of Education

Regular Meeting (Virtual)

July 16, 2020

4:00 p.m.

17. ADJOURNMENT

The Board President adjourned the meeting at 9:51 p.m.

Santa Cruz County Board of Education

Minutes, Regular Meeting

June 18, 2020

PLEASE NOTE:

Public Participation:

All persons are encouraged to attend and, when appropriate, to participate in meetings of the Santa Cruz County Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as any item, upon motion, may be moved to the beginning of the agenda. Persons wishing to address the Board are asked to state their name for the record. The president of the Board will establish a time limit of three (3) minutes, unless otherwise stated by the president, for comments from the public. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session. Expulsion appeal hearings are heard in closed session unless a request for hearing in open session is made by the appellant.

Backup Documentation:

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the County Office of Education, located 400 Encinal Street, Santa Cruz, CA 95060, during normal business hours.

Translation Requests:

Spanish language translation is available on an as-needed basis. Please make advance arrangements with Sage Leibenson by telephone at (831) 466-5900. Traducciones del inglés al español y del español al inglés están disponibles en las sesiones de la mesa directiva. Por favor haga arreglos por anticipado con Sage Leibenson por teléfono al numero (831) 466-5900.

ADA Compliance:

In compliance with Government Code section 54954.2 (a), The Santa Cruz County Office of Education will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Sage Leibenson, Administrative Aide to the Superintendent, 400 Encinal St., Santa Cruz, CA 95060, (831) 466-5900.



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action

☐

Information

TO: Santa Cruz County Board of Education

FROM: Dr. Faris Sabbah, County Superintendent of Schools

SUBJECT: Treasurer's Quarterly Report for the period ending March 31, 2020

BACKGROUND

Santa Cruz County Treasurer's Quarterly Investment Report for the period ending March 31, 2020.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve report.

FISCAL IMPLICATIONS:

None.

Santa Cruz County Treasurer's

Quarterly Investment Report

**For the Quarter Ended
March 31, 2020**



Edith Driscoll
Auditor – Controller – Treasurer - Tax Collector

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TREASURY OVERSIGHT COMMISSION

Chairperson:

Angela Aitken
Member Representing Special Districts
Alternate: John Stipes

Current Members:

Chris Schiermeyer
Member Representing School Districts
Alternate: Lynette Hamby

Ron Sekkel
Public Member
Alternate: Mary Jo Walker

Bruce McPherson
Member Representing County of Santa Cruz
Board of Supervisors
Alternate: Greg Caput

Faris Sabbah
Superintendent of Schools
Santa Cruz County Office of Education
Alternate: Mary Hart

AUDIT PROCESS

The Santa Cruz County Treasurer's Office is audited on an annual basis by an outside auditor selected by the Santa Cruz County's Audit Committee. Additionally, all investments are audited on a regular basis by the County Auditor as well as on a daily basis by an in-house audit process.



COUNTY OF SANTA CRUZ

EDITH DRISCOLL
AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR
701 OCEAN STREET, SUITE 100, SANTA CRUZ, CA 95060-4073
(831) 454-2500 FAX (831) 454-2660

April 6, 2020

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Subject: **CERTIFICATION OF LIQUIDITY**

Dear Members of the Board:

This report shows the investment activity for the quarter ending March 31, 2020 of pooled funds on deposit with the Treasurer and that it is in compliance with California Government Code Sections 27000 et seq., 53600 et seq., and the County's 2020 Investment Policy.

Attached are summaries of the Portfolio Structure, Investment Details, Securities Activity by Brokers, and other information to provide a better understanding of the investment activity that has occurred through March 31, 2020.

Pursuant to Government Code § 53646(b)(3), I certify that because of the liquidity of the pool and the county's issuance of Teeter Notes and TRANS, the county has the ability to meet the pool's expenditure requirements for the next six months.

Respectfully submitted,

EDITH DRISCOLL
Auditor-Controller-Treasurer-Tax Collector

SUMMARY REPORTS

1. County of Santa Cruz Portfolio Summary including:
 - a) Issuer
 - b) Type of Asset
 - c) Cost at Purchase
 - d) Current Book Value
 - e) Yield
 - f) Par Value
 - g) Market Value
 - h) Percent of Portfolio
 - i) Percent Allowed
 - j) Purchase Date
 - k) Maturity Date
 - l) Credit Rating
 - m) Source of Valuation
2. Portfolio Size and Composition Report
 - a) Portfolio Balance Trend
 - b) Portfolio Composition by Type
3. Portfolio Yield
 - a) Net Yield History / Comparison to LAIF
 - b) Net Yield Trend / Comparison to LAIF
4. County of Santa Cruz Investment Pool Maturity Distribution
5. County of Santa Cruz Investment Pool Credit Quality Distribution
6. County of Santa Cruz Investment Pool Source of Funds

Santa Cruz County Treasurer's Portfolio
As of March 31, 2020

ISSUER	COST	BOOK VALUE	YIELD	PAR VALUE	MARKET VALUE (1)	% of PORTFOLIO	% ALLOWED	PURCHASE DATE	MATURITY DATE	CREDIT RATING (2)
<u>U.S. Treasuries</u>										
US Treasury	12,965,468.75	12,997,864.81	2.59%	13,000,000.00	13,023,790.00	1.51%	100%	01/17/19	04/30/20	AA+ / Aaa
US Treasury	19,915,625.00	19,987,827.87	2.01%	20,000,000.00	20,034,000.00	2.32%	100%	07/15/19	05/15/20	AA+ / Aaa
US Treasury	24,805,312.50	24,937,656.25	1.63%	25,000,000.00	24,997,000.00	2.89%	100%	12/02/19	05/28/20	AA+ / Aaa
US Treasury	20,000,000.00	20,016,483.52	1.50%	20,000,000.00	20,100,883.52	2.32%	100%	02/04/20	07/15/20	AA+ / Aaa
US Treasury	19,934,375.00	19,979,897.15	1.93%	20,000,000.00	20,100,000.00	2.31%	100%	07/02/19	07/31/20	AA+ / Aaa
US Treasury	10,087,500.00	10,031,903.49	1.76%	10,000,000.00	10,098,400.00	1.16%	100%	08/08/19	08/15/20	AA+ / Aaa
US Treasury	12,950,234.38	12,978,635.33	1.74%	13,000,000.00	13,075,660.00	1.50%	100%	09/15/20	09/15/20	AA+ / Aaa
US Treasury	14,980,078.13	14,989,644.83	1.76%	15,000,000.00	15,121,350.00	1.74%	100%	10/02/19	10/15/20	AA+ / Aaa
US Treasury	20,225,000.00	20,184,022.78	1.65%	20,000,000.00	20,360,651.10	2.34%	100%	11/27/19	10/31/20	AA+ / Aaa
US Treasury	18,184,921.88	18,125,058.03	1.65%	18,000,000.00	18,357,120.00	2.10%	100%	11/07/19	01/31/21	AA+ / Aaa
US Treasury	20,133,593.75	20,099,418.60	1.67%	20,000,000.00	20,379,600.00	2.33%	100%	12/13/19	02/15/21	AA+ / Aaa
US Treasury	24,839,843.75	24,878,514.74	1.66%	25,000,000.00	25,234,500.00	2.88%	100%	12/17/19	02/28/21	AA+ / Aaa
Total US Treasuries	219,021,953.14	219,206,927.40	1.77%	219,000,000.00	220,882,954.62	25.39%	100%			
<u>U.S. Government Agencies</u>										
Federal Farm Credit Bank	12,992,947.11	12,999,314.30	2.58%	13,000,000.00	13,055,510.00	1.51%	25%	06/11/18	06/11/20	AA+ / Aaa
Federal National Mortg Association	11,969,040.00	11,969,503.59	1.77%	12,000,000.00	12,052,080.00	1.39%	25%	08/09/19	07/30/20	AA+ / Aaa
Federal Home Loan Bank	24,979,444.44	24,979,583.33	0.10%	25,000,000.00	24,967,250.00	2.89%	25%	03/30/20	01/20/21	AA+ / Aaa
Federal Farm Credit Bank	11,973,240.00	11,986,471.33	2.35%	12,000,000.00	12,239,280.00	1.39%	25%	04/05/19	04/05/21	AA+ / Aaa
Federal Home Loan Bank	14,991,000.00	14,992,683.87	1.74%	15,000,000.00	15,022,650.00	1.74%	25%	12/05/19	08/25/21	AA+ / Aaa
Federal Farm Credit Bank	12,987,455.00	12,993,216.41	3.08%	13,000,000.00	13,545,480.00	1.51%	25%	11/15/18	11/15/21	AA+ / Aaa
Federal Farm Credit Bank	17,000,000.00	17,000,000.00	1.63%	17,000,000.00	17,414,290.00	1.97%	25%	12/06/19	08/22/22	AA+ / Aaa
Federal Home Loan Mortg Corp	20,000,000.00	20,000,000.00	1.67%	20,000,000.00	20,208,200.00	2.32%	25%	01/13/20	01/13/23	AA+ / Aaa
Federal Home Loan Bank	15,296,100.00	15,284,546.19	1.46%	15,000,000.00	15,720,750.00	1.77%	25%	02/18/20	03/10/23	AA+ / Aaa
Federal Farm Credit Bank	9,974,200.00	9,974,392.54	0.88%	10,000,000.00	10,015,300.00	1.16%	25%	03/23/20	03/15/23	AA+ / Aaa
Total Government Agencies	162,163,426.66	162,199,711.66	1.60%	162,000,000.00	164,246,790.00	17.63%	100%			
<u>Supranationals</u>										
Inter-American Development Bank	15,850,560.00	15,975,887.84	2.62%	16,000,000.00	16,030,240.00	1.85%	30%	03/05/19	06/16/20	AAA / Aaa / AAA
International Finance Corp.	10,000,000.00	10,000,000.00	2.61%	10,000,000.00	10,033,900.00	1.16%	30%	07/03/18	06/29/20	AAA / Aaa / AAA
Int Bank of Redevelopment	20,095,000.00	20,100,206.91	0.59%	20,000,000.00	20,104,246.67	2.33%	30%	03/18/20	09/04/20	AAA / Aaa / AAA
Inter-American Development Bank	14,775,000.00	14,897,754.29	2.61%	15,000,000.00	15,184,850.00	1.73%	30%	02/08/19	03/15/21	AAA / Aaa / AAA
Int Bank of Redevelopment	20,326,800.00	20,269,196.51	1.70%	20,000,000.00	20,575,400.00	2.35%	30%	12/20/19	07/23/21	AAA / Aaa / AAA
Int Bank of Redevelopment	15,000,000.00	15,000,000.00	1.75%	15,000,000.00	15,133,800.00	1.74%	30%	01/27/20	01/27/23	AAA / Aaa / AAA
Total Supranational	96,047,360.00	96,242,845.35	1.87%	96,000,000.00	97,072,436.67	11.15%	30%			
<u>Medium Term Notes</u>										
Wal-Mart Stores Inc.	10,011,300.00	10,001,294.13	2.79%	10,000,000.00	10,009,800.00	1.16%	10%	06/27/18	06/23/20	AA / Aa2 / AA
MMM Corporation	11,940,000.00	11,940,000.00	2.00%	11,940,000.00	11,935,582.20	1.38%	10%	07/05/19	08/07/20	AA- / A1
Berkshire Hathaway	15,153,975.00	15,152,226.65	1.70%	15,000,000.00	15,145,141.67	1.76%	10%	12/02/19	10/15/20	AA / Aa2 / A+
Microsoft Corporation	9,719,000.00	9,850,276.81	2.70%	10,000,000.00	10,069,600.00	1.14%	10%	01/24/19	08/08/21	AAA / Aaa / AA+
Johnson & Johnson Corp	14,822,550.00	14,888,164.48	2.66%	15,000,000.00	15,540,600.00	1.72%	10%	02/15/19	03/03/22	AAA / Aaa / AAA
Apple Inc.	15,167,250.00	15,130,055.60	2.53%	15,000,000.00	15,650,250.00	1.75%	10%	06/03/19	02/23/23	AA+ / Aa1 / AA+
Total Medium Term Notes	76,814,075.00	76,962,017.67	2.37%	76,940,000.00	78,360,973.87	8.92%	30%			

**Santa Cruz County Treasurer's Portfolio
As of March 31, 2020**

ISSUER	COST	BOOK VALUE	YIELD	PAR VALUE	MARKET VALUE (1)	% OF PORTFOLIO	% ALLOWED	PURCHASE DATE	MATURITY DATE	CREDIT RATING (2)
Negotiable CDs										
Toronto Dominion Bank	25,006,478.75	25,008,339.63	1.83%	25,000,000.00	25,020,527.78	2.90%	10%	01/07/20	05/04/20	A1+ / P1 / F1+
Rabobank Nederland NV NY	25,000,000.00	25,000,000.00	1.85%	25,000,000.00	25,028,750.00	2.90%	10%	12/03/19	08/03/20	A1 / P1 / F1+
MUFG Union Bank NA	20,000,000.00	20,000,000.00	1.73%	20,000,000.00	20,031,800.00	2.32%	10%	11/20/19	07/08/20	A1 / P1 / F1
Nordea Bank	25,000,000.00	25,000,000.00	1.65%	25,000,000.00	25,030,500.00	2.90%	10%	02/07/20	07/29/20	A1+ / P1 / F1+
US Bank NA	20,000,000.00	20,000,000.00	1.85%	20,000,000.00	20,000,000.00	2.32%	10%	12/30/19	08/12/20	A1+ / P1 / F1+
Royal Bank of Canada	25,000,000.00	25,000,000.00	1.82%	25,000,000.00	25,020,250.00	2.90%	10%	11/22/19	08/25/20	A1+ / P1 / F1+
Total Negotiable CDs	140,006,478.75	140,008,339.63	1.79%	140,000,000.00	140,131,827.78	15.22%	30%			
Municipal Bonds										
State of California GO Bond	12,191,707.35	12,194,373.49	2.31%	12,195,000.00	12,255,365.25	1.41%	10%	02/15/18	10/01/20	AA- / Aa3 / AA-
State of California GO Bond	12,000,000.00	12,000,000.00	2.35%	12,000,000.00	12,216,240.00	1.39%	10%	04/04/19	04/01/22	AA- / Aa3 / AA-
University of California	3,077,430.00	3,068,528.60	1.76%	3,000,000.00	3,087,840.00	0.36%	10%	11/05/19	05/15/23	AA- / Aa3 / AA-
Cabrillo Community College	3,035,000.00	3,035,000.00	1.96%	3,035,000.00	3,088,446.35	0.35%	10%	10/08/19	08/01/23	AA / Aa2
Total Municipal Bonds	30,304,137.35	30,297,902.09	2.23%	30,230,000.00	30,647,891.60	3.51%	10%			
Checking										
US Bank Checking	12,933,811.68	12,933,811.68	1.00%	12,933,811.68	12,933,811.68	1.50%		NA	NA	NR
Total Checking	12,933,811.68	12,933,811.68	1.00%	12,933,811.68	12,933,811.68	1.50%	10%			
Money Market Funds (3)										
US Bank MMF	5,000,000.00	5,000,000.00	0.05%	5,000,000.00	5,000,000.00	0.58%	10%	NA	NA	NR
CAMP	55,000,000.00	55,000,000.00	1.06%	55,000,000.00	55,000,000.00	6.37%	10%	NA	NA	AAAm
Total Money Market Funds	60,000,000.00	60,000,000.00	0.95%	60,000,000.00	60,000,000.00	6.95%				
Miscellaneous Investments										
LAIF	75,339,426.10	75,339,426.10	2.03%	75,339,426.10	75,339,426.10	8.73%	10%	NA	NA	NR
Union Bank Lockbox	-	-	0.00%	-	-	0.00%	10%	NA	NA	NR
Total Misc. Investments	75,339,426.10	75,339,426.10	2.03%	75,339,426.10	75,339,426.10	8.73%				
GRAND TOTAL	862,630,668.57	863,190,981.48	1.78%	862,443,237.78	869,600,112.32	100%				

(1) Market Value pricing obtained from Union Bank safekeeper (custodial bank).

(2) Split ratings reflect ratings from S&P and Moodys.

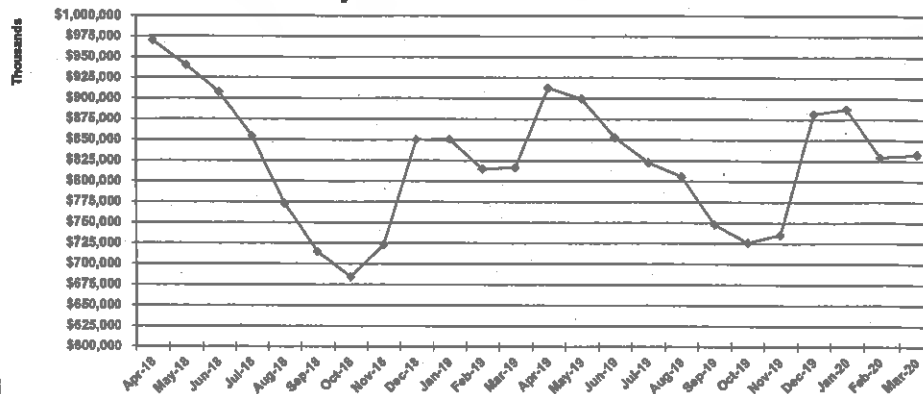
(3) Money Market Mutual Fund balances do not include current month interest.

County of Santa Cruz Investment Pool **Portfolio Size and Composition** **As of March 31, 2020**

Monthly Balance History

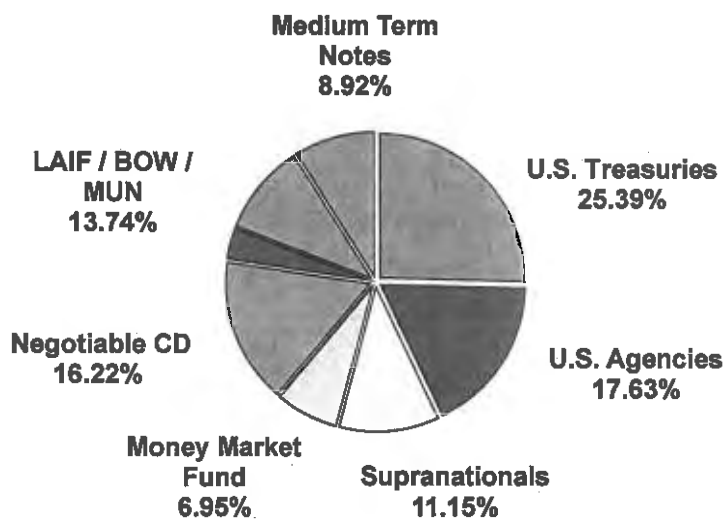
Apr-18 \$ 869,921,984.10
 May-18 \$ 839,960,112.42
 Jun-18 \$ 907,918,547.25
 Jul-18 \$ 854,704,856.33
 Aug-18 \$ 772,963,331.43
 Sep-18 \$ 714,830,104.72
 Oct-18 \$ 684,095,545.04
 Nov-18 \$ 723,337,328.60
 Dec-18 \$ 849,852,810.14
 Jan-19 \$ 850,631,070.40
 Feb-19 \$ 814,920,794.72
 Mar-19 \$ 816,455,075.11
 Apr-19 \$ 912,624,395.26
 May-19 \$ 899,889,045.39
 Jun-19 \$ 853,052,660.56
 Jul-19 \$ 822,650,268.86
 Aug-19 \$ 805,975,348.20
 Sep-19 \$ 747,683,634.57
 Oct-19 \$ 726,077,495.00
 Nov-19 \$ 736,497,653.00
 Dec-19 \$ 881,710,603.00
 Jan-20 \$ 887,355,690.58
 Feb-20 \$ 829,101,176.44
 Mar-20 \$ 832,806,566.48

Monthly Portfolio Balance Trend



	<u>3/31/2020</u>	<u>12/31/2019</u>	<u>3/31/2019</u>	<u>3/31/2018</u>
U.S. Treasuries	25.39%	30.55%	30.40%	32.89%
U.S. Agencies	17.63%	20.14%	24.95%	25.09%
Supranationals	11.15%	8.41%	7.79%	4.36%
Money Market Fund	6.95%	1.98%	6.93%	1.42%
Commercial Paper	0.00%	0.00%	0.00%	0.00%
Negotiable CD	16.22%	18.17%	14.22%	20.74%
Municipal Bonds	3.51%	3.34%	0.00%	0.00%
LAIF / BOW	10.23%	7.64%	5.15%	8.29%
Medium Term Note	8.92%	9.75%	10.55%	7.22%
	100%	100%	100%	100%

Portfolio Composition

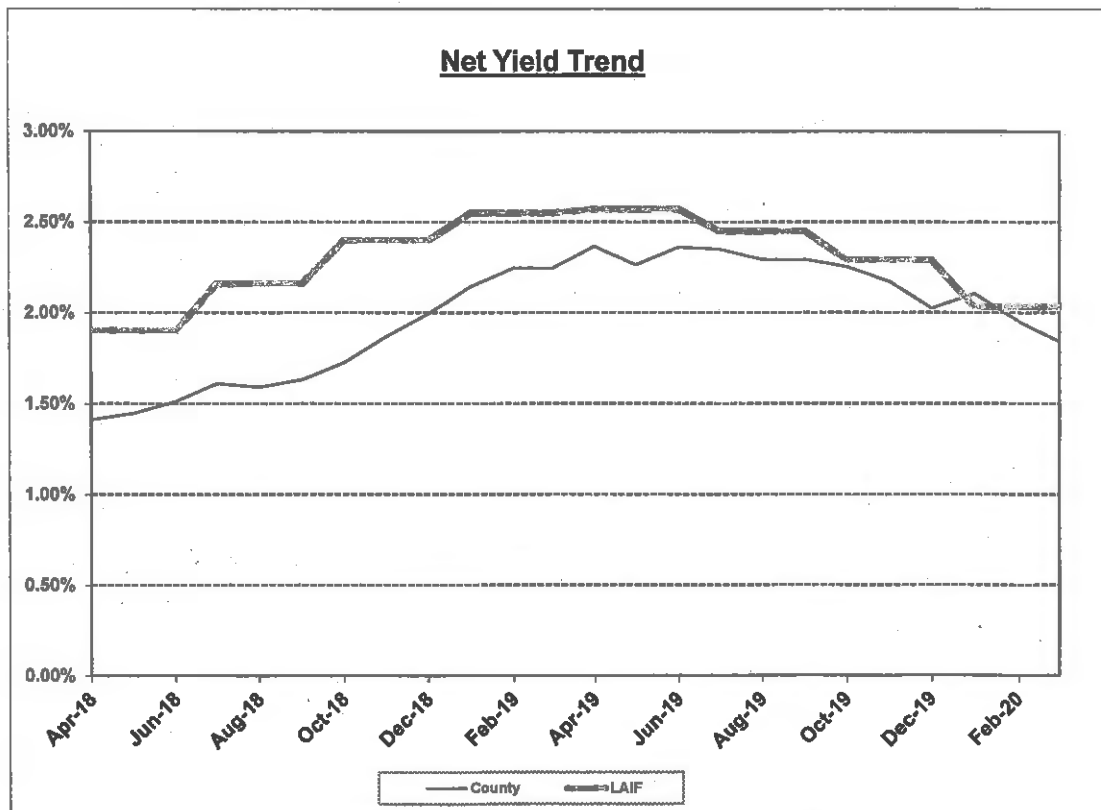


County of Santa Cruz Investment Pool

Portfolio Net Yield

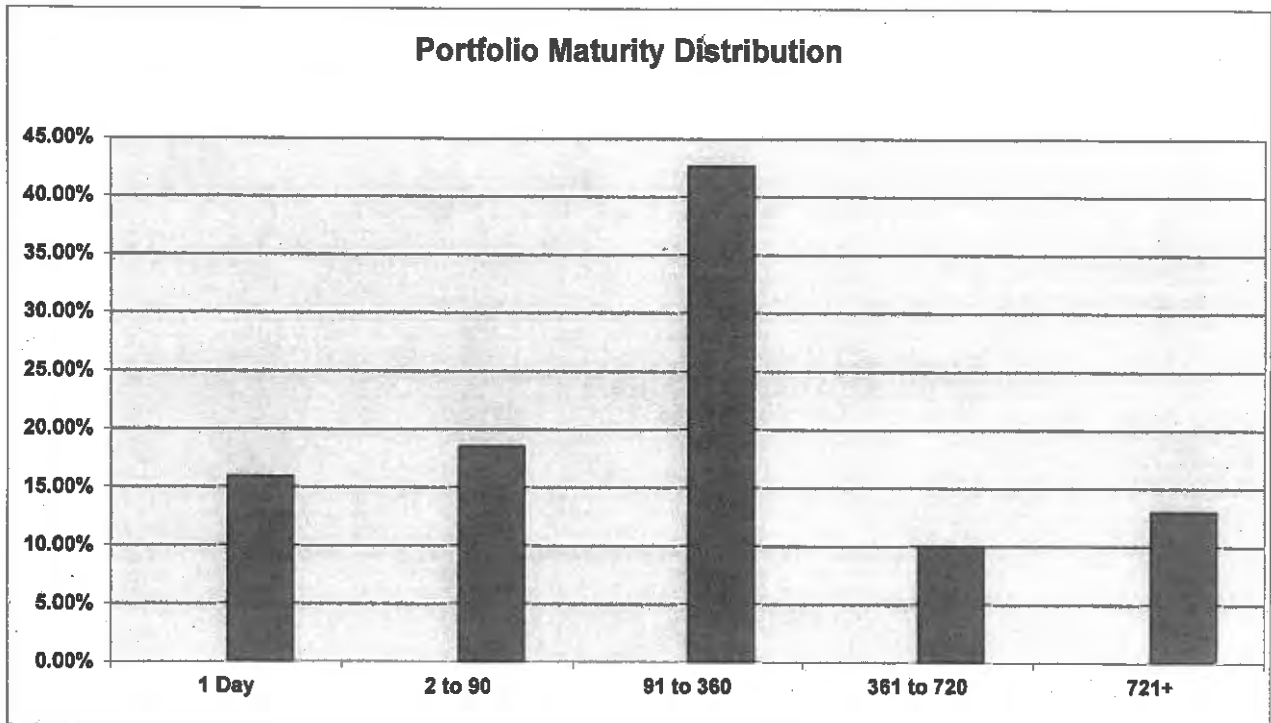
As of March 31, 2020

Apportionment Rate			
Month	County	LAIF	Difference
Apr-18	1.412%	1.900%	-0.49%
May-18	1.445%	1.900%	-0.46%
Jun-18	1.512%	1.900%	-0.39%
Jul-18	1.610%	2.160%	-0.55%
Aug-18	1.590%	2.160%	-0.57%
Sep-18	1.630%	2.160%	-0.53%
Oct-18	1.725%	2.400%	-0.68%
Nov-18	1.870%	2.400%	-0.53%
Dec-18	1.994%	2.400%	-0.41%
Jan-19	2.145%	2.550%	-0.41%
Feb-19	2.246%	2.550%	-0.30%
Mar-19	2.243%	2.550%	-0.31%
Apr-19	2.365%	2.570%	-0.21%
May-19	2.263%	2.570%	-0.31%
Jun-19	2.361%	2.570%	-0.21%
Jul-19	2.350%	2.450%	-0.10%
Aug-19	2.294%	2.450%	-0.16%
Sep-19	2.293%	2.450%	-0.16%
Oct-19	2.253%	2.290%	-0.04%
Nov-19	2.172%	2.290%	-0.12%
Dec-19	2.024%	2.290%	-0.27%
Jan-20	2.104%	2.030%	0.07%
Feb-20	1.950%	2.030%	-0.08%
Mar-20	1.842%	2.030%	-0.19%

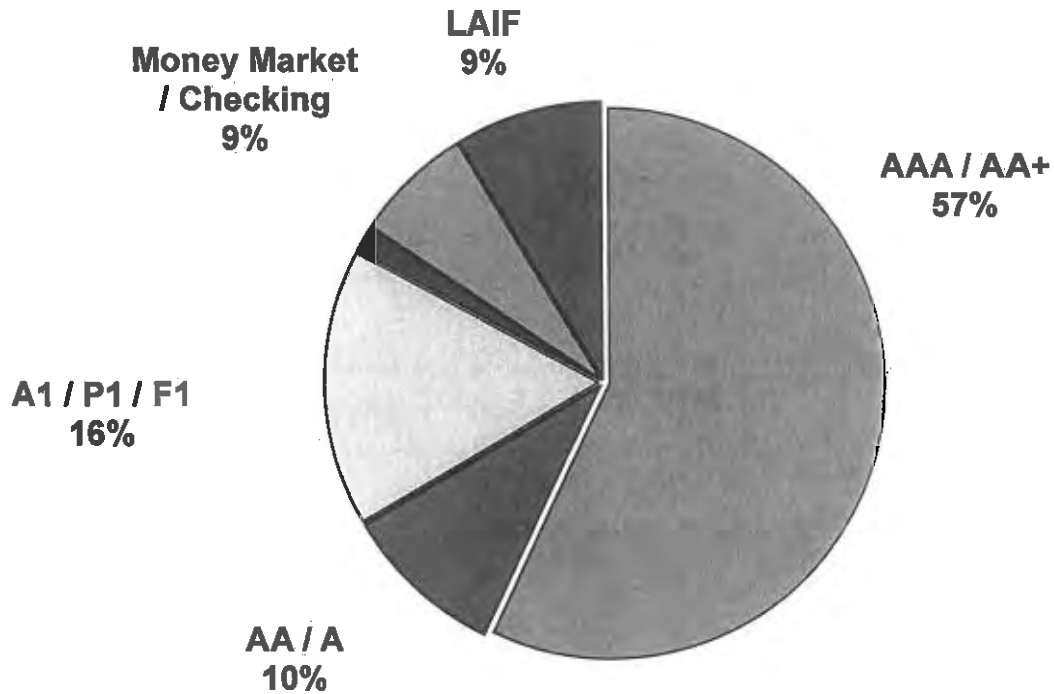


County of Santa Cruz Investment Pool
Maturity Distribution
 March 31, 2020

Maturing In:	3/31/2020	12/31/2019	9/31/2019	3/31/2019
1 Day	15.90%	9.89%	8.96%	7.18%
2 to 90	18.64%	21.80%	22.52%	22.00%
91 to 360	42.64%	38.05%	46.37%	50.54%
361 to 720	10.01%	20.12%	14.33%	16.00%
721+	12.96%	10.45%	7.82%	1.35%
Total	100%	100%	100%	100%
WAM (days)	272	279	269	219
Duration	0.74	0.78	0.70	0.59



County of Santa Cruz Investment Pool
Credit Quality Distribution
 March 31, 2020

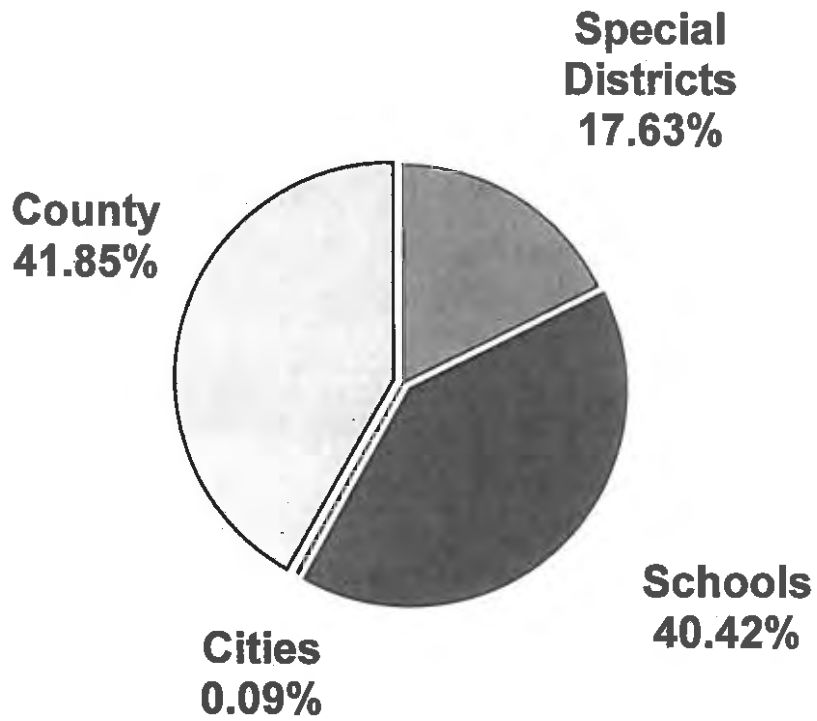


Market Value					
Rating	(\$ ml)	3/31/2020	12/31/2019	3/31/2019	3/31/2018
AAA / AA+ *	\$ 492	57%	62%	67%	67%
AA	\$ 82	10%	10%	8%	4%
A	\$ -	0%	0%	0%	0%
A1 / P1 / F1	\$ 140	16%	18%	14%	21%
Checking	\$ 13	2%	0%	2%	1%
Money Market	\$ 60	7%	2%	7%	1%
LAIF	\$ 75	9%	7%	2%	6%
Total Portfolio Value	\$ 862	100%	100%	100%	100%

* The AAA / AA+ category includes securities rated Aaa / AAA and Aaa / AA+

** May not add to 100% due to rounding

County of Santa Cruz Investment Pool
Source of Funds
 As of March 31, 2020



	3/31/2020	3/31/2019	3/31/2018
County	41.85%	43.75%	43.63%
Special Districts	17.63%	14.10%	9.40%
Schools	40.42%	42.08%	46.85%
Cities	0.09%	0.08%	0.09%
Total	100%	100%	100%

DETAILED LIST OF INVESTMENTS OUTSTANDING

As of March 31, 2020

REPORT DESCRIPTION

The **Detailed List of Investments Outstanding** lists active investments in the portfolio on a specific date providing information on the market values, book values, interest rates and yields. It is arranged so that the securities of the same type are grouped together. What follows is a description of the abbreviations used in the report.

CUSIP – The CUSIP number is a 9-character alphanumeric code which identifies a North American financial security for the purposes of facilitating clearing and settlement of trades.

INVESTMENT NUMBER – This is a unique system-generated number assigned to the security. Assigned by the County for internal identification purposes.

ISSUER – The issuer named is the name of the institution which issued the bond.

PURCHASE DATE – This is the date on which the security was purchased.

PAR VALUE – The nominal or face value of a bond. This is the amount that will be received at maturity with accrued interest. It is also the amount that is used in calculating the interest received on the bond.

MARKET VALUE – Market value is the dollar amount the security could have been sold for on the report date. By comparing this number to the book value one is able to determine what, if any, loss or gain we would realize if we were to sell the bond in the open market.

BOOK VALUE – The original cost for each investment adjusted for amortization of premiums or accretions of discounts to the date of the report. Amortizations and accretions are calculated on a straight line basis.

STATED RATE – In most cases this is the coupon rate (rate of interest) set on a bond at the issue date by the issuer. If the security has no coupon (discount note, UST Bill or CP) then the stated rate is the yield to maturity on the date that the bond is purchased. The stated rate is not intended for comparing yields between different investments because the item may have been purchased at a discount or premium to par.

YTM – This is the Yield to Maturity. This is what the yield will be on the bond if it is held to maturity.

DAYS TO MATURITY – This is the number of days remaining between the report date and the maturity date.

MATURITY DATE – The maturity date is the date when a bond matures. On the maturity date an issuer of a security will pay the holder of the security the par value plus any accrued interest earned on the security from the date of last distribution.



**Quarterly Reports
Portfolio Management
Portfolio Summary
March 31, 2020**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Notes/ Bonds	194,000,000.00	195,885,954.62	194,269,271.15	22.85	373	189	1.762	1.787
Federal Agency Issues - Coupon	127,000,000.00	129,273,540.00	127,220,128.23	14.96	887	664	1.869	1.895
Medium Term Notes	76,940,000.00	78,350,973.87	76,962,017.67	9.05	820	476	2.334	2.366
Negotiable CDs	140,000,000.00	140,131,827.78	140,008,339.63	16.47	199	97	1.761	1.786
Municipal Bonds	30,230,000.00	30,647,891.60	30,297,902.09	3.56	1,089	600	2.204	2.234
Local Agency Investment Fund (LAIF)	75,339,426.10	75,339,426.10	75,339,426.10	8.86	1	1	2.002	2.030
Federal Agency Disc. -Amortizing	25,000,000.00	24,967,250.00	24,979,583.33	2.94	296	294	0.101	0.103
Treasury Discounts -Amortizing	25,000,000.00	24,997,000.00	24,937,656.25	2.93	178	57	1.609	1.632
Supranationals	96,000,000.00	97,072,436.67	96,242,845.35	11.32	601	370	1.840	1.866
Money Market Mutual Funds 02	60,000,000.00	60,000,000.00	60,000,000.00	7.06	1	1	1.459	1.479
Investments	849,509,426.10	856,666,300.64	850,257,169.80	100.00%	446	276	1.801	1.826

Total Earnings	March 31	Period
Current Year	4,341,993.50	
Average Daily Balance	850,208,737.20	
Effective Rate of Return	2.05%	

Santa Cruz County Treasurer,

**Quarterly Reports
Portfolio Management
Portfolio Details - Investments
March 31, 2020**

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
U.S. Treasury Notes/ Bonds												
9128284J6	22303	US Treasury N/B		01/17/2019	13,000,000.00	13,023,790.00	12,997,864.81	2.375	2.550	2.585	29	04/30/2020
912828X96	22328	US Treasury N/B		07/15/2019	20,000,000.00	20,034,000.00	19,987,827.87	1.500	1.984	2.011	44	05/15/2020
9128282J6	22357	US Treasury N/B		02/04/2020	20,000,000.00	20,016,483.52	20,016,483.52	1.500	1.478	1.499	105	07/15/2020
912828XM7	22326	US Treasury N/B		07/02/2019	20,000,000.00	20,100,000.00	19,979,897.15	1.625	1.906	1.933	121	07/31/2020
912828NT3	22331	US Treasury N/B		08/08/2019	10,000,000.00	10,098,400.00	10,031,903.49	2.825	1.731	1.755	136	08/15/2020
9128282V1	22333	US Treasury N/B		08/23/2019	13,000,000.00	13,075,660.00	12,978,635.33	1.375	1.716	1.740	167	09/15/2020
9128282Z2	22335	US Treasury N/B		10/02/2019	15,000,000.00	15,121,350.00	14,989,644.83	1.625	1.731	1.755	197	10/15/2020
9128285G1	22344	US Treasury N/B		11/27/2019	20,000,000.00	20,380,651.10	20,184,022.78	2.875	1.622	1.645	213	10/31/2020
9128285X4	22340	US Treasury N/B		11/07/2019	18,000,000.00	18,357,120.00	18,125,058.03	2.500	1.630	1.652	305	01/31/2021
9128283X6	22350	US Treasury N/B		12/13/2019	20,000,000.00	20,379,600.00	20,099,418.60	2.250	1.649	1.672	320	02/15/2021
912828P87	22351	US Treasury N/B		12/17/2019	25,000,000.00	25,234,500.00	24,878,514.74	1.125	1.642	1.664	333	02/28/2021
Subtotal and Average			222,717,019.86		194,000,000.00	195,885,954.62	194,269,271.15		1.762	1.787	189	
Federal Agency Issues - Coupon												
3133EJRL5	22270	Federal Farm Credit Bank		06/11/2018	13,000,000.00	13,055,510.00	12,999,314.30	2.550	2.543	2.578	71	06/11/2020
3135G0T60	22332	Federal National Mort. Assoc.		08/09/2019	12,000,000.00	12,052,080.00	11,989,503.59	1.500	1.744	1.768	120	07/30/2020
3133EKFP6	22317	Federal Farm Credit Bank		04/05/2019	12,000,000.00	12,239,280.00	11,986,471.33	2.230	2.313	2.345	369	04/05/2021
3130A94N8	22348	Federal Home Loan Bank		12/05/2019	15,000,000.00	15,022,850.00	14,992,883.87	1.700	1.711	1.735	511	08/25/2021
3133EJT74	22290	Federal Farm Credit Bank		11/15/2018	13,000,000.00	13,545,480.00	12,993,216.41	3.050	3.042	3.084	593	11/15/2021
3133ELAE4	22349	Federal Farm Credit Bank		12/08/2019	17,000,000.00	17,414,290.00	17,000,000.00	1.625	1.603	1.625	873	08/22/2022
3134GUY95	22355	Fed. Home Loan Mtg. Corp		01/13/2020	20,000,000.00	20,208,200.00	20,000,000.00	1.670	1.647	1.670	1,017	01/13/2023
313382AX1	22359	Federal Home Loan Bank		02/18/2020	15,000,000.00	15,720,750.00	15,284,546.19	2.125	1.443	1.463	1,073	03/10/2023
3133ELUF9	22361	Federal Farm Credit Bank		03/23/2020	10,000,000.00	10,015,300.00	9,974,392.54	0.790	0.866	0.878	1,078	03/15/2023
Subtotal and Average			144,098,711.10		127,000,000.00	129,273,540.00	127,220,128.23		1.869	1.895	664	
Medium Term Notes												
931142EG4	22271	Wal-Mart Stores Inc.		06/27/2018	10,000,000.00	10,009,800.00	10,001,294.13	2.850	2.753	2.791	83	06/23/2020
88579YAQ4	22327	MMM Corp		07/05/2019	11,940,000.00	11,935,582.20	11,940,000.00	2.000	1.972	1.999	128	08/07/2020
084664BZ3	22345	Berkshire Hathaway Inc		12/02/2019	15,000,000.00	15,145,141.67	15,152,228.65	2.900	1.681	1.704	197	10/15/2020
594918BP8	22304	Microsoft Corp		01/24/2019	10,000,000.00	10,089,600.00	9,850,276.81	1.550	2.665	2.702	494	08/08/2021
478160CD4	22309	Johnson & Johnson Corp		02/15/2019	15,000,000.00	15,540,600.00	14,888,164.48	2.250	2.620	2.656	701	03/03/2022
037833BU3	22323	Apple Inc		06/03/2019	15,000,000.00	15,650,250.00	15,130,055.60	2.850	2.499	2.534	1,058	02/23/2023
Subtotal and Average			81,665,137.47		76,940,000.00	78,350,973.87	76,962,017.67		2.334	2.366	476	

Data Updated: SET_QE: 04/15/2020 08:42

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**Quarterly Reports
Portfolio Management
Portfolio Details - Investments
March 31, 2020**

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Negotiable CDs												
89114NEQ4	22354	Toronto Dominion Bank		01/07/2020	25,000,000.00	25,020,527.78	25,008,339.63	1.880	1.800	1.825	33	05/04/2020
21684XDL7	22347	Rabobank Nederland NV NY		12/03/2019	25,000,000.00	25,028,750.00	25,000,000.00	1.820	1.820	1.845	63	06/03/2020
62478T6T1	22341	MUFG Union Bank NA CD		11/20/2019	20,000,000.00	20,031,800.00	20,000,000.00	1.710	1.710	1.734	98	07/08/2020
65558TUC7	22358	Nordea Bank NY		02/07/2020	25,000,000.00	25,030,500.00	25,000,000.00	1.630	1.630	1.653	119	07/29/2020
90333VY38	22353	US Bank NA		12/30/2019	20,000,000.00	20,000,000.00	20,000,000.00	1.820	1.820	1.845	133	08/12/2020
78012URN7	22343	Royal Bank of Canada		11/22/2019	25,000,000.00	25,020,250.00	25,000,000.00	1.790	1.790	1.815	146	08/25/2020
Subtotal and Average			158,691,262.40		140,000,000.00	140,131,827.78	140,008,339.63		1.761	1.786	97	
Municipal Bonds												
13063DDE5	22280	State of California		02/15/2018	12,195,000.00	12,255,365.25	12,194,373.49	2.300	2.275	2.307	183	10/01/2020
13063DLY2	22316	State of California		04/04/2019	12,000,000.00	12,216,240.00	12,000,000.00	2.350	2.318	2.350	730	04/01/2022
91412G2U8	22339	University of Calif		11/05/2019	3,000,000.00	3,087,840.00	3,068,528.60	2.519	1.737	1.761	1,139	05/15/2023
127109PZ3	22336	Cabrillo Comm College GO		10/08/2019	3,035,000.00	3,088,446.35	3,035,000.00	1.964	1.937	1.964	1,217	08/01/2023
Subtotal and Average			30,300,450.51		30,230,000.00	30,647,891.60	30,297,902.09		2.204	2.234	600	
Local Agency Investment Fund (LAIF)												
SYS6501	6501	LAIF (General Fund)			75,339,426.10	75,339,426.10	75,339,426.10	2.030	2.002	2.030	1	
Subtotal and Average			67,440,690.90		75,339,426.10	75,339,426.10	75,339,426.10		2.002	2.030	1	
Union Bank Activity - Dividend												
SYS21111	21111	Union Bank			0.00	0.00	0.00	0.300	0.296	0.300	1	
Subtotal and Average			-71.61		0.00	0.00	0.00		0.000	0.000	0	
Federal Agency Disc. -Amortizing												
313385AV8	22362	Federal Home Loan Bank		03/30/2020	25,000,000.00	24,967,250.00	24,979,583.33	0.100	0.101	0.103	294	01/20/2021
Subtotal and Average			549,001.07		25,000,000.00	24,967,250.00	24,979,583.33		0.101	0.103	294	
Treasury Discounts -Amortizing												
912796TW9	22346	US Treasury Bill		12/02/2019	25,000,000.00	24,997,000.00	24,937,656.25	1.575	1.609	1.632	57	05/28/2020
Subtotal and Average			24,888,437.50		25,000,000.00	24,997,000.00	24,937,656.25		1.609	1.632	57	
Supranationals												
4581X0CP1	22312	Inter-American Devel Bank		03/05/2019	16,000,000.00	16,030,240.00	15,975,687.64	1.875	2.584	2.620	76	06/16/2020
45950VMC7	22275	International Fin Corp		07/03/2018	10,000,000.00	10,033,900.00	10,000,000.00	2.810	2.574	2.610	89	06/29/2020
459058GA5	22360	Int Bank of Recon & Redev		03/18/2020	20,000,000.00	20,104,246.67	20,100,206.91	1.625	0.584	0.592	156	09/04/2020

Data Updated: SET_QE: 04/15/2020 08:42

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**Quarterly Reports
Portfolio Management
Portfolio Details - Investments
March 31, 2020**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Supranationals												
4581X0CS5	22308	Inter-American Devel Bank		02/08/2019	15,000,000.00	15,194,850.00	14,897,754.29	1.875	2.576	2.612	348	03/15/2021
459058GH0	22352	Int Bank of Recon & Redev		12/20/2019	20,000,000.00	20,575,400.00	20,269,196.51	2.750	1.681	1.704	478	07/23/2021
45905U5U4	22356	Int Bank of Recon & Redev		01/27/2020	15,000,000.00	15,133,800.00	15,000,000.00	1.750	1.726	1.750	1,031	01/27/2023
Subtotal and Average			78,463,032.44		96,000,000.00	97,072,436.67	96,242,845.35		1.840	1.866	370	
Money Market Mutual Funds 02												
SYS011119	22302	CAMP		01/11/2019	55,000,000.00	55,000,000.00	55,000,000.00	1.500	1.479	1.500	1	
157 519 832 743	22283	US Bank MMMF		10/23/2018	5,000,000.00	5,000,000.00	5,000,000.00	1.250	1.233	1.250	1	
Subtotal and Average			41,395,065.55		60,000,000.00	60,000,000.00	60,000,000.00		1.459	1.479	1	
Total and Average			850,208,737.20		849,509,426.10	858,666,300.64	850,257,169.80		1.801	1.826	276	

SECURITIES ACTIVITY BY BROKER

A Report on the

Investment Transactions by Broker-Dealer
For the Period Indicated



**Quarterly Reports
Activity Report
Sorted By Issuer
January 1, 2020 - March 31, 2020**

18

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value	Current Rate	Transaction Date	Par Value		Ending Balance
				Beginning Balance			Purchases or Deposits	Redemptions or Withdrawals	
Issuer: Apple Inc									
Medium Term Notes									
037833CK4	22248	Apple Inc			1.900	02/07/2020	0.00	11,550,000.00	
		Subtotal and Balance		26,550,000.00			0.00	11,550,000.00	15,000,000.00
		Issuer Subtotal	1.766%	26,550,000.00			0.00	11,550,000.00	15,000,000.00
Issuer: US Treasury Bill									
Treasury Discounts -Amortizing									
		Subtotal and Balance		25,000,000.00					25,000,000.00
		Issuer Subtotal	2.943%	25,000,000.00			0.00	0.00	25,000,000.00
Issuer: Bank of the West									
Money Market Mutual Funds 02									
		Subtotal and Balance		0.00					0.00
		Issuer Subtotal	0.000%	0.00			0.00	0.00	0.00
Issuer: Berkshire Hathaway Inc									
Medium Term Notes									
		Subtotal and Balance		15,000,000.00					15,000,000.00
		Issuer Subtotal	1.766%	15,000,000.00			0.00	0.00	15,000,000.00
Issuer: Cabrillo Comm College GO									
Municipal Bonds									
		Subtotal and Balance		3,035,000.00					3,035,000.00
		Issuer Subtotal	0.357%	3,035,000.00			0.00	0.00	3,035,000.00

Quarterly Reports
Activity Report
January 1, 2020 - March 31, 2020

Page 2

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
Issuer: CAMP									
Money Market Mutual Funds 02									
SYS011119	22302	CAMP			1.500		219,087,729.39	181,087,729.39	
		Subtotal and Balance		17,000,000.00			219,087,729.39	181,087,729.39	55,000,000.00
		Issuer Subtotal	6.474%	17,000,000.00			219,087,729.39	181,087,729.39	55,000,000.00
Issuer: State of California									
Municipal Bonds									
		Subtotal and Balance		24,195,000.00					24,195,000.00
		Issuer Subtotal	2.848%	24,195,000.00			0.00	0.00	24,195,000.00
Issuer: Federal Farm Credit Bank									
Federal Agency Issues - Coupon									
3133EJ4K2	22301	Federal Farm Credit Bank			2.625	01/03/2020	0.00	16,000,000.00	
3133ELUF9	22361	Federal Farm Credit Bank			0.790	03/23/2020	10,000,000.00	0.00	
		Subtotal and Balance		71,000,000.00			10,000,000.00	16,000,000.00	65,000,000.00
		Issuer Subtotal	7.651%	71,000,000.00			10,000,000.00	16,000,000.00	65,000,000.00
Issuer: Federal Home Loan Bank									
Federal Agency Issues - Coupon									
3130ADN32	22259	Federal Home Loan Bank			2.125	02/11/2020	0.00	10,000,000.00	
3130A12B3	22305	Federal Home Loan Bank			2.125	03/13/2020	0.00	10,000,000.00	
3130AGTM7	22330	Federal Home Loan Bank			2.125	01/29/2020	0.00	15,000,000.00	
313382AX1	22359	Federal Home Loan Bank			2.125	02/18/2020	15,000,000.00	0.00	
		Subtotal and Balance		50,000,000.00			15,000,000.00	35,000,000.00	30,000,000.00
Federal Agency Disc. -Amortizing									
313385AV8	22362	Federal Home Loan Bank			0.100	03/30/2020	25,000,000.00	0.00	
		Subtotal and Balance		0.00			25,000,000.00	0.00	25,000,000.00
		Issuer Subtotal	6.474%	50,000,000.00			40,000,000.00	35,000,000.00	55,000,000.00

Quarterly Reports
Activity Report
January 1, 2020 - March 31, 2020

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Current Rate	Transaction Date	Par Value		Ending Balance
				Beginning Balance				Purchases or Deposits	Redemptions or Withdrawals	
Issuer: Fed.Home Loan Mtg.Corp										
Federal Agency Issues - Coupon										
3137EAE5	22244	Fed.Home Loan Mtg.Corp			1.500	01/17/2020	0.00	15,000,000.00		
3134GBXV9	22284	Fed.Home Loan Mtg.Corp			1.850	01/13/2020	0.00	20,000,000.00		
3134GS7E9	22314	Fed.Home Loan Mtg.Corp			2.600	03/25/2020	0.00	15,000,000.00		
3134GUY95	22355	Fed.Home Loan Mtg.Corp			1.670	01/13/2020	20,000,000.00	0.00		
	Subtotal and Balance			50,000,000.00			20,000,000.00	50,000,000.00		20,000,000.00
	Issuer Subtotal	2.354%		50,000,000.00			20,000,000.00	50,000,000.00		20,000,000.00
Issuer: Federal National Mort. Assoc.										
Federal Agency Issues - Coupon										
	Subtotal and Balance			12,000,000.00						12,000,000.00
	Issuer Subtotal	1.413%		12,000,000.00			0.00	0.00		12,000,000.00
Issuer: Inter-American Devel Bank										
Supranationals										
	Subtotal and Balance			31,000,000.00						31,000,000.00
	Issuer Subtotal	3.649%		31,000,000.00			0.00	0.00		31,000,000.00
Issuer: Int Bank of Recon & Redev										
Supranationals										
45905U6X7	22329	Int Bank of Recon & Redev			2.240	01/22/2020	0.00	15,000,000.00		
45905U5U4	22356	Int Bank of Recon & Redev			1.750	01/27/2020	15,000,000.00	0.00		
459058GA5	22360	Int Bank of Recon & Redev			1.625	03/18/2020	20,000,000.00	0.00		
	Subtotal and Balance			35,000,000.00			35,000,000.00	15,000,000.00		55,000,000.00
	Issuer Subtotal	6.474%		35,000,000.00			35,000,000.00	15,000,000.00		55,000,000.00
Issuer: International Fin Corp										
Supranationals										
	Subtotal and Balance			10,000,000.00						10,000,000.00

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
		Issuer Subtotal	1.177%	10,000,000.00			0.00	0.00	10,000,000.00
Issuer: Johnson & Johnson Corp									
Medium Term Notes									
		Subtotal and Balance		15,000,000.00					15,000,000.00
		Issuer Subtotal	1.766%	15,000,000.00			0.00	0.00	15,000,000.00
Issuer: LAIF (General Fund)									
Local Agency Investment Fund (LAIF)									
SYS8501	6501	LAIF (General Fund)			2.030		10,339,426.10	351,023.32	
		Subtotal and Balance		65,351,023.32			10,339,426.10	351,023.32	75,339,426.10
		Issuer Subtotal	8.869%	65,351,023.32			10,339,426.10	351,023.32	75,339,426.10
Issuer: MMM Corp									
Medium Term Notes									
		Subtotal and Balance		11,940,000.00					11,940,000.00
		Issuer Subtotal	1.406%	11,940,000.00			0.00	0.00	11,940,000.00
Issuer: Microsoft Corp									
Medium Term Notes									
		Subtotal and Balance		10,000,000.00					10,000,000.00
		Issuer Subtotal	1.177%	10,000,000.00			0.00	0.00	10,000,000.00
Issuer: MUFG Union Bank NA CD									
Negotiable CDs									
		Subtotal and Balance		20,000,000.00					20,000,000.00
		Issuer Subtotal	2.354%	20,000,000.00			0.00	0.00	20,000,000.00
Issuer: Nordea Bank NY									

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January 1, 2020 - March 31, 2020

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
Issuer: Nordea Bank NY									
Negotiable CDs									
65558TUC7	22358	Nordea Bank NY			1.630	02/07/2020	25,000,000.00	0.00	
		Subtotal and Balance		0.00			25,000,000.00	0.00	25,000,000.00
		Issuer Subtotal	2.943%	0.00			25,000,000.00	0.00	25,000,000.00
Issuer: Nordea Bank									
Negotiable CDs									
65558TPE9	22338	Nordea Bank			1.840	01/29/2020	0.00	25,000,000.00	
		Subtotal and Balance		25,000,000.00			0.00	25,000,000.00	0.00
		Issuer Subtotal	0.000%	25,000,000.00			0.00	25,000,000.00	0.00
Issuer: Rabobank Nederland NV NY									
Negotiable CDs									
		Subtotal and Balance		25,000,000.00					25,000,000.00
		Issuer Subtotal	2.943%	25,000,000.00			0.00	0.00	25,000,000.00
Issuer: Royal Bank of Canada									
Negotiable CDs									
		Subtotal and Balance		25,000,000.00					25,000,000.00
		Issuer Subtotal	2.943%	25,000,000.00			0.00	0.00	25,000,000.00
Issuer: Swedbank NY									
Negotiable CDs									
87019VYY7	22337	Swedbank NY			1.910	03/18/2020	0.00	25,000,000.00	
		Subtotal and Balance		25,000,000.00			0.00	25,000,000.00	0.00
		Issuer Subtotal	0.000%	25,000,000.00			0.00	25,000,000.00	0.00
Issuer: US Treasury N/B									

Quarterly Reports
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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
Issuer: US Treasury N/B									
U.S. Treasury Notes/ Bonds									
912828UL2	22294	US Treasury N/B			1.375	01/31/2020	0.00	20,000,000.00	
912828Y4	22297	US Treasury N/B			2.250	03/02/2020	0.00	18,000,000.00	
912828W22	22307	US Treasury N/B			1.375	02/15/2020	0.00	20,000,000.00	
912828X4	22342	US Treasury N/B			2.500	02/04/2020	0.00	20,000,000.00	
912828J8	22357	US Treasury N/B			1.500	02/04/2020	20,000,000.00	0.00	
Subtotal and Balance				252,000,000.00			20,000,000.00	78,000,000.00	194,000,000.00
Issuer Subtotal			22.837%	252,000,000.00			20,000,000.00	78,000,000.00	194,000,000.00
Issuer: Toronto Dominion Bank									
Negotiable CDs									
89114NEQ4	22354	Toronto Dominion Bank			1.880	01/07/2020	25,000,000.00	0.00	
Subtotal and Balance				0.00			25,000,000.00	0.00	25,000,000.00
Issuer Subtotal			2.943%	0.00			25,000,000.00	0.00	25,000,000.00
Issuer: Toronto Dominion Bank NY									
Negotiable CDs									
89114N2K0	22334	Toronto Dominion Bank NY			2.010	01/07/2020	0.00	25,000,000.00	
Subtotal and Balance				25,000,000.00			0.00	25,000,000.00	0.00
Issuer Subtotal			0.000%	25,000,000.00			0.00	25,000,000.00	0.00
Issuer: Union Bank									
Union Bank Activity - Dividend									
SYS21111	21111	Union Bank			0.300		123.21	123.21	
Subtotal and Balance				0.00			123.21	123.21	0.00
Issuer Subtotal			0.000%	0.00			123.21	123.21	0.00
Issuer: University of Calif									
Municipal Bonds									

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value	Current Rate	Transaction Date	Par Value		Ending Balance
				Beginning Balance			Purchases or Deposits	Redemptions or Withdrawals	
				<u>3,000,000.00</u>					<u>3,000,000.00</u>
		Subtotal and Balance		<u>3,000,000.00</u>					<u>3,000,000.00</u>
		Issuer Subtotal	0.353%	<u>3,000,000.00</u>			0.00	0.00	<u>3,000,000.00</u>
Issuer: US Bank MMMF									
Money Market Mutual Funds 02									
157 519 832 743	22283	US Bank MMMF			1.250		<u>68,803,692.82</u>	<u>64,803,692.82</u>	
		Subtotal and Balance		<u>1,000,000.00</u>			<u>68,803,692.82</u>	<u>64,803,692.82</u>	<u>5,000,000.00</u>
		Issuer Subtotal	0.589%	<u>1,000,000.00</u>			<u>68,803,692.82</u>	<u>64,803,692.82</u>	<u>5,000,000.00</u>
Issuer: US Bank NA									
Negotiable CDs									
		Subtotal and Balance		<u>20,000,000.00</u>					<u>20,000,000.00</u>
		Issuer Subtotal	2.354%	<u>20,000,000.00</u>			0.00	0.00	<u>20,000,000.00</u>
Issuer: Wal-Mart Stores Inc.									
Medium Term Notes									
		Subtotal and Balance		<u>10,000,000.00</u>					<u>10,000,000.00</u>
		Issuer Subtotal	1.177%	<u>10,000,000.00</u>			0.00	0.00	<u>10,000,000.00</u>
		Total	100.000%	<u>903,071,023.32</u>			<u>473,230,971.52</u>	<u>526,792,568.74</u>	<u>849,509,426.10</u>

ACCRUED INTEREST REPORT

As of March 31, 2020

REPORT DESCRIPTION

The **Accrued Interest Report** shows the amount of interest earned, but not yet received, for each active investment within the portfolio. Within the date range, the report displays the amount of interest accrued as of the report beginning date, the amount of interest earned during the reporting period, the amount of interest recorded as received, and the ending accrued interest. What follows is a description of the report's headings.

ISSUER – Issuer is the name of the institution which issued the investment.

INVESTMENT NUMBER – The investment number is a unique number that identifies the investment position.

SECURITY TYPE – This heading is a three-character code assigned by the program to identify each type of investment.

PAR VALUE – The nominal or face value of the security.

MATURITY DATE – The maturity date is the date on when an investment will mature.

CURRENT RATE – For coupon instruments, the current rate is the coupon or interest rate at the time of purchase. For discount instruments, the current rate is the yield to maturity.

BEGINNING ACCRUED INTEREST – This column displays the amount of interest earned, but not yet received, as of the report beginning date.

INTEREST EARNED – This column shows the amount of interest earned during the selected reporting period.

INTEREST RECEIVED – This column includes the amount of interest posted as received during the selected reporting period.

ENDING ACCRUED INTEREST – This column displays the amount of interest earned, but not yet received, as of the report ending date.



**Quarterly Reports
Accrued Interest
Sorted by Security Type - Maturity Date
January 1, 2020 - March 31, 2020**

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CUSIP	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
U.S. Treasury Notes/ Bonds										
912828UL2	22294	TRC	0.00	01/31/2020	1.375	115,081.52	0.00	22,418.48	137,500.00	0.00
912828W22	22307	TRC	0.00	02/15/2020	1.375	103,872.28	0.00	33,627.72	137,500.00	0.00
9128283Y4	22297	TRC	0.00	02/29/2020	2.250	136,854.40	0.00	65,845.60	202,500.00	0.00
9128284J6	22303	TRC	13,000,000.00	04/30/2020	2.375	52,589.29	0.00	77,187.50	0.00	129,776.79
912828X96	22328	TRC	20,000,000.00	05/15/2020	1.500	38,736.26	0.00	75,000.00	0.00	113,736.26
9128282J8	22357	TRC	20,000,000.00	07/15/2020	1.500	0.00	16,483.52	46,978.02	0.00	63,461.54
912828XM7	22326	TRC	20,000,000.00	07/31/2020	1.625	136,005.43	0.00	80,958.86	162,500.00	54,464.29
912828NT3	22331	TRC	10,000,000.00	08/15/2020	2.625	99,150.82	0.00	65,272.26	131,250.00	33,173.08
9128282V1	22333	TRC	13,000,000.00	09/15/2020	1.375	53,035.71	0.00	44,596.76	89,375.00	8,257.47
9128282Z2	22335	TRC	15,000,000.00	10/15/2020	1.625	51,946.72	0.00	60,604.51	0.00	112,551.23
9128285G1	22344	TRC	20,000,000.00	10/31/2020	2.875	97,939.56	0.00	143,750.00	0.00	241,689.56
9128285X4	22340	TRC	18,000,000.00	01/31/2021	2.500	188,315.22	0.00	112,096.87	225,000.00	75,412.09
9128285X4	22342	TRC	0.00	01/31/2021	2.500	209,239.13	0.00	46,255.38	255,494.51	0.00
9128283X6	22350	TRC	20,000,000.00	02/15/2021	2.250	169,972.83	0.00	111,895.30	225,000.00	56,868.13
912828P87	22351	TRC	25,000,000.00	02/28/2021	1.125	95,037.77	0.00	70,043.75	140,625.00	24,456.52
Subtotal			194,000,000.00			1,547,776.94	16,483.52	1,056,331.01	1,706,744.51	913,846.96
Federal Agency Issues - Coupon										
3133EJ4K2	22301	FAC	0.00	01/03/2020	2.625	207,666.67	0.00	2,333.33	210,000.00	0.00
3137EAEE5	22244	FAC	0.00	01/17/2020	1.500	102,500.00	0.00	10,000.00	112,500.00	0.00
3130ADN32	22259	FAC	0.00	02/11/2020	2.125	82,638.89	0.00	23,611.11	106,250.00	0.00
3130A12B3	22305	FAC	0.00	03/13/2020	2.125	63,750.00	0.00	42,500.00	106,250.00	0.00
3133EJRL5	22270	FAC	13,000,000.00	06/11/2020	2.550	18,416.67	0.00	82,875.00	0.00	101,291.67
3134GBXV9	22284	FAC	0.00	07/13/2020	1.850	172,666.67	0.00	12,333.33	185,000.00	0.00
3135G0T60	22332	FAC	12,000,000.00	07/30/2020	1.500	75,500.00	0.00	45,000.00	90,000.00	30,500.00
3130AGTM7	22330	FAC	0.00	01/29/2021	2.125	134,583.33	0.00	24,791.67	159,375.00	0.00
3133EKFP6	22317	FAC	12,000,000.00	04/05/2021	2.230	63,926.67	0.00	66,900.00	0.00	130,826.67
3130A94N8	22348	FAC	15,000,000.00	08/25/2021	1.700	89,250.00	0.00	63,750.00	127,500.00	25,500.00
3133EJ74	22290	FAC	13,000,000.00	11/15/2021	3.050	50,663.89	0.00	99,125.00	0.00	149,788.89
3134GS7E9	22314	FAC	0.00	03/25/2022	2.600	104,000.00	0.00	91,000.00	195,000.00	0.00
3133ELAE4	22349	FAC	17,000,000.00	08/22/2022	1.625	29,927.08	0.00	69,062.50	69,062.50	29,927.08
3134GUY95	22355	FAC	20,000,000.00	01/13/2023	1.670	0.00	0.00	72,366.67	0.00	72,366.67
313382AX1	22359	FAC	15,000,000.00	03/10/2023	2.125	0.00	139,895.83	38,072.92	159,375.00	18,593.75
3133ELUF9	22361	FAC	10,000,000.00	03/15/2023	0.790	0.00	0.00	1,755.56	0.00	1,755.56

* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest. Ending Accrued includes outstanding purchase

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Accrued Interest
Sorted by Security Type - Maturity Date

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CUSIP	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
Subtotal			127,000,000.00			1,195,489.87	139,895.83	745,477.09	1,520,312.50	560,550.29
Medium Term Notes										
037833CK4	22248	MTN	0.00	02/07/2020	1.900	87,780.00	0.00	21,945.00	109,725.00	0.00
931142EG4	22271	MTN	10,000,000.00	06/23/2020	2.850	6,333.33	0.00	71,250.00	0.00	77,583.33
88579YAQ4	22327	MTN	11,940,000.00	08/07/2020	2.000	95,520.00	0.00	59,700.00	119,400.00	35,820.00
084664BZ3	22345	MTN	15,000,000.00	10/15/2020	2.900	91,833.33	0.00	108,750.00	0.00	200,583.33
594918BP8	22304	MTN	10,000,000.00	08/08/2021	1.550	61,569.44	0.00	38,750.00	77,500.00	22,819.44
478160CD4	22309	MTN	15,000,000.00	03/03/2022	2.250	110,625.00	0.00	84,375.00	168,750.00	26,250.00
037833BU3	22323	MTN	15,000,000.00	02/23/2023	2.850	152,000.00	0.00	106,875.00	213,750.00	45,125.00
Subtotal			76,940,000.00			605,661.10	0.00	491,645.00	689,125.00	408,181.10
Negotiable CDs										
89114N2K0	22334	NCB	0.00	01/07/2020	2.010	164,708.33	0.00	8,375.00	173,083.33	0.00
65558TPE9	22338	NCB	0.00	01/29/2020	1.840	79,222.22	0.00	35,777.78	115,000.00	0.00
87019VYY7	22337	NCB	0.00	03/18/2020	1.910	99,479.17	0.00	102,131.94	201,611.10	0.01
89114NEQ4	22354	NCB	25,000,000.00	05/04/2020	1.880	0.00	6,527.78	110,972.22	0.00	117,500.00
21884XDL7	22347	NCB	25,000,000.00	06/03/2020	1.820	36,652.78	0.00	115,013.89	0.00	151,666.67
62478T6T1	22341	NCB	20,000,000.00	07/08/2020	1.710	39,900.00	0.00	86,450.00	0.00	126,350.00
65558TUC7	22358	NCB	25,000,000.00	07/29/2020	1.630	0.00	0.00	61,125.00	0.00	61,125.00
90333VY38	22353	NCB	20,000,000.00	08/12/2020	1.820	2,022.22	0.00	92,011.11	0.00	94,033.33
78012URN7	22343	NCB	25,000,000.00	08/25/2020	1.790	49,722.22	0.00	113,118.06	0.00	162,840.28
Subtotal			140,000,000.00			471,706.94	6,527.78	724,975.00	489,694.43	713,515.29
Municipal Bonds										
13063DDE5	22260	MUN	12,195,000.00	10/01/2020	2.300	70,121.25	0.00	70,121.25	0.00	140,242.50
13063DLY2	22316	MUN	12,000,000.00	04/01/2022	2.350	70,500.00	0.00	70,500.00	0.00	141,000.00
91412G2U8	22339	MUN	3,000,000.00	05/15/2023	2.519	9,656.17	0.00	18,892.50	0.00	28,548.67
127109PZ3	22336	MUN	3,035,000.00	08/01/2023	1.964	13,742.82	0.00	14,901.85	18,710.10	9,934.57
Subtotal			30,230,000.00			164,020.24	0.00	174,415.60	18,710.10	319,725.74
Local Agency Investment Fund (LAIF)										
SYS6501	6501	LA1	75,339,426.10		2.030	351,023.32	0.00	339,426.10	351,023.32	339,426.10
Subtotal			75,339,426.10			351,023.32	0.00	339,426.10	351,023.32	339,426.10
Union Bank Activity - Dividend										
SYS21111	21111	PA3	0.00		0.300	20.05	0.00	183.66	123.21	80.50
Subtotal			0.00			20.05	0.00	183.66	123.21	80.50

* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest. Ending Accrued includes outstanding purchase

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Accrued Interest
Sorted by Security Type - Maturity Date

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CUSIP	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
Supranationals										
4581X0CP1	22312	MC6	16,000,000.00	06/16/2020	1.875	12,500.00	0.00	75,000.00	0.00	87,500.00
45950VMC7	22275	MC6	10,000,000.00	06/29/2020	2.610	1,450.00	0.00	65,250.00	0.00	66,700.00
459058GA5	22360	MC6	20,000,000.00	09/04/2020	1.625	0.00	12,646.67	11,728.33	0.00	24,375.00
4581X0CS5	22308	MC6	15,000,000.00	03/15/2021	1.875	82,812.50	0.00	70,312.50	140,625.00	12,500.00
459058GH0	22352	MC6	20,000,000.00	07/23/2021	2.750	241,388.89	0.00	137,500.00	275,000.00	103,888.89
45905U6X7	22329	MC6	0.00	07/22/2022	2.240	148,400.00	0.00	19,800.00	168,000.00	0.00
45905U5U4	22356	MC6	15,000,000.00	01/27/2023	1.750	0.00	0.00	46,666.67	0.00	46,666.67
		Subtotal	96,000,000.00			486,551.39	12,646.67	426,057.50	583,625.00	341,630.56
Money Market Mutual Funds 02										
SYS011119	22302	RRP	55,000,000.00		1.500	56,956.58	0.00	158,541.34	144,665.97	70,811.95
157 519 832 743	22283	RRP	5,000,000.00		1.250	3,769.69	0.00	4,669.75	8,157.57	281.87
		Subtotal	60,000,000.00			60,726.27	0.00	163,211.09	152,843.54	71,093.82
		Total	799,509,426.10			4,882,976.12	175,553.80	4,121,722.05	5,512,201.61	3,668,050.36

* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest. Ending Accrued includes outstanding purchase

Data Updated: SET_QE: 04/15/2020 08:42

Run Date: 04/15/2020 - 08:43

DESCRIPTION OF INVESTMENT INSTRUMENTS

The investment activities of County Treasurers are restricted by state law to a select group of government securities and prime money market instruments. To reduce the risk inherent in any one instrument, state law further limits the percentage of the county's portfolio that can be invested in any one type of security.

The types of securities available to the County Treasurer can be divided into three main categories: 1) U.S. Treasury bills, notes and bonds. They are guaranteed by the U.S. Government and are considered to have no credit risk. They also typically have the lowest yield of the securities available for investing. 2) Securities issued by U.S. Government Agencies and Instrumentalities. These securities consist mostly of notes and debentures of agencies and government sponsored corporations. They are not guaranteed by the U.S. government and therefore have some credit risk. Their yield is typically higher than U.S. Treasury securities. 3) Prime money market securities. These consist of securities such as bankers' acceptances, certificates of deposit, commercial paper and municipal bonds. The yield is typically higher than the other types of securities in which the county invests but the risk is also higher. Through diversification and purchasing only highly rated paper, the credit risk is kept to an acceptable minimum. Each of the securities in these three categories is subject to market risk if sold prior to maturity.

What follows is a brief description of the different securities used by the County Treasurer:

U.S. Treasury Notes and Bonds are long term obligations of the U.S. government, which bear coupons. Interest is payable every six months at a rate of one-half the annual coupon. Treasury bonds and notes trading is conducted by the same securities dealers who trade T bills. In the secondary market, prices are quoted in thirty-seconds of 1 percent. Except for their maturities, notes and bonds are identical regardless of their label. Notes are issued for original maturities of one to 10 years. Bonds are issued with original maturities of more than 10 years.

U.S. Treasury Bills are unusual instruments because they bear no specific interest rate. Rather, they are issued originally at a discount from its ultimate maturity (par) value. Because T Bills are issued and traded at a discount, investors receive their returns at maturity or on subsequent resale, which ordinarily will be at prices higher than the original discount.

Federal Farm Credit Bank (FFCB) Discount Notes. FFCB is an instrumentality of the U.S. Government. The notes are the consolidated obligations of the 37 Farm Credit Banks issued on a discount basis with maturities of one year or less. Although not as risk free as Treasury notes, most experts believe the U.S. government has a moral commitment to the farm credit system.

Federal Farm Credit Bank (FFCB) debentures are consolidated obligations of the 37 Farm Credit Banks issued with a fixed coupon rate with maturities ranging from 6 months to 20 years. A debenture is a bond secured only by the general credit of the issuer.

Federal Home Loan Bank (FHLB) Discount notes are consolidated obligations of 12 District banks issued with a fixed coupon rate with maturities ranging from one to ten years. Although the FHLB operates under federal charter with government supervision, the securities are not guaranteed by the U.S. government. However, the banks are required to maintain a considerable reserve pledged against the outstanding debt. They are therefore considered relatively risk free.

Federal National Mortgage Association (Fannie Mae) Discount notes are consolidations of government chartered private corporations issued on a discount basis with maturities under one year. They are guaranteed by the corporations, but not by the U.S. government. Many investors consider the securities a moral obligation of the U.S. government and believe Congress would intervene before allowing default.

Federal National Mortgage Association (Fannie Mae) debentures are obligations issued by the Association with a fixed coupon rate and various maturities. A debenture is a bond secured only by the general credit of the issuer.

Local Agency Investment Fund (LAIF) is the state sponsored investment fund. LAIF is an excellent cash management tool to help meet most of the unexpected cash demands. Currently the state limits the county's investment in this pool to \$65,000,000.

Federal Home Loan Mortgage Corporation (Freddie Mac) Participation Notes are issues of the Federal Home Loan Mortgage Corporation representing undivided interests in conventional mortgages underwritten and previously purchased by it. The corporation guarantees the timely payment of interest at the certificate rate and full return of principal. Participation Certificates have original final payment dates of 30 years.

Government National Mortgage Association (Ginnie Mae) Pass Through are issues of the wholly owned government corporation within the Department of Housing and Urban Development. Principal and interest payment collected on mortgages in specified pools are passed through to holders of GNMA Guaranteed certificates after deduction of servicing and guaranty fees. GNMA's have original stated maturities of 12 to 40 years. For Santa Cruz County, these are used only as collateral for overnight repurchase agreements.

Municipal Securities (Notes and Bonds) Debt securities issued by state and local governments and their agencies are referred to as municipal securities. Such securities can be divided into two broad categories: bonds issued to finance capital projects and short term notes sold in anticipation of the receipt of other funds, such as taxes or proceeds from a bond issue.

Banker's Acceptances. Briefly stated, the function of the bankers' acceptance is as follows: A borrower may, under certain circumstances, obtain short-term credit by arranging for his bank to accept a time draft upon it. The bank stamps its official acceptance across the face of the draft and converts it into a bankers' acceptance. The instrument, now being a bank obligation, may be sold to an acceptance dealer who, in turn, may sell it to an investor. Most BAs arise out of transactions involving the trade of manufactured goods or commodities. Maturities range from one to 180 days.

Commercial Paper is a short-term promissory note issued by a company to finance current transactions. All commercial paper is negotiable, but most commercial paper sold to investors is held to maturity. Commercial paper is issued not only by industrial and manufacturing firms but also by finance companies. Notes are sold on a discount or interest-bearing basis with maturities not exceeding 270 days.

Medium Term Notes are obligations that have maturities of less than 5 years and are issued by corporations or depositories organized and operating in the U.S.

Negotiable Certificate of Deposit (NCD). It is a receipt for deposit of a stated sum in the bank on a given date, together with a promise to redeem this sum plus interest at the indicated rate on a designated date. The instrument is negotiable because it is payable either to bearer or to the order of the depositor.

Repurchase Agreements (RP or Repos). A holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. Repurchase agreements are usually for short periods of time (one to five days), when large sums are received that will be needed in the next day or two. As a result, they are often called overnight repos. From the point of view of investors, overnight repos offer several attractive features. First, by rolling overnight repos, investors can keep surplus funds invested without losing liquidity or incurring a price risk. Second, because repo transactions are secured by top quality paper, investors expose themselves to little or no risk.

Guaranteed Investment Contract (GIC). This is a fixed income agreement offered by insurance companies. GICs offer to pay a specific interest rate over a period of time. Some GICs are eligible for early redemption, with or without penalty, which eliminates market risk if interest rates rise. In Santa Cruz County it is only used for the investment of secured indebtedness and only if the note documentation permits such an investment.

Money Market (Mutual) Fund. A money market mutual fund is a pooled fund that invests in a number of money market vehicles (CD's, CP, T-Bills, etc.). These funds are designed to pay the investor interest, as well as provide full liquidity. Maturities of the underlying investments are 13 months or less.



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☐

Action

☒

Information

TO: Santa Cruz County Board of Education

FROM: Dr. Faris Sabbah, County Superintendent of Schools

SUBJECT: Correspondence

BACKGROUND

Official correspondence received by the board.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Receive correspondence.

FISCAL IMPLICATIONS:

None.

Use of face coverings by school students

carol_bjorn <carol_bjorn@sbcglobal.net>

Sun, Jun 21, 2020 at 7:56 PM

To: Faris Sabbah <fsabbah@santacruzcoe.org>

Cc: Sage Leibenson <sleibenson@santacruzcoe.org>, Sue Roth <sroth@santacruzcoe.org>, Bruce Van Allen <bvanallen@santacruzcoe.org>, Sandra Nichols <snichols@santacruzcoe.org>, Rose Filicetti <rfilicetti@santacruzcoe.org>, Jane Barr <jbarr@santacruzcoe.org>, Dana Sales <dsales@santacruzcoe.org>, Abel Sanchez <asanchez@santacruzcoe.org>, gail.newell@santacruzcounty.us, John Leopold <john.leopold@santacruzcounty.us>, Zach Friend <zach.friend@santacruzcounty.us>, greg.caput@santacruzcounty.us, "Bruce McPherson (bruce.mcpherson@santacruzcounty.us)" <bruce.mcpherson@santacruzcounty.us>, Ryan Coonerty <ryan.coonerty@santacruzcounty.us>

Dr. Sabbah,

Thank you for the response!

The most recent guidance that you link below was issued by the California Department of Health on June 18th, 2020. And, this press release is "guidance". It's not law or even a health order. It's not even signed by the state health officer. Further, it updates prior CDPH "guidance" issued on April 1, 2020. Similarly the April 1st guidance is not law or even a health order. Nor is it signed by the state health officer. Further, this is a direct quote from the April 1st CDPH guidance: "There is limited evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission." Here is the [LINK](#) to that guidance.

What law are you relying on when you say "neither the schools nor our local health authorities have the authority to override this direction"?

Instead of being bound by a press release issued by the California Department of Health, I would urge the County Department of Education to act on its own accord as an advocate of the students as well as the people of this county and not require masks or face coverings of any kind for the students this fall. Requiring face coverings or masks is asking those students to breathe in their own carbon dioxide and particles that the body has just exhaled. This lowers the immune system of the body because it causes the body to inhale what it just exhaled. By forcing the body to inhale what it just exhaled, the immune system will become comprised which will lead to more illness which, interestingly, is what we are seeing now.

Thank you so much for attention to this very important matter!
Carol Bjorn

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

8. Dr. Mike Ryan, Executive Director of WHO Health Emergencies Program: "There is no specific evidence to suggest that the wearing of masks by the mass population has any potential benefit. In fact, there's some evidence to suggest the opposite in the misuse of wearing a mask properly or fitting it properly" [LINK HERE](#)

9. U.S. Department of Labor - OSHA: "Oxygen deficiency is any atmosphere that contains less than 19.5% oxygen." "Oxygen deficient atmospheres may be created when the oxygen is displaced by inert gas such as **CARBON DIOXIDE**." "Spaces that are oxygen deficient must be labeled NOT SAFE FOR WORKERS." [LINK HERE](#)

Lastly and perhaps most importantly, requiring face masks at school has the potential to injure the children to the point of death. Two 14 year old boys in China who were "required" to wear face masks at school both died. [LINK HERE](#)

Therefore, I strongly urge you to drop any guideline or "requirement" for any student in the public or private school system to wear masks.

Thank you!
Carol Bjorn

<CB_AC_esig1_CF.png>

Santa Cruz County Office of Education

www.santacruzcoe.org





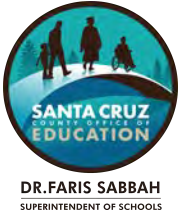
Sage Leibenson <sleibenson@santacruzcoe.org>

Fwd: School re opening

Faris Sabbah <fsabbah@santacruzcoe.org>

Sat, Jun 20, 2020 at 3:46 PM

To: Abel Sanchez <asanchez@santacruzcoe.org>, Bruce Van Allen <bvanallen@santacruzcoe.org>, Dana Sales <dsales@santacruzcoe.org>, Jane Barr <jbarr@santacruzcoe.org>, Rose Filicetti <rfilicetti@santacruzcoe.org>, Sandra Nichols <snichols@santacruzcoe.org>, Sue Roth <sroth@santacruzcoe.org>, Sage Leibenson <sleibenson@santacruzcoe.org>



Dr. Faris Sabbah

County Superintendent of Schools

(831) 466-5900 | fsabbah@santacruzcoe.org

www.santacruzcoe.org

400 Encinal St. Santa Cruz, CA 95060

pronouns: he, him, his



----- Forwarded message -----

From: <pja1010@aol.com>

Date: Fri, Jun 19, 2020 at 12:14 PM

Subject: Fwd: School re opening

To: fsabbah@santacruzcoe.org <fsabbah@santacruzcoe.org>

-----Original Message-----

To: SageLeibenson@aol.com <SageLeibenson@aol.com>

Sent: Fri, Jun 19, 2020 9:19 am

Subject: School re opening

Hi I would like this to be forwarded to each of the trustees before the board meeting coming up. I would like you all to consider re opening our schools 5 days a week with no distance learning. Our county has a relatively low risk and very few deaths from this disease. Having students stay home from school 2 to 3 days a week to do distance learning will not work for most families. How are parents going to work to support their families? Will parents get paid to stay home and teach their children? My children were not self motivated to get assignments done on the computer at home. I had to sit there with them thru tears, meltdowns, bargaining and pleading. In the end my kids didn't get much out of it. Social interaction is very important at their age as well. If my children are going to be sent to school 2 or 3 days a week then they are already going to be exposed to many other people outside of our family. They might as well go to school everyday. Being exposed less days a week is still being exposed. Thank you for your time and consideration in this difficult time, Lori Janney

The 2019–2020 Santa Cruz County Civil Grand Jury is Releasing its Seventh and Eighth Reports - Immediate response required!

2 messages

Grand Jury <grandjury@scgrandjury.org>
Reply-To: grandjury@scgrandjury.org
Bcc: sleibenson@santacruzcoe.org

Mon, Jun 22, 2020 at 9:51 AM



County of Santa Cruz

Civil Grand Jury
701 Ocean Street, Room 318-I
Santa Cruz, Ca 95060
(831) 454-2099

June 22, 2020

Santa Cruz County Board of Education

Sue Roth, Bruce Val Allen, Sandra Nichols, Faris Sabbah,
Abel Sanchez, Rose Filicetti, Jane Barr, Dana Sal

Dear Santa Cruz County Board of Education,

Attached is the section of the 2019-2020 Santa Cruz County Civil Grand Jury Final Report "Fire and Safety Inspections in Santa Cruz County" that pertains to you. In addition, attached is a form to use for your responses.

California Penal Code § 933.05 requires that elected officials or administrators respond to findings and recommendations in the report within 60 days of the report's publication; responses by the governing body of any public entity are required within 90 days. Additional instructions for respondents are on the response form.

This section of the Final Report will be released to the public at 10 a.m. on June 25, 2020. We will send local media a press release at that time. Please note the Penal Code requires that no disclosure of the contents of Grand Jury reports is to be made by any public agency or governing body prior to the public release of the report. If you have any questions, please contact me.

Immediate response required! Please acknowledge receipt of this mailing by email to grandjury@scgrandjury.org.

Sincerely,



Bruce Gritton, Foreperson

2 attachments



FireInspection_Report.pdf
1397K



FireInspection_BoEd_Packet.docx
120K

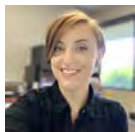
Sage Leibenson <sleibenson@santacruzcoe.org>
To: board@santacruzcoe.org
Cc: Faris Sabbah <fsabbah@santacruzcoe.org>

Mon, Jun 22, 2020 at 10:15 AM

Good morning Trustees,

The Grand Jury has sent you a report on Fire & Safety inspections for your review and approval. I will add this as an action item for our July board meeting.

Respectfully,
[Quoted text hidden]



Sage Leibenson

Administrative Assistant to County Superintendent of Schools Dr.
Faris Sabbah at Santa Cruz County Office of Education

A 400 Encinal St., Santa Cruz CA 95060

P (831)466-5900 **M** (510)219-6090

E sleibenson@santacruzcoe.org

W www.santacruzcoe.org

Pronouns: They/Them



Create your own [WiseStamp email signature](#)

2 attachments



FireInspection_Report.pdf
1397K



FireInspection_BoEd_Packet.docx
120K

[Supts] Fwd: Budget Agreement finalized

Faris Sabbah <fsabbah@santacruzcoe.org>

Mon, Jun 22, 2020 at 10:27 AM

To: Santa Cruz County School District Superintendents <supts@santacruz.k12.ca.us>

----- Forwarded message -----

From: **Kevin Gordon** <Kevin@capitoladvisors.org>

Date: Mon, Jun 22, 2020, 10:05 AM

Subject: Budget Agreement finalized

To: fsabbah@santacruzcoe.org <fsabbah@santacruzcoe.org>

Good Morning Faris:

Hope you had a good weekend. YES!, the budget agreement is finally done. I just sent the Superintendent a quick note as well. Below is the announcement by the leadership. I am looking at the details right now and will get that out. It is indeed a "no cuts" budget, but there were a number of issues we were waiting to see that we will provide in a bit. Overall, it is very good new.

Kevin

SACRAMENTO - Governor Gavin Newsom, Senate President pro Tempore Toni G. Atkins and Assembly Speaker Anthony Rendon today announced that they have reached an agreement on the 2020-21 state budget:

"The COVID-19 global pandemic has caused a sudden and dramatic change in our nation's and state's economic outlook - and has had a cascading effect on our state budget. California was better positioned for this sudden change than at almost any time in its history, building out record reserves following years of responsible budgeting. Even still, the size and scope of the pandemic and the accompanying economic crisis have been unprecedented - leaving California to make hard choices and figure out how to sustain critical services with much less.

"In the face of these challenges, we have agreed on a budget that is balanced, responsible and protects core services - education, health care, social safety net and emergency preparedness and response. This budget also invests in California small businesses harmed by the pandemic.

"This agreement reflects our shared commitment to supporting schools, and is built on a foundation of equity - allocating billions of dollars for students most affected by learning loss and continuing our state's leadership toward reforming the criminal justice system.

"To be clear, this budget required some tough decisions and more work remains ahead. But they were necessary steps for keeping California on firm fiscal footing while we continue to meet the COVID-19 challenge, protect vital services and our most vulnerable communities, and build a strong fiscal bridge to a safe, speedy economic resurgence. Californians are doing their part - now it's imperative for our federal partners to pass a responsible and comprehensive relief plan so states and local communities can continue to keep Americans safe while leading our national economic recovery."

Kevin Gordon, President
Capitol Advisors Group, LLC
California's Leading Advocates for Education
925 L Street, Suite 1200
Sacramento, California 95814
916-847-9454

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Please note the new mail address of supts@santacruzcoe.org - please begin to send to this list as the list supts@santacruz.k12.ca.us will be retired soon.

You received this message because you are subscribed to the Google Groups "Superintendents List" group.
To unsubscribe from this group and stop receiving emails from it, send an email to supts+unsubscribe@santacruzcoe.org.
To view this discussion on the web visit <https://groups.google.com/a/santacruzcoe.org/d/msgid/supts/CAL1y7hioROYjUUq7ww6uiE31W-7dhsihCRchKHUoiz0htVv0kw%40mail.gmail.com>.

public health impact of hybrid school reopening plans

1 message

Brianna Donaldson <brianna.c.donaldson@gmail.com>

Fri, Jun 19, 2020 at 10:41 AM

To: sroth@santacruzcoe.org, bvanallen@santacruzcoe.org, snichols@santacruzcoe.org, rflicetti@santacruzcoe.org, jbarr@santacruzcoe.org, dsales@santacruzcoe.org, asanchez@santacruzcoe.org

Cc: fsabbah@santacruzcoe.org, sleibenson@santacruzcoe.org

Dear Santa Cruz County Board of Education,

I am the mother of two elementary-aged sons who attend Westlake Elementary School in Santa Cruz, CA, and also serve as a nonprofit program director at the American Institute of Mathematics, where I have worked for over a decade with K-12 educators nationally.

Recently I learned from my children's principal that teachers will only cover half their usual material under the school's proposed hybrid model of in-person and remote instruction. Hybrid models, which are being considered by schools throughout California and the nation, also have truly disturbing implications for equity, as described in my recent article [The Trouble With Hybrid Models for Reopening K-12 Schools](#).

Hybrid models are being considered largely for reasons of public health, as a way to reduce the number of close contacts for students and staff. However, when evaluating the risks and benefits of school reopening plans, public health authorities appear to be treating schools as a self-contained system (like gyms or movie theaters or other businesses) rather than as pieces of a larger, highly interconnected system that is serving both educational and childcare functions. **Given the enormous stakes for education and equity, I would urge the Santa Cruz County Board of Education to request more information from public health authorities regarding whether hybrid models are still likely to benefit public health over more fully reopened schools, taking the increased need for out-of-school childcare into consideration.**

More specifically, having children out of school 3 to 4 days per week greatly increases overall uncertainty about who and what they are getting exposed to during their out-of-school time. Younger children in particular are likely to attend multiple childcare environments where they will be in close contact with several dozen other children, even if class and care group sizes are limited. The dramatically increased need for out-of-school childcare introduces the strong likelihood of children having as many close contacts as they would in full-time school with one consistent after-school care environment.

Furthermore, the multiple childcare environments necessitated by hybrid models would also increase the likelihood of children being in close contact with students from other schools, compounding the difficulty of contact tracing and expanding the impact of any necessary containment measures if students or their caregivers test positive. For older children, similarly, being unsupervised for days at a time while parents work will almost certainly increase their face-to-face exposure to students with whom they would not typically be in close contact if they were in school every day.

The strongly negative consequences of hybrid models for our children's education and for equity in our community would constitute a monumental sacrifice for our whole society. Therefore, before proceeding with hybrid plans for reopening schools, we need to be as certain as possible that they constitute a necessary measure toward protecting public health.

Thank you for your consideration of this important issue and for your service to Santa Cruz County schools during this time of crisis.

Sincerely,

Brianna Donaldson
831-291-7626
brianna.c.donaldson@gmail.com

Use of face coverings by school students

Faris Sabbah <fsabbah@santacruzcoe.org>

Mon, Jun 22, 2020 at 4:36 PM

To: carol_bjorn <carol_bjorn@sbcglobal.net>

Cc: Sage Leibenson <sleibenson@santacruzcoe.org>, Sue Roth <sroth@santacruzcoe.org>, Bruce Van Allen <bvanallen@santacruzcoe.org>, Sandra Nichols <snichols@santacruzcoe.org>, Rose Filicetti <rfilicetti@santacruzcoe.org>, Jane Barr <jbarr@santacruzcoe.org>, Dana Sales <dsales@santacruzcoe.org>, Abel Sanchez <asanchez@santacruzcoe.org>, gail.newell@santacruzcounty.us, John Leopold <john.leopold@santacruzcounty.us>, Zach Friend <zach.friend@santacruzcounty.us>, greg.caput@santacruzcounty.us, "Bruce McPherson (bruce.mcpherson@santacruzcounty.us)" <bruce.mcpherson@santacruzcounty.us>, Ryan Coonerty <ryan.coonerty@santacruzcounty.us>

Dear Ms. Bjorn,

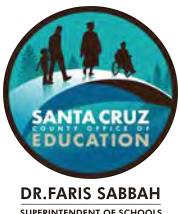
Thank you for your email. I understand that there is some confusion regarding the Governor's Executive Orders and the CDPH guidance. Governor Newsom has issued various executive orders directing California residents to conform to guidance issued by State health officials. For example, on March 12, EO N-25-20 states, "[a]ll residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19." (EO N-25-20, March 12, 2020). Therefore, although the June 18, 2020 CDPH document is called "guidance," the Governor's orders mandate that such guidance must be followed. The Governor's website also contains this requirement: See <https://covid19.ca.gov/>

Face coverings required in public spaces

Cloth face coverings or [masks](#) help reduce the spread of coronavirus especially when combined with physical distancing and frequent hand washing. Starting June 18, Californians must wear face coverings in common and public indoor spaces and outdoors when distancing is not possible. Learn more about the [guidance and limited exceptions here](#).

I hope this information is helpful to you. We will continue to keep abreast of any updates and will continue to follow the Governor's orders.

Sincerely,
Faris



Dr. Faris Sabbah

County Superintendent of Schools

(831) 466-5900 | fsabbah@santacruzcoe.org

www.santacruzcoe.org

400 Encinal St. Santa Cruz, CA 95060

pronouns: he, him, his



[Quoted text hidden]

Use of face coverings by school students

carol_bjorn <carol_bjorn@sbcglobal.net>

Tue, Jun 23, 2020 at 8:20 AM

To: Faris Sabbah <fsabbah@santacruzcoe.org>

Cc: Sage Leibenson <sleibenson@santacruzcoe.org>, Sue Roth <sroth@santacruzcoe.org>, Bruce Van Allen <bvanallen@santacruzcoe.org>, Sandra Nichols <snichols@santacruzcoe.org>, Rose Filicetti <rfilicetti@santacruzcoe.org>, Jane Barr <jbarr@santacruzcoe.org>, Dana Sales <dsales@santacruzcoe.org>, Abel Sanchez <asanchez@santacruzcoe.org>, gail.newell@santacruzcounty.us, John Leopold <john.leopold@santacruzcounty.us>, Zach Friend <zach.friend@santacruzcounty.us>, greg.caput@santacruzcounty.us, "Bruce McPherson (bruce.mcpherson@santacruzcounty.us)" <bruce.mcpherson@santacruzcounty.us>, Ryan Coonerty <ryan.coonerty@santacruzcounty.us>

Dr. Sabbah,

Thank you again for your response.

Yes, Governor Newsom declared a State of Emergency on March 4th, 2020 in California under the California Emergency Services Act ("CESA") as a result of the "threat of Covid-19". And, Governor Newsom has issued further Executive Orders since that March 4th Executive Order.

However, there is room for interpretation on the CDPH information issued on June 18th that you and I have both referenced in prior emails. Todd Riebe, county counsel for Amador county "has rendered the opinion that the CDPH document is a guidance letter and therefore there is no criminal liability for those in violation, unlike prior Governor's Executive Orders and Amador Public Health Officer orders that explicitly mentioned the statutes allowing criminal prosecution. The statute allowing criminals prosecution, which was previously cited in prior Amador County Public Health Office is Health & Safety Code section 120295." Further, more and more local officials across California have said publicly that they will not enforce this "order". [LINK](#) Therefore, there are differing opinions as to whether the information released by the CDPH on June 18th is guidance or something more than guidance.

Further, under section 8629 of the CESA, the state of emergency must end "at the earliest possible date that conditions warrant." We are more than three months beyond the "threat of Covid-19" as declared by the Governor on March 4th. A "threat" is an indication of something impending. Since we've dealt with Covid-19 for more than three months, it's no longer impending. And, we are re-opening our businesses and communities. We are no longer in a state of emergency. We have dealt with Covid-19 for more than three months, and we have information and resources available to further deal with Covid-19. And, under section 8567(b) "Whenever the state ... of emergency has been terminated, the orders and regulations shall be of no further force or effect." Thus, local and state health orders immediately end with the end of a state of emergency. There is no provision for a phased approach for re-opening schools, businesses or communities.

Since facts indicate that we are beyond the "threat of Covid-19," the case for continuing in this state of emergency is rapidly deteriorating. Knowing that and also being mindful of the termination provisions of the CESA, I would still continue to urge the County Department of Education to act on its own accord as an advocate of the students as well as the people of this county and not require masks or face coverings of any kind for the students this fall. In doing so, please consider that requiring face coverings, masks or even face shields is asking those students to breathe in their own carbon dioxide and particles that the body has just exhaled. This lowers the immune system of the body because it causes the body to inhale what it just exhaled. By forcing the body to inhale what it just exhaled, the immune system will become comprised which will lead to more illness which, again, is what we are seeing now.

Thank you again!

Carol Bjorn

[Quoted text hidden]

Students need to be back in school

Sage Leibenson <sleibenson@santacruzcoe.org>
To: board@santacruzcoe.org
Cc: Faris Sabbah <fsabbah@santacruzcoe.org>

Mon, Jul 6, 2020 at 3:08 PM

Dear Trustees,

Please see below for new correspondence.

Best,

----- Forwarded message -----

From: **Claire Castagna** <castagna.claire@gmail.com>
Date: Thu, Jul 2, 2020 at 9:27 AM
Subject: Students need to be back in school
To: <sleibenson@santacruzcoe.org>

To the Board,

Please consider the recommendations from pediatricians regarding bringing students back to school—especially students under 12. This is an excellent article explaining that they are not significant spreaders and the benefits outweigh the risks. Our kids need an education. Early experiences set their patterns for life. So called “distance learning” cannot be the only option for this school year.

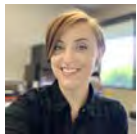
Thank you.

Sincerely,

Claire Castagna

Retired school principal and district administrator

<https://www.nytimes.com/2020/06/30/us/coronavirus-schools-reopening-guidelines-aap.html?referringSource=articleShare>



Sage Leibenson

Administrative Assistant to County Superintendent of Schools Dr.
Faris Sabbah at Santa Cruz County Office of Education

A 400 Encinal St., Santa Cruz CA 95060

P (831)466-5900 **M** (510)219-6090

E sleibenson@santacruzcoe.org

W www.santacruzcoe.org

Pronouns: They/Them



Electronic Signatures

1 message

Sage Leibenson <sleibenson@santacruzcoe.org>

Tue, Jul 7, 2020 at 12:30 PM

To: board@santacruzcoe.org

Cc: Faris Sabbah <fsabbah@santacruzcoe.org>

Hi Trustees,

At the last Agenda Committee meeting, we discussed having all of the Board's electronic signatures on file to sign resolutions. If you have an electronic signature that you would permit me to use for this purpose, please send it to me. If you do not yet have an electronic signature, you may write your signature on a piece of paper, take a clear, close-up photo of it, and send that to me so I can create the electronic signature for you.

I already have Sue's signature on file.

Thank you,

--



Sage Leibenson

Administrative Assistant to County Superintendent of Schools Dr.

Faris Sabbah at Santa Cruz County Office of Education

A 400 Encinal St., Santa Cruz CA 95060

P (831)466-5900 **M** (510)219-6090

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Concerns about reopening schools for the board of trustees

Sage Leibenson <sleibenson@santacruzcoe.org>

Thu, Jul 9, 2020 at 11:15 AM

To: board@santacruzcoe.org

Cc: Faris Sabbah <fsabbah@santacruzcoe.org>

Hello,

Please see below for a message from a community member.

----- Forwarded message -----

From: **Caitlin Johnston** <stregacaitlin@yahoo.com>

Date: Thu, Jul 9, 2020 at 11:12 AM

Subject: Concerns about reopening schools for the board of trustees

To: sleibenson@santacruzcoe.org <sleibenson@santacruzcoe.org>

Dear county office of Education board of trustees,

My name is Caitlin Johnston. I am a VAPA teacher at Alianza School in PVUSD where I have taught for more than 25 years. Thank you for your leadership during this very challenging time. I am writing to share my deep concerns about our ability to follow the recommended CDC or CDE or Ca. Dept. of Health guidelines for safely reopening our schools in August. We may have the will, we may have the need, we may have the desire, but we *don't have the means* to implement the MAJORITY of the recommendations. As you well know, California public schools have been seriously underfunded for more than 30 years. As a consequence PVUSD is severely understaffed in terms of health care personnel, custodial staff, counselors, yard supervision, classroom support, facilities, maintenance, materials, supplies, transportation, etc. etc.. We are approaching this major international health crisis from a place of serious deficit. (Not to mention the current budget crisis!) I will provide two concrete examples from my site:

1. It is recommended that students return in small stable groups of 10 -12. In order to do this at my site we would need 4 additional classrooms and at least one additional teacher.

2. It is critical that there be good ventilation of all indoor spaces. We have 16 classrooms that have no AC or ventilation system at ALL. In addition these rooms have windows that are so old and rotten that they are nailed shut. Thus no cross breeze. Even our 12 new portables, which do have AC, have inoperable windows and one door. Again, no cross ventilation...

Obviously both of these issues are very costly to address. And addressing them would take more time than we have. Yet they are essential for safety. There are dozens and dozens of other CDC and Ca. Dept. of Health recommendations that our site will NOT be able to follow.... Not enough time, not enough personnel, not enough\$, not enough materials and supplies, not enough space, not enough transportation, etc. etc..

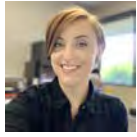
If we don't do this right, people die or run the risk of suffering long-term health consequences. This is too high a price to pay! Here are three headlines I would like to share with you: #1. From the Santa Cruz Sentinel on July 8, 2020: **"Coronavirus continues to surge to record levels in Santa Cruz County."** Why would we open schools during a surge in cases?

Headline #2: from U.S. News and World Report, May 1: **"Nearly 1/3 of all public school teachers are 50 or older, new federal data show, putting them at increased risk of severe Covid-19"**.

And finally, headline #3: From US News and World Report April 27: **"68 school employees from the NYC department of education have died of Covid-19"** Do any of us want to read a similar headline about our

own educators? Please, do not put our lives and the lives of our children and our community at risk. If we can't open safely, then let's not open at ALL!

Sincerely,
Caitlin



Sage Leibenson

Administrative Assistant to County Superintendent of Schools Dr.
Faris Sabbah at Santa Cruz County Office of Education

A 400 Encinal St., Santa Cruz CA 95060

P (831)466-5900 **M** (510)219-6090

E sleibenson@santacruzcoe.org

W www.santacruzcoe.org

Pronouns: They/Them



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Sage Leibenson <sleibenson@santacruzcoe.org>

PCS 6th grade addition

1 message

Dawn DeWitt <ggwrapsinc@gmail.com>
To: sleibenson@santacruzcoe.org

Thu, Jun 18, 2020 at 6:17 PM

Good afternoon, I whole heartedly support the adding of 6th grade at PCS. I am so excited that my granddaughter, Michelle, has the opportunity to attend 7th grade at PCS, this year. She is excited about the transition, learning opportunities and challenges that await her. I feel it would have been an even easier transition if she had gone directly from 5th grade to 6th grade at PCS. It a big change to junior high already and children quickly form friendships & a feeling of "home", that lasts a life time. To start at Shoreline then switch to PCS, involves another transition. It also potentially could cause some children to feel a loss, have academic adjustment challenges and have social issues starting over with making new friends. I feel it will be a great benefit if PCS is allowed to add 6th grade.

Dawn DeWitt
ggwrapsinc@gmail.com
831-332-2390



Sage Leibenson <sleibenson@santacruzcoe.org>

Budget Act Workshop Rescheduled for July 10, 9:00am

Sage Leibenson <sleibenson@santacruzcoe.org>
To: board@santacruzcoe.org

Thu, Jun 25, 2020 at 1:42 PM

Hi Board,

Please see below for an invitation to Capitol Advisors next virtual budget workshop.

----- Forwarded message -----

From: **Michele Milliken** <Michele@capitoladvisors.org>
Date: Wed, Jun 24, 2020 at 6:40 PM
Subject: Budget Act Workshop Rescheduled for July 10, 9:00am
To:

We are continuing to analyze and assess the budget bills, but we are ready to reschedule the Budget Act Workshops. Your workshop is scheduled for the week of July 6th, on the same day of the week and at the same time as originally scheduled:

Budget Act Workshop

Friday, July 10, 2020

9:00 am

Please note that if you have already registered, you will receive an email and automatic re-registration for the new date. If you did not previously register, please use the link below. This will be a virtual WebEx presentation.

Budget Act Workshop, Santa Cruz COE

While avoiding direct cuts to the LCFF and most categorical programs, a major victory, the 2020-21 includes very large deferrals of principal apportionments that will only be partially reduced if additional federal funds become available. The budget includes an ADA hold-harmless, new provisions for instructional time and distance learning, additional one-time funding (mostly federal dollars), a zero % COLA, and a host of other important changes. All of these issues will be discussed in detail at the workshop.

As always, this presentation by Capitol Advisors includes an ongoing collaboration with ACSA, CSBA, SSDA, AALRR and CLIMATEC.

If you do not receive a calendar invite by tomorrow, have trouble registering, or have any questions, please contact me at michele@capitoladvisors.org and I will make sure you are registered. I can also find alternative workshops for you to attend if this date is not convenient.

Thanks.

Michele

Michele Milliken

Administrative Assistant

Capitol Advisors

916.557.9745 office

916.443.7468 fax

www.capitoladvisors.org

--



Sage Leibenson

Administrative Assistant to County Superintendent of Schools Dr.
Faris Sabbah at Santa Cruz County Office of Education

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W www.santacruzcoe.org

Pronouns: They/Them



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Budget Act Training

1 message

Faris Sabbah <fsabbah@santacruzcoe.org>

Wed, Jun 24, 2020 at 9:25 PM

To: Diane Morgenstern <dmorgenstern@mountainiesd.org>, Eric Gross <egross@pacificesd.org>, Kris Munro <kmunro@sccs.net>, Laurie Bruton <lbruton@slvusd.org>, Lorie Chamberland <lchamberland@losd.ca>, Michelle McKinny <mmckinny@hvesd.com>, Michelle Rodriguez <michelle_rodriguez@pvusd.net>, Mike Heffner <mheffner@bduesd.org>, Scott Turnbull <sturnbull@suesd.org>, Tanya Krause <tkrause@scottsvallieusd.org>, Bryan Wall <bwall@santacruzcoe.org>, Debi Bodenheimer <dbodenheimer@santacruzcoe.org>, Jason Borgen <jborgen@santacruzcoe.org>, Rebecca Olker <rolker@santacruzcoe.org>, Sage Leibenson <sleibenson@santacruzcoe.org>, Troy Cope <tcope@santacruzcoe.org>, Abel Sanchez <asanchez@santacruzcoe.org>, Bruce Van Allen <bvanallen@santacruzcoe.org>, Dana Sales <dsales@santacruzcoe.org>, Jane Barr <jbarr@santacruzcoe.org>, Rose Filicetti <rfilicetti@santacruzcoe.org>, Sandra Nichols <snichols@santacruzcoe.org>, Sue Roth <sroth@santacruzcoe.org>

Dear Superintendents, CBOs, and Board Members,

As you know, with a later than expected budget agreement this year, we had to postpone the previously scheduled Budget Act workshop we host here at the county office. We now have a new date, and I'd like to again invite you to join me for this very important workshop presented by Capitol Advisors Group.

Budget Act Workshop

Friday, July 10, 2020

9:00 am

If you have already registered, you will receive an email and automatic re-registration for the new date. If you did not previously register, please use the link below. This will be a virtual WebEx presentation.

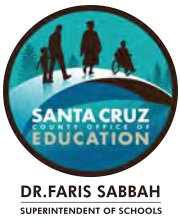
Budget Act Workshop, Santa Cruz COE

While avoiding direct cuts to the LCFF and most categorical programs, a major victory, the 2020-21 includes very large deferrals of principal apportionments that will only be partially reduced if additional federal funds become available. The budget includes an ADA hold-harmless, new provisions for instructional time and distance learning, additional one-time funding (mostly federal dollars), a zero % COLA, and a host of other important changes. All of these issues will be discussed in detail at the workshop.

As always, this presentation by Capitol Advisors includes an ongoing collaboration with ACSA, CSBA, SSDA, AALRR and CLIMATEC.

Thank you,

Faris



Dr. Faris Sabbah

County Superintendent of Schools

(831) 466-5900 | fsabbah@santacruzcoe.org

www.santacruzcoe.org

400 Encinal St. Santa Cruz, CA 95060

pronouns: he, him, his





SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☐

Action

☒

Information

TO: Santa Cruz County Board of Education

FROM: Mary Gaukel-Forster, Executive Director, YFIOB
Malina Long, Associate Executive Director, YFIOB

SUBJECT: Your Future Is Our Business (YFIOB) Update

BACKGROUND

The Board will receive a presentation for updates from Your Future If Our Business (YFIOB). The mission of YFIOB is to provide every Santa Cruz County student with opportunities to discover a fulfilling and successful career. YFIOB also brings schools and businesses together to support students in becoming Santa Cruz County's next generation of workers and leaders.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Receive presentation.

FISCAL IMPLICATIONS:

None.



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☐

Action

☒

Information

TO: Santa Cruz County Board of Education

FROM: Dr. Faris Sabbah, County Superintendent of Schools

SUBJECT: COVID-19 and School Reopening Update

BACKGROUND

Santa Cruz County Office of Education has been working in collaboration with the Santa Cruz County Health Services agency and school districts to prepare for and respond to the outbreak of COVID-19 in our community. The Board will receive an update on the ways in which the Santa Cruz County Office of Education has been working to respond to the COVID-19 crisis. The presentation will also include the anticipated impacts of COVID-19 on funding for California public schools.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Receive presentation.

FISCAL IMPLICATIONS:

Included within presentation.



DR. FARIS SABBABH
SUPERINTENDENT OF SCHOOLS

DRAFT



RESTORE
FRAMEWORK

Guidance for the Reopening of Schools of Santa Cruz County

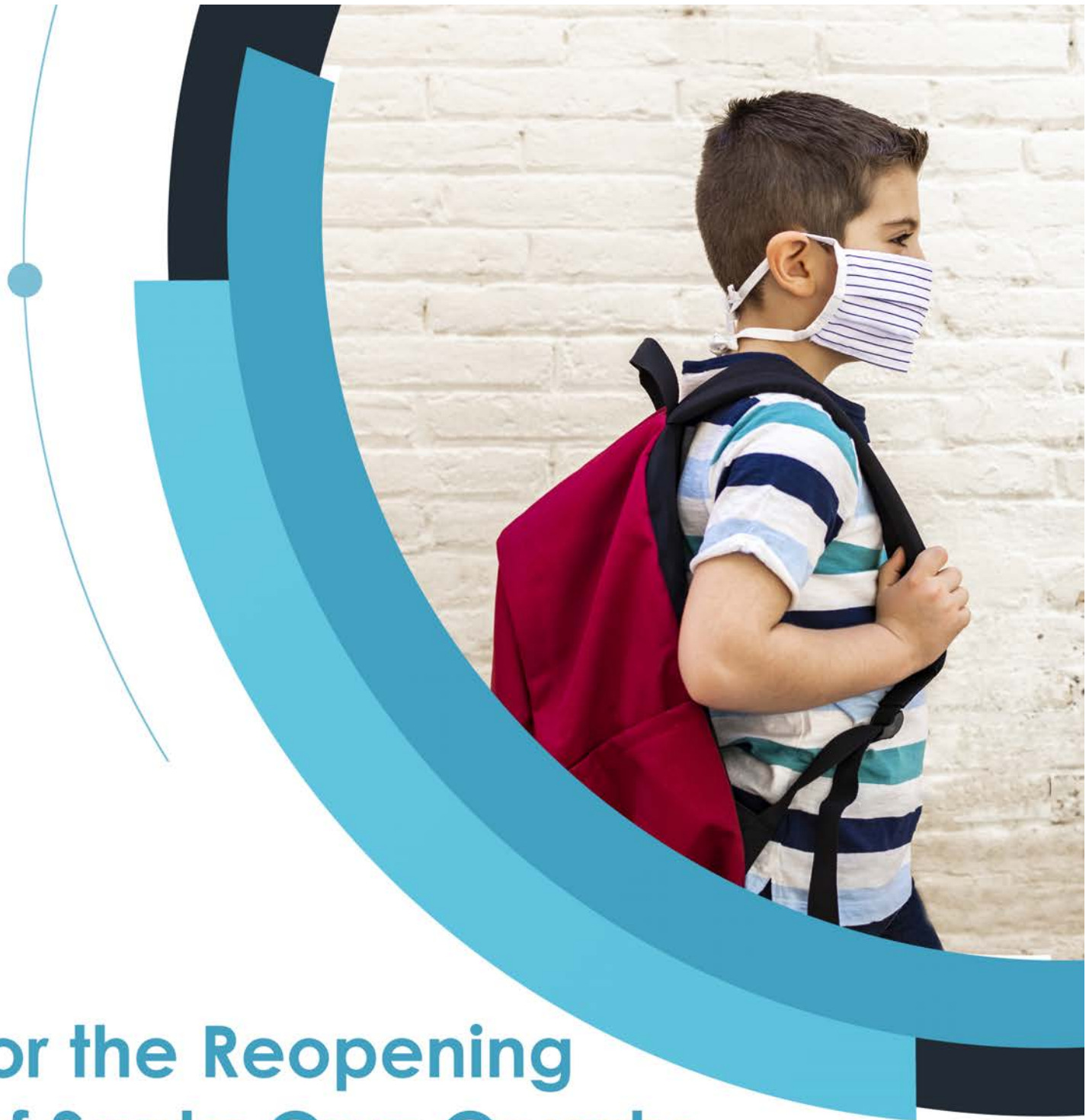




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Introduction

The purpose of this document is to provide guidelines to Santa Cruz County educational institutions to assist planning and facilitation of a safe return to site-based classroom instruction for the fall 2020-2021 school year. This document is intended to be applicable to all K-12 schools, public or private, throughout Santa Cruz County.

The evolving nature of the COVID-19 pandemic requires schools to rethink common protocols and practices in the school environment with the understanding that these guidelines could change as the situation evolves. We recognize the importance of returning students to school campuses for in-person instruction, as well as the overarching need to protect the health and safety of our students, school staff, and broader community. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020. The goal of this document is to help schools plan for and implement measures to reduce COVID-19 transmission in school settings while meeting the educational and wellness needs of our students.

As schools prepare to resume an instructional model that incorporates some form of in-person instruction and distance learning. Schools should also be prepared for the possibility of partial or full school closure of facilities with all students participating in distance learning, either short-term or for a longer period. We will continue to revise our guidance as the situation develops locally and throughout the nation. COVID-19 policies and protocols included in this document are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of novel coronavirus transmission, but implementation of several coordinated interventions can greatly reduce that risk.

This document contains a series of public health requirements and recommendations contained in this document should be read in conjunction with all relevant local, State, and federal laws, as well as school reopening guidance from the State and federal government. This document was created in conjunction with the Santa Cruz County Public Health and the



Santa Cruz County School Superintendents:

- Dr. Gail Newel, Public Health Officer, Santa Cruz County
- Laurie Bruton, Superintendent, San Lorenzo Valley Unified School District
- Lorie Chamberland, Superintendent, Live Oak School District
- Eric Gross, Superintendent, Pacific Elementary School District
- Mike Heffner, Superintendent, Bonny Doon Union Elementary School District
- Tanya Krause, Superintendent, Scotts Valley Unified School District
- Michelle McKinny, Superintendent, Happy Valley Elementary School District
- Diane Morgenstern, Superintendent, Mountain Elementary School District
- Kris Munro, Superintendent, Santa Cruz City Schools
- Michelle Rodriguez, Superintendent, Pajaro Valley Unified School District
- Faris Sabbah, County Superintendent of Schools
- Scott Turnbull, Superintendent, Soquel Union Elementary School District



Guiding Documents

The following documents and resources were utilized to develop these guidelines:

- Centers for Disease Control and Prevention: [Considerations for Schools](#)
- Centers for Disease Control and Prevention: [Contact Tracing](#)
- California Department of Public Health: [COVID-19 Industry Guidance: Schools and School Based Programs](#)
- California Department of Education: [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- SB-98 Education finance: [Education omnibus budget trailer bill](#)
- American Academy of Pediatrics. COVID-19 Planning Considerations: [Guidance for School Re-entry](#)
- California School Nurses Organization: [COVID-19 Health Services Recovery Plan Resource Guide in Educational Settings](#)
- With deep gratitude to the Superintendents of the following County Offices of Education (COE) for their guidance documents: Santa Clara County Office of Education, Marin County Office of Education, San Mateo County Office of Education



Principles

A FOCUS ON EQUITY

The COVID-19 pandemic has further exposed perpetuating inequities in California's education system that leave some of our most vulnerable students and families without critical support when they need it most. Some students have limited or no access to digital devices or connectivity while others have lost the benefit of personalized curriculum or one-on-one instructional support.

Additionally, reductions in school funding are expected as state revenues decline due to the economic impact of the pandemic. It is likely that as long as the pandemic persists as a public health threat, the additional stress on funding California schools will also persist. Despite these challenges, we call on school leaders, elected school board members, and education professionals across all grade levels and content areas to begin their return to school planning by identifying students with the most urgent learning needs and then building the Return to School Plan in a way that unequivocally meets these needs.

In order to implement physical distancing on school campuses, it is unlikely that all students will be able to participate in on-campus learning at one time. It is important that decisions about students' educational programs are grounded in equity and aim to provide every student what they need when they need it. Some schools may be able to accommodate most students for on-campus learning while others may not.

All students benefit from equity-driven systems. Return-to-school planning teams can ensure every student gets what they need when they need it. Planning teams are strongly encouraged to begin their planning process by identifying the



unique needs of students who:

- qualify for special education or 504 services
- experience housing insecurity or who are homeless
- are English Language Learners and/or whose families are English Language Learners
- Are experiencing financial hardship that requires them to work
- are in the foster system
- receive counseling services
- experience grief/loss/sickness
- Whose residency is not yet authorized (undocumented) or from mixed status families
- are providing childcare for siblings or their own children
- have little or no access to technology or whose technology skills are underdeveloped
- have skills that are below grade level or are behind in credits
- are experiencing trauma

Equity-Driven Planning includes a commitment to:

- strengthening County Office of Education and district-level structures to assist families with questions and emergent or unique circumstances
- supporting access to technology hardware and connectivity and providing computer literacy support to students and families who need it
- providing targeted learning and communication supports for non-English speaking students and families
- developing strategies to support students who participate in distance learning and who are experiencing insecure housing or whose home environment is not conducive to everyday learning
- ensuring students and families have current information about mental health resources and support
- supporting or providing access to home-to-school transportation



The role of schools in supporting multiple needs of families has sharply increased in the COVID-19 pandemic recovery. Schools should ensure families have current information about community resources and provide assistance to help families access: child care, food, legal services, housing supports, and healthcare. Equity-driven planning should also take into consideration the needs of school staff around the use of technology, child care, mental health supports, and general health and well-being.

Concern for Student Wellbeing

Schools are institutions that represent an important safety net for students and their families. According to the [American Academy of Pediatrics](#), there is already evidence of the negative impacts on children because of school closures in the spring of 2020. Lengthy time away from school and associated interruption of supportive services often results in social isolation, making it difficult for schools to identify and address important learning deficits as well as child and adolescent physical or sexual abuse, substance use, depression, and suicidal ideation. This places our students at considerable risk. Beyond the educational impact and social impact of school closures, there has been substantial impact on food security and physical activity for children and families. It is for these and other reasons that [SB98](#), the budget trailer bill signed into law on June 29, 2020 states that “local educational agenc[ies] shall offer in-person instruction to the greatest extent possible.” We must balance the deep detrimental impact of students and families being unable to access many of the resources so important to their wellbeing with the devastating public health crisis caused by the COVID-19 pandemic.



Health Guidance

Common public health strategies to reduce the risk of disease transmission in schools and other community settings include:

- minimizing the number of people who come into contact with each other
- maximizing the physical distance between people
- reducing the time that people spend in close proximity to others
- implementing measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering coughs and sneezes).

According to the CDC, the main mode of SARS-CoV-2 spread is from person to person, primarily via droplet transmission. For this reason, strategies for infection prevention should center around this form of spread, including physical distancing, face coverings, and hand hygiene.




Implementation of protocols and strategies can vary based on age groups or settings. For example, a school may be able to ensure that younger elementary school students have fewer contacts by having students stay in one classroom, but young students may be less able to wear face coverings consistently or maintain physical distancing during age-appropriate social and educational activities. In contrast, high school students encounter more individuals in a typical school day but are likely to have greater ability to maintain physical distance and to more consistently use face coverings. For these reasons, the requirements, recommendations, and considerations for minimizing disease transmission on school campuses necessarily vary by age group.



LEARNING MODALITIES

In this current environment, and with **in-person only models** not feasible, schools have two instructional modalities for students: Hybrid Instruction and Distance Learning Only. Table 2 offers a description of the different modalities available to schools:

Table 2

	 In-Person <u>Only</u>	 Hybrid	 Distance Learning <u>Only</u>
	Not possible to implement safely at this time	Authorized by State Health and Legal requirements	Authorized under certain conditions (see Programmatic section)
Definition	<p>According to SB98, "In-person instruction" means instruction under the immediate physical supervision and control of a certificated employee of the local educational agency while engaged in educational activities required of the pupil" (Source: SB98). An in person only model would require all students to return to school in a schedule similar to those utilized prior to the COVID-19 crisis. Current health guidance and risk factors would not allow schools to do this safely.</p>	<p>Hybrid learning is a way of customizing distance and traditional in-person learning classroom experiences, experiential learning, and digital course delivery to meet the unique needs of students. More than "blended learning" (which simply balances distance learning and in-person instruction), hybrid learning can include expanded learning experiences for students designed by their teacher.</p> <p>For the 2020-21 school year, schools have developed a range of different versions of hybrid models that reduce the number of students who attend campus at any one time to conform with state and local health guidance. These include alternate day or morning/afternoon (am-pm) schedules.</p>	<p>Under this modality, students receive all of their learning through distance learning. According to SB98, Distance learning is "instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the local educational agency. Distance learning may include, but is not limited to, all of the following:</p> <ol style="list-style-type: none"> (1) Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology. (2) Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. (3) The use of print materials incorporating assignments that are the subject of written or oral feedback." (Source: SB98)



Application of Health Restrictions	Too difficult to implement health restrictions in this modality	Health restrictions in this document (such as distancing, PPE, hygiene, sanitizing/ disinfecting, etc.) would apply whenever staff, students, and/or parents/ guardians are present on school campuses.	Health restrictions in this document (such as distancing, PPE, hygiene, sanitizing/ disinfecting, etc.) would apply whenever staff, students, and/or parents/ guardians are present on school campuses.
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The document has been designed to minimize risks to students and staff while maximizing flexibility to teachers, administrators, and support staff to create learning environments that meet the unique needs of students. We recognize that restrictions can be revised and adapted depending on the level of viral transmission in the school and throughout the community, as determined by and in collaboration with state and/or local public health authorities.

STUDENT GROUPING

Our guidance offers two basic approaches to grouping students in the classroom:

Stable Group

The Stable Group refers to a group of no more than 15 students, plus 2 to 4 adults, within a defined location with no mixing between any other groups or individuals. Teachers and staff must remain solely with their Stable Group, and if a child is absent, their space may not be filled by another child new to the stable group. The reduced number of students could require a staggered schedule. This model was originally designed by the CDC for Early Childcare Education centers. Stable groupings would be viable for lower elementary students, for students with moderate to severe disabilities, or other students in self-contained learning environments.


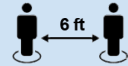
Distancing Group

A Distancing Group refers to a defined group of students whose size is dictated by the ability to implement physical distancing within the classroom or primary learning setting. If physical distancing is maintained, then students are able to join classes with other students and other adults. A Distancing Group may have more than one teacher during the instructional day, and students, though assigned to a particular area of campus, may move to



classrooms as necessary to access required courses. The intent of the Distancing Group is to create as stable an environment as is practicable by reducing numbers of students and the movement of students across campus. Most classrooms would significantly reduce the number of students in a classroom while maintaining 6 ft distancing where practicable. The reduced number of students would require a staggered schedule (either alternate day or am/pm). The difference between these two group designs is provided in Table 1, below.

Table 1

	 Stable Group	 Distancing Group
Size	Self contained group of up to 15 students with 2-4 adults. This group design is intended for lower elementary groups or classrooms serving students with moderate to severe disabilities.	Group size determined by the number of students who can physically distance in a space at a 6 ft distance where practicable
Mixing	Does not mix with other groups of students	Able to mix with other groups of students while maintaining physical distancing
Distancing	Does not need to maintain a physical distance when interacting with students within the stable group. Teachers and other adults need to maintain 6 ft distancing where practicable.	Must maintain physical distance and wear face coverings
PPE	In both group designs, students and adults must wear face coverings when indoors. When outdoors, students and staff must wear masks when unable to maintain distancing. All staff and students must wear face coverings unless they have a medical condition that prohibits it. If a student has such a condition, they must wear an alternative such as a face shield.	
Schedule	In both group designs, the reduced number of students would require a staggered schedule to minimize risk and maximize the number of students with access to in-person instruction	



HOW TO USE THE FOLLOWING COVID-19 GUIDANCE TOOLS:

With COVID-19 currently surging in Santa Cruz County, and expected to persist for the foreseeable future, we are committed to developing protocols and procedures that reflect current public health guidance on how to stop its spread, minimizing risk, and ensure safe schools for students and staff. The following protocol tools compile required prevention measures schools must be prepared to follow as we prepare to reopen schools for the 2020-2021 school year. Schools must follow all federal, state, and local safety measures for COVID-19 prevention. The following guidance tools are organized by governing entities and health focus areas. When using this tool, be sure to review and align your site's COVID-19 prevention measures to comply with the mandates of each governing entity and health focus area.

Several documents were utilized to develop the guidance. These include the [Centers for Disease Control, CA Dept. of Education Stronger Together Document](#), and the [California Dept. of Public Health School Guidance document](#).



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PREVENTION MEASURES

HEALTH FOCUS AREA	CENTERS FOR DISEASE CONTROL (CDC) Considerations for Schools (Link)	CA DEPT. OF PUBLIC HEALTH (CDPH) (Link)	CA DEPT. OF EDUCATION (CDE) Stronger Together:(Link)	SANTA CRUZ COUNTY PUBLIC HEALTH DEPARTMENT
LIAISON POSITION	<ul style="list-style-type: none"> Designated COVID-19 Point of Contact: Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them. 	<ul style="list-style-type: none"> Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner. (pg. 13) 	<ul style="list-style-type: none"> Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.(pg. 11) 	<ul style="list-style-type: none"> Each school site should designate a Site Liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. Larger districts should also designate a District Liaison who serves a main point of contact with Site Liaisons.
SITE REVIEWS			<ul style="list-style-type: none"> A review of the LEA's infrastructure and resources should be considered in the decision-making process (pg. 13) 	<ul style="list-style-type: none"> All School Sites are encouraged to participate in the COE multi-agency Site Review Process. The first visit would be conducted in July to make initial recommendations for protocols, resources, staffing, and structural changes utilizing the Review Tool. If possible, a second visit would be conducted to verify that preparations have been completed.
PHYSICAL DISTANCING	<ul style="list-style-type: none"> Space seating/desks to at least 6 feet apart (pg. 43) 	<ul style="list-style-type: none"> Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. 	<ul style="list-style-type: none"> Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining 	<ul style="list-style-type: none"> Maximum social distancing practicable for all students and staff outside of the classroom.



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		<ul style="list-style-type: none"> Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. (pg. 9) 	a minimum of 6 feet of distance between individuals. (pg. 6)	
STUDENT GROUPING	<ul style="list-style-type: none"> Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children). Restrict mixing between groups (pg. 43) 	<ul style="list-style-type: none"> Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. (pg. 9) 	<ul style="list-style-type: none"> To the extent possible, as recommended by CDC, attempt to create smaller student/educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible . (pg. 7) 	<ul style="list-style-type: none"> Plan on students being part of a Stable Group - Teacher and children consistently assigned to same group. Mixed Group: 6 ft separation, can mix with more adults and students.



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FACE COVERINGS	<ul style="list-style-type: none"> • Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and encouraged in students (particularly older students) if feasible and are most essential in times when physical distancing is difficult. Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings. (pg. 43) 	<ul style="list-style-type: none"> • All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Starting June 18, Californians must wear face coverings in common and public indoor spaces and outdoors when distancing is not possible. • The following individuals are exempt from wearing a face covering: Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. • Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. (June 18 Guidance) 	<ul style="list-style-type: none"> • Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks . At a minimum, face coverings should be worn: <ul style="list-style-type: none"> ○ While waiting to enter the school campus ○ While on school grounds (except when eating or drinking) ○ While leaving school ○ While on a school bus (pg. 6) 	<ul style="list-style-type: none"> • As required by CDPH and local health orders, face coverings are required for all staff and all children over the age of 2. • Face Coverings can be taken off if activity takes place outdoors and social distancing is maintained. • The following individuals are exempt from wearing a face covering: Persons with a medical or mental health condition, or disability that prevents wearing a face covering. • Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.



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FACE SHIELDS	<ul style="list-style-type: none"> It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings 	<ul style="list-style-type: none"> Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction. 		<ul style="list-style-type: none"> Face shields for staff can be utilized when visibility of mouth is required for instructional purposes (i.e. speech therapist).
HEALTH SCREENING	<ul style="list-style-type: none"> If feasible, conduct daily health checks (e.g. temperature screening and/or symptoms checking) of staff and students safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained. School and camp administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for 	<ul style="list-style-type: none"> Implement screening and other procedures for all staff and students entering the facility. Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Make available and encourage use of hand-washing stations or hand sanitizer. Document/track incidents of possible exposure and notify local health officials, staff and families immediately 	<p>Two Options available:</p> <ul style="list-style-type: none"> <u>Passive Screening</u>: Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19 . <u>Active Screening</u>: Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes 	<p>Students</p> <ul style="list-style-type: none"> All students will have their temperature taken upon entry to school using a touchless thermometer. Students will be asked if they have experienced any COVID-19 symptoms within the last 24 hours. Students who have a fever of 100.4 or higher or who state they have experienced symptoms will be isolated and have their parents contacted. <p>Staff</p> <ul style="list-style-type: none"> Employees should be screened for COVID symptoms including: fever, cough, shortness of breath, sore



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	<p>screening children and CDC's General Business FAQs for screening staff (pg. 44)</p> <ul style="list-style-type: none"> Consider conducting routine, daily health checks (e.g., temperature and symptom screening) of all employees. (pg. 48) 	<p>of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.</p> <ul style="list-style-type: none"> If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. (pg.11) 	<p>visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. (pg 4)</p>	<p>throat, headache, sudden inability to taste or smell.</p> <ul style="list-style-type: none"> If an employee has Fever (≥ 100.4), cough, shortness of breath, they should go home, self isolate, and call their medical provider, as needed. Staff will have access to a thermometer on campus to check their temperatures if necessary.
IMMUNIZATIONS		<ul style="list-style-type: none"> Immunization requirements for admission to school remain unchanged for the 2020-2021 school year. According to the California Department of Public Health's Shots for School website: "Even with current school closures, immunization requirements for admission to school or child care in California for the 2019-2020 and 2020-2021 school year remain in place." 		<ul style="list-style-type: none"> Schools are expected to continue to implement immunization requirements during the 2020/21 school year.



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CLEANING AND DISINFECTING	<ul style="list-style-type: none"> ● Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces. ● Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use. (CDC Link) 	<ul style="list-style-type: none"> ● Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff. ● Frequently touched surfaces in the school include, but are not limited to: Door handles, Light switches, Sink handles, Bathroom surfaces, Tables, Student Desks, and Chairs. ● Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses. ● When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. (pg. 7) 	<ul style="list-style-type: none"> ● In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes: <ul style="list-style-type: none"> ○ A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. ○ Disinfecting surfaces between uses, such as: Desks and tables, Chairs, Seats on bus, Keyboards, phones, headsets, copy machines ○ Disinfecting frequently—at least daily—high-touch surfaces, such as: Door handles, Handrails, Drinking fountains, Sink handles, Restroom surfaces, Toys, games, art supplies, instructional materials, Playground equipment ● When choosing disinfecting products, using those approved for use against COVID-19 on the EPA List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions (pg. 9) 	<ul style="list-style-type: none"> ● Trained custodians should clean and disinfect frequently-touched surfaces within school and on school buses at least daily using EPA approved disinfecting agents. ● Teachers and other staff can help wipe frequently touched surfaces using neutral cleaning agents. ● Students can help wipe their own area and surfaces using neutral cleaning agents. ● Schools should consider acquiring electrostatic misters to reduce cleaning and disinfecting times for classrooms, bathrooms, offices, busses and other spaces.



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VISITORS	<ul style="list-style-type: none"> Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county). 	<ul style="list-style-type: none"> Limit nonessential visitors, volunteers and activities involving other groups at the same time. (pg. 9) 	<ul style="list-style-type: none"> Limit access to campus for parents and other visitors. (pg. 4) 	<ul style="list-style-type: none"> Schools must limit access to campus for parents and other visitors.
FIELD TRIPS	<ul style="list-style-type: none"> Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible. 		<ul style="list-style-type: none"> The CDC recommends virtual activities in lieu of field trips and intergroup events. (pg. 7) 	<ul style="list-style-type: none"> Schools must minimize field trips and utilize virtual activities and events in lieu of field trips.



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CLASSROOM SET UP	<ul style="list-style-type: none"> • No mixing of groups • Arrange classroom furniture 6 feet apart • Stagger outdoor time so that no more than one group on yard at the same time • Restrict site visitors, including parents • Stagger drop-off and pick-up • Separate entrance and exit for each group • Eliminate circle time and other activities that increase contact • Use physical barrier, such as a glass or plastic window or partition • Space seating/desks to at least 6 feet apart. • Turn desks to face in the same direction (rather than facing each other), or have students sit on only 	<ul style="list-style-type: none"> • Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. • Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation. (pg. 9) 	<ul style="list-style-type: none"> • Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives. • In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact. • If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors). • Increase staffing to ensure physical distancing for younger students and students with special needs. • Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible. • Address physical distancing objectives as students move between classrooms. 	<ul style="list-style-type: none"> • Set desks facing forward and with distancing as practicable. • Inspect all HVAC systems. • Shut off classroom drinking fountains. • Provide hand soap and paper towels within classrooms with sinks. • Provide teachers and other staff with neutral cleaner, disinfectant, and paper towels. • Disinfectant needs to be locked away from students and can only be used when children are not present. • Design teaching spaces that allows the teacher to remain 6ft away from students. • Place hand sanitizer by the door (wall mounted or tabletop). • Request teachers and other staff clear tabletops, desktops, counters, and hard surfaces each day to facilitate disinfection. • Post Health & Safety posters. • Conduct daily disinfection.



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	one side of tables, spaced apart (pg. 39)		<ul style="list-style-type: none"> Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities. (pg. 8) 	
RESTROOMS		<ul style="list-style-type: none"> Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable. (pg 5) 	<ul style="list-style-type: none"> Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible. (pg. 5) 	<ul style="list-style-type: none"> Clearly identify sinks, urinals, stalls that need to be closed to maintain social distancing. Occupancy will be limited to the number of users as determined at site review. Set and post restroom occupancy limits. Maintain social distancing Create protocols for students who need to wait to enter the bathroom. Remind students to wear a face-covering when using the restroom. Post Health & Safety posters.



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FOOD SERVICE PREP & SERVING	<ul style="list-style-type: none"> • Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.pdf icon • Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items. • If a cafeteria or group dining room is typically used, serve meals in classrooms instead. • Put each child's meal on a plate, to limit the use of 	<ul style="list-style-type: none"> • Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings. • Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals. 	<ul style="list-style-type: none"> • No Self Service • Install physical barriers, such as sneeze guards and partitions, at POS and other areas where maintaining physical distance of 6 feet is difficult . • Disposable aprons and Gloves for meal prep and serving • Assess whether to serve meals in the classroom or cafeteria or to use outdoor seating. • Encourage physical distancing through increased spacing, small groups, and limited mixing between groups, if feasible. • Stagger meal times to allow for cleaning between meal services and to serve students in smaller groups . • Consider having staff wear masks and gloves while using point of service (POS) touch pads, replace touch pads with a scanner, or have hand sanitizer available. • Install physical barriers, such as sneeze guards and partitions, at POS and other areas where maintaining physical distance of 6 feet is difficult . 	<ul style="list-style-type: none"> • Maintain Social Distancing throughout the process. • Provide grab and go lunches. • Conduct daily disinfection. • Consider finding alternatives to Point of Sale collection of lunch fees. • Consider food delivery to classrooms. • Consider maintaining a Closed Campus (High School), not allowing students to leave during lunch time.



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	shared serving utensils and ensure the safety of children with food allergies. (pg. 39)		<ul style="list-style-type: none"> Consider increasing access points for providing meal service . (pg 44) For food service employees, provide face coverings and disposable gloves (pg 6) 	
FOOD SERVICE SEATING	<ul style="list-style-type: none"> Disposable paper goods Avoid family-style meals – use prepackaged food Spread children out and use name cards Food preparation should not be done by the same staff who diaper children 		<ul style="list-style-type: none"> With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort. If providing meal service in classrooms, plan for cleaning and trash removal (pg 8) Provide at least 6 feet of physical distancing between groups or tables by increasing table spacing, removing tables, marking tables as closed, or providing a physical barrier between tables. Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart in lines or while waiting for seating. 	<ul style="list-style-type: none"> Place social distancing decals wherever students will line up. Mark outdoor eating areas must maintain social distancing. Shut off water fountains (touchless water dispensers are OK). Find alternatives to keep students hydrated. Identify seating during recess or lunch at maximum social distancing practicable.



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			<ul style="list-style-type: none"> Remove or suspend use of share tables and self-service buffets for food and condiments . Ensure cleaning of every table between groups of students or meal service times. (pg. 44) 	
BUS STOPS		<ul style="list-style-type: none"> Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading. 		
TRANSPORTATION	<ul style="list-style-type: none"> If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for bus transit operators. Create distance between children on school buses (g., seat children one child 	<ul style="list-style-type: none"> Open windows and maximize space between students and between students and the driver on school buses where practicable. (pg.8) Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day. (pg. 7) 	<ul style="list-style-type: none"> Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives . Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations . Mark or block seats that must be left vacant . Sample seating options: <ul style="list-style-type: none"> Option 1: Seat one student to a bench on both sides of the bus, skipping every other row . 	<ul style="list-style-type: none"> Bus driver should wear face covering and face shield. Maximize physical distancing between students on the bus by limiting available seats to the extent practicable (e.g., every other row available for seating). These may include use of visual cues (e.g., floor decals, colored tape, or signs to indicate to students where they should not sit or stand near the bus driver). Ensure bus drivers and students wear face coverings at all times



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	per row, skip rows) when possible.		<ul style="list-style-type: none"> Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus. 	<p>while awaiting and riding on buses.</p> <ul style="list-style-type: none"> Students from the same family and/or the same classroom should be instructed to sit together whenever possible to minimize exposure to new contacts. Buses should be thoroughly cleaned and disinfected daily and after transporting an individual who is exhibiting COVID-19 symptoms.
PLAYGROUNDS & OUTSIDE SPACES	<ul style="list-style-type: none"> Consider keeping communal use spaces closed, such as game rooms, playgrounds, or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses. (pg. 40) 	<ul style="list-style-type: none"> Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces. (pg. 7) 	<ul style="list-style-type: none"> Increase supervision to ensure physical distancing. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. (pg. 7) 	<ul style="list-style-type: none"> Play structures will need to be closed unless schools are able to disinfect them between student groups.



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MUSIC				<ul style="list-style-type: none"> While indoors, do not allow choir, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission.
PHYSICAL EDUCATION			<ul style="list-style-type: none"> Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. (pg. 7) 	<ul style="list-style-type: none"> Limit indoor PE activities.
VENTILATION	<ul style="list-style-type: none"> Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility. 	<ul style="list-style-type: none"> Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality. 	<ul style="list-style-type: none"> In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems 	<ul style="list-style-type: none"> Begin each school term by installing new air filters in the HVAC system. Inspect all HVAC systems. <ul style="list-style-type: none"> All systems will be operational Economizers and fresh air intakes will be adjusted to maximize fresh air Air quality can be tested to confirm appropriate operation MERV Rating (13 is optimal, 8 is minimum)



COVID-19 Guidance for K-12 Schools of Santa Cruz County



INFRASTRUCTURE PREPARATIONS

HEALTH FOCUS AREA	CENTERS FOR DISEASE CONTROL (CDC) Considerations for Schools (Link)	CA DEPT. OF PUBLIC HEALTH (CDPH) (Link)	CA DEPT. OF EDUCATION (CDE) Stronger Together:(Link)	SANTA CRUZ COUNTY PUBLIC HEALTH DEPARTMENT
		<ul style="list-style-type: none">• If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13). (pg. 8)	(targeted filter rating of at least MERV 13). (pg. 9)	



RESPONSE MEASURES

HEALTH FOCUS AREA	CENTERS FOR DISEASE CONTROL (CDC) Considerations for Schools (Link)	CA DEPT. OF PUBLIC HEALTH (CDPH) (Link)	CA DEPT. OF EDUCATION (CDE) Stronger Together: (Link)	SANTA CRUZ COUNTY PUBLIC HEALTH DEPARTMENT
STUDENT OR STAFF WHO SHOWS SYMPTOMS (OR ANSWERS YES ON HEALTH SCREENING QUESTIONS)	<ul style="list-style-type: none"> Identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. 	<p>Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. (pg 11)</p> <ul style="list-style-type: none"> Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms. (pg 12) 	<ul style="list-style-type: none"> Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. (pg. 4) 	<p>Students</p> <ul style="list-style-type: none"> Establish protocol and identify location to isolate students who have a fever or show other symptoms. Identify staff who will escort & monitor students and contact parents. Provide higher level of PPE for these staff members (KN95 Mask, nitrile gloves, face shield or eye protection). Contact parents to get them home immediately, contact medical provider, as needed. Separate them from others in an isolation space or “sick room” established on campus until they go home. Conduct disinfection after student leaves and prior to others using the space. <p>Staff</p> <ul style="list-style-type: none"> Isolate staff and send them home. Recommend they be tested.
CONFIRMED COVID-19 CASE	<ul style="list-style-type: none"> In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately 	<ul style="list-style-type: none"> Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining 	<ul style="list-style-type: none"> Create a communications plan for if a school has a positive COVID-19 case. Address the school’s role in documenting, reporting, 	<ul style="list-style-type: none"> If one student, teacher, or other staff member is confirmed positive for COVID-19 (isolate and send home if still on campus).



RESPONSE MEASURES

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	<p>of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)</p>	<p>confidentiality, as required under FERPA and state law related to privacy of educational records. (pg 11)</p> <ul style="list-style-type: none"> • Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Additional guidance can be found here. • Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students. (pg. 12) 	<p>tracking, and tracing infections in coordination with public health officials.</p> <ul style="list-style-type: none"> • Notify staff and families immediately of any possible cases of COVID-19. • Review legal responsibilities and privacy rights for communicating about cases of the virus. • Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. • Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation. 	<ul style="list-style-type: none"> • Close off areas used by any sick person and do not use before cleaning and disinfection. • Work with the infected individual (or parents) to confirm they are under medical care and have a plan to isolate according to County Health's protocol. • Confirm that other members of the household who are also part of the school community remain at home in self-quarantine per County Health guidelines. • Take immediate measures to sanitize and disinfect the school property impacted by the individual. • Communicate with the school community that a confirmed case has been identified and outline the actions being taken to ensure a safe return to school. • Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws.



RESPONSE MEASURES

HEALTH FOCUS AREA	CENTERS FOR DISEASE CONTROL (CDC) Considerations for Schools (Link)	CA DEPT. OF PUBLIC HEALTH (CDPH) (Link)	CA DEPT. OF EDUCATION (CDE) Stronger Together: (Link)	SANTA CRUZ COUNTY PUBLIC HEALTH DEPARTMENT
RETURNING TO WORK OR SCHOOL AFTER SYMPTOMS OR TESTING POSITIVE	<p>CDC guidance for discontinuing home isolation following COVID-19 related illness:</p> <ul style="list-style-type: none"> The CDC has identified two strategies that warrant discontinuing home isolation: Symptom-based strategy and Test-based Strategy. Students and staff returning to school after an absence due to COVID-19 related illness may discontinue home isolation when one of the following strategies are met: <p>Symptom-based Strategy:</p> <ul style="list-style-type: none"> At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and Improvement in respiratory symptoms (e.g., cough, shortness of breath); and, At least 10 days have passed since symptoms first appeared. 	<ul style="list-style-type: none"> Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared. (pg. 12) 	<ul style="list-style-type: none"> Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation (pg. 4) 	<ul style="list-style-type: none"> Once steps of the protocol are completed, resume school operations. Student/staff must be isolated and sent home if not already quarantine. Advise sick staff members and parents/students not to return until <ul style="list-style-type: none"> they have no fever for 72 hours (without fever reducing medication) cough, shortness of breath and other symptoms have improved at least ten days have passed since symptoms first appeared



RESPONSE MEASURES

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	<p>Test-based Strategy : Student or staff have been tested and found to be negative</p> <ul style="list-style-type: none"> Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions: Resolution of fever without the use of fever-reducing medications and Improvement in respiratory symptoms and 2 Negative results collected ≥ 24 hours apart. 			
CONTACT TRACING	<ul style="list-style-type: none"> Contact tracing is part of the process of supporting patients with suspected or confirmed infection. Schools may contact public health when a student or staff member presents with signs and symptoms of COVID-19. In contact tracing, public health staff works with a patient (student or staff member) to help them recall everyone with whom they have had close contact during the 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Create a communications plan for if a school has a positive COVID-19 case. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials (pg. 11) 	<ul style="list-style-type: none"> Contact tracing falls under the responsibility of the Local County Public Health Department, however, schools may play an important role in supporting this process. In some cases the notification to Public Health of a confirmed case in the school community may come from school staff. Public Health may request support from school/district administration



RESPONSE MEASURES

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	<p>timeframe while they may have been infectious.</p> <ul style="list-style-type: none"> Public health staff then warn these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible. Contacts are encouraged to stay home and maintain physical social distance from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. 			<p>to determine who the individual may have exposed.</p> <ul style="list-style-type: none"> Public Health may request the contact information for these individuals who need to be notified of potential exposure and their next steps.
POSITIVE CASE IMPACT ON CLASSROOM	<ul style="list-style-type: none"> Contacts are encouraged to stay home and maintain physical social distance from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. 			<ul style="list-style-type: none"> All school-based close contacts will be identified and asked to test & quarantine for 14 days after last exposure (using CDC guidance).
RETURNING TO WORK: SYMPTOMATIC POSITIVE	<ul style="list-style-type: none"> For employee cases who did not require hospitalization (Link) For employee cases who required hospitalization (Link) 	<p>Employees with symptoms who are laboratory confirmed to have COVID-19</p> <ul style="list-style-type: none"> Employee can return after at least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of 	<ul style="list-style-type: none"> Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation (pg. 4) 	<ul style="list-style-type: none"> Employees with symptoms who are laboratory confirmed to have COVID-19 can return after 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness



RESPONSE MEASURES

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		breath); and, at least 10 days have passed since symptoms first appeared.		of breath); and, at least 10 days have passed since symptoms first appeared.
RETURNING TO WORK: ASYMPTOMATIC POSITIVE	For employee cases who did not require hospitalization	Employees who never had symptoms and are laboratory confirmed to have COVID-19 Employee can return after <ul style="list-style-type: none"> A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply. 	<ul style="list-style-type: none"> Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation (pg. 4) 	<ul style="list-style-type: none"> Employees who never had symptoms and are laboratory confirmed to have COVID-19 can return after at least 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.
RETURNING TO WORK: SYMPTOMATIC NEGATIVE		Employees who had symptoms of COVID-19 but test result returned negative Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of	<ul style="list-style-type: none"> Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation (pg. 4) 	<ul style="list-style-type: none"> Employees who had symptoms of COVID-19 but test result returned negative should quarantine at home for 14 days after the last known close contact with the case patient.



RESPONSE MEASURES

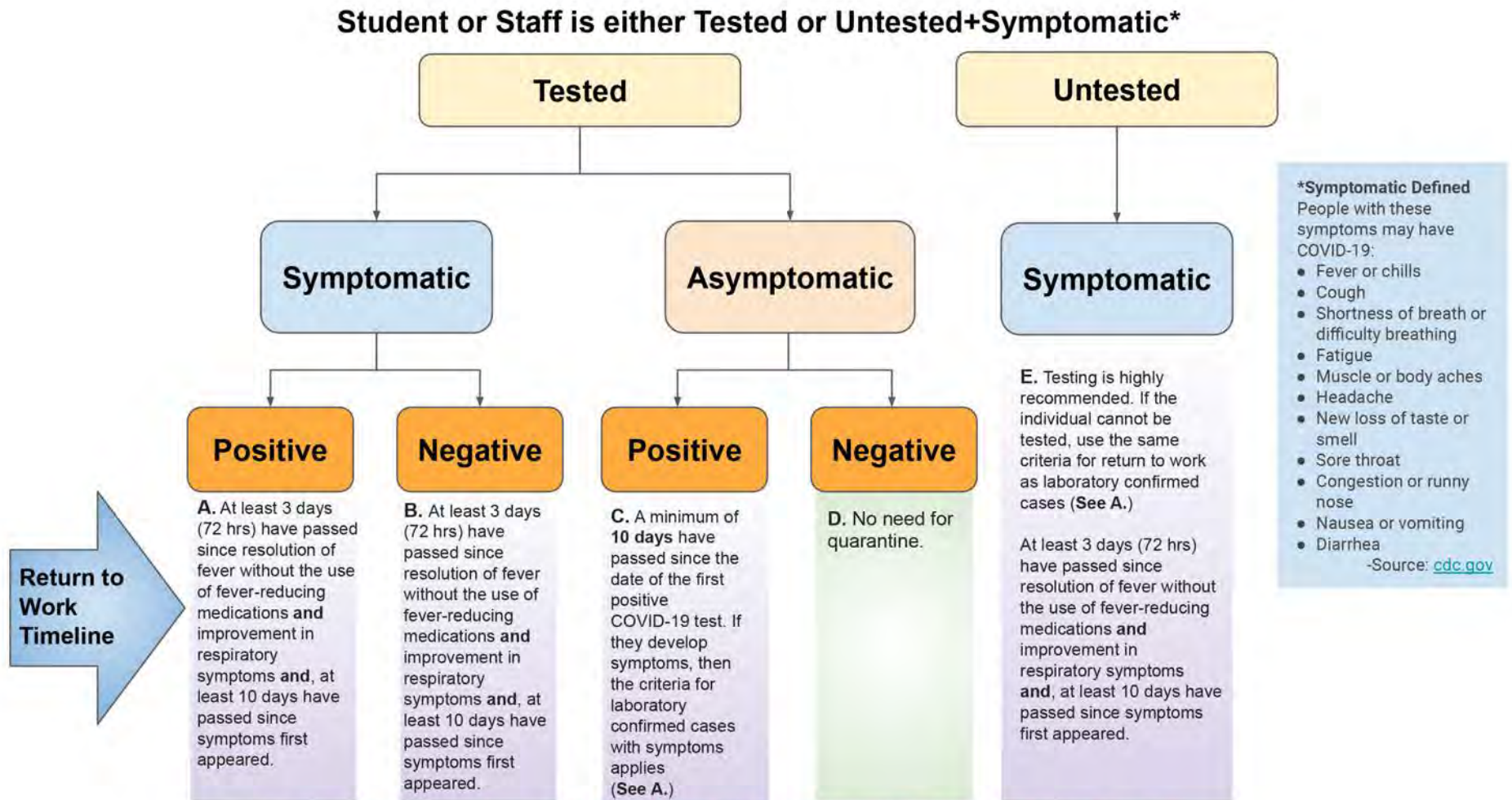
HEALTH FOCUS AREA	CENTERS FOR DISEASE CONTROL (CDC) Considerations for Schools (Link)	CA DEPT. OF PUBLIC HEALTH (CDPH) (Link)	CA DEPT. OF EDUCATION (CDE) Stronger Together: (Link)	SANTA CRUZ COUNTY PUBLIC HEALTH DEPARTMENT
		the employee and no alternate staff can perform the same role.* (Link)		
RETURNING TO WORK: ASYMPTOMATIC NEGATIVE		<p>Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p> <p>Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.* (Link)</p>	<ul style="list-style-type: none"> Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation (pg. 4) 	<ul style="list-style-type: none"> Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative should quarantine at home for 14 days after the last known close contact with the case patient.
RETURNING TO WORK: SYMPTOMATIC UNTESTED		<p>Employees who had symptoms of COVID-19 but were not tested</p> <p>Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases. (Link)</p>		
RETURNING TO WORK: CLOSE CONTACT	<ul style="list-style-type: none"> For employee cases who did not require hospitalization Critical workers implementing safety practices 	<p>Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p>	<ul style="list-style-type: none"> Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation (pg. 4) 	<p>Employees who had symptoms of COVID-19 but were not tested should be quarantined at home for 14 days after the last known close contact</p>



RESPONSE MEASURES

HEALTH FOCUS AREA	CENTERS FOR DISEASE CONTROL (CDC) Considerations for Schools (Link)	CA DEPT. OF PUBLIC HEALTH (CDPH) (Link)	CA DEPT. OF EDUCATION (CDE) Stronger Together:(Link)	SANTA CRUZ COUNTY PUBLIC HEALTH DEPARTMENT
ASYMPTOMATIC UNTESTED		<p>OR</p> <p>Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p> <p>Employees should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases. (Link)</p>		with the case patient. Testing is highly recommended

According to the CDPH, the following steps shows be utilized to determine if a an employee who has been tested or is showing symptoms needs to self quarantine and for how long:

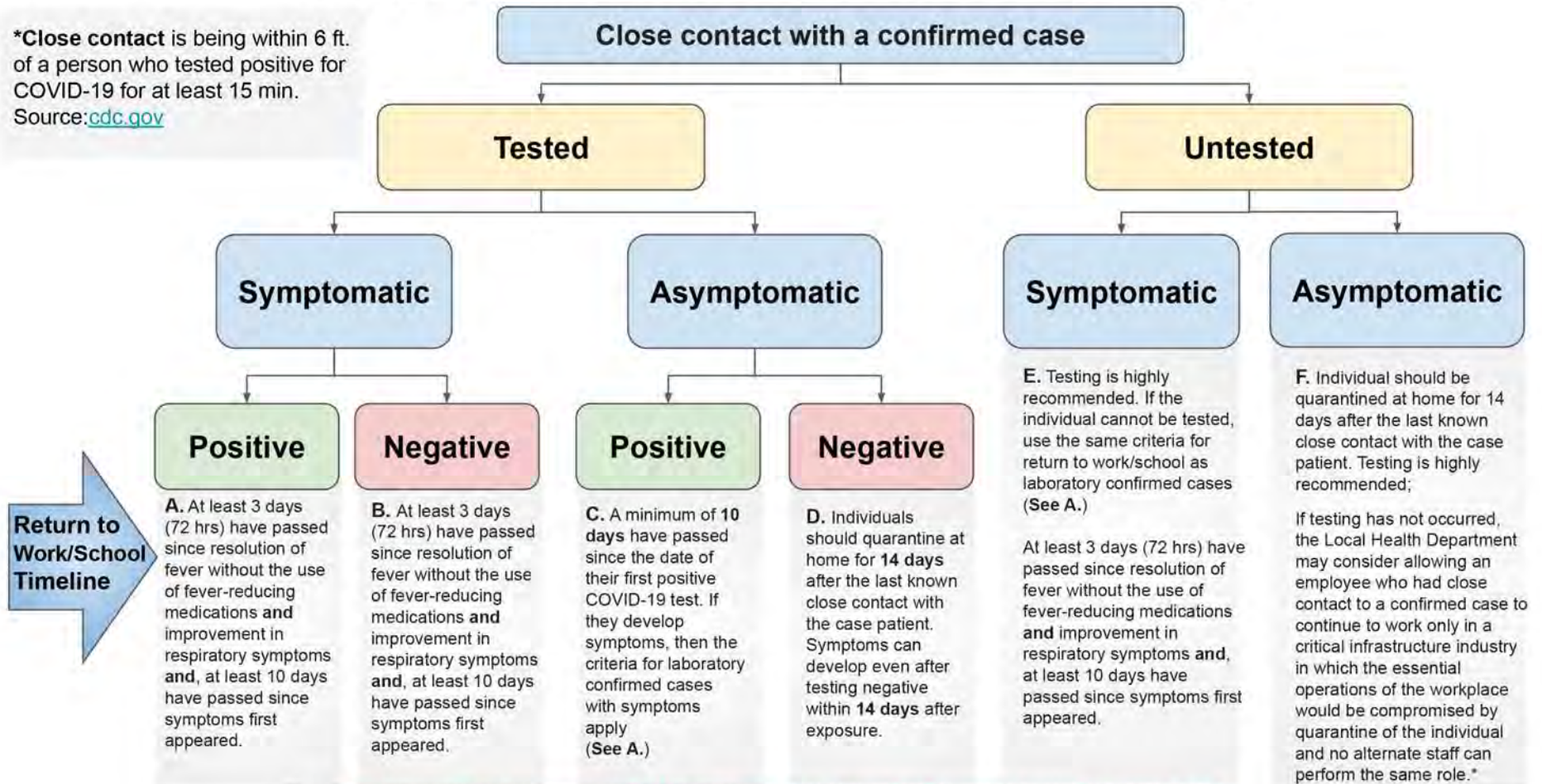


Source: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx#>

According to the CDPH, the following steps shows be utilized to determine if a student or staff member who had close contact with confirmed Case needs to self quarantine and for how long:

If a Student or Staff has close contact* with a Confirmed Case

*Close contact is being within 6 ft. of a person who tested positive for COVID-19 for at least 15 min.
Source: [cdc.gov](https://www.cdc.gov)



Source: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx#>



School Reopening Review Standards

The Santa Cruz County Office of Education has developed a multi-agency process to review school sites and provide support in the development of protocols for preparation for the reopening of school campuses. Our process consists of a review of related standards, discussion of plans by site leaders, recommendations from the group, and culminates with a report from the visit lead.



Several source documents were utilized to develop this school site review tool. These include the Centers for Disease Control, Ca Dept. of Education [Stronger Together Document](#), CA Dept. of Public Health [School Guidance](#) document, and CDPH for [Office workspace](#). These are protocols that we must all be prepared to follow as we prepare to reopen schools for the 2020-2021 school year. In this effort to ensure the health and safety of our students and their learning environment, practices and standard operating procedures will need to be modified. With COVID-19 present in our environment for the foreseeable future, we are committed to developing protocols and procedures that reflect current public health guidance on how to stop the spread of COVID-19.

These procedures and protocols have been reviewed by the Santa Cruz County public health agency and will serve as our guide during this evolving situation. While we are going beyond the minimum guidelines, once implemented, we can adjust as appropriate. The following tool is being utilized to help those conducting site reviews to ensure they understand the requirements and to develop protocols:

School Reopening Review Standards

Area	Standards & Best Practices
Introduction	<p>The Basics:</p> <p>All staff and students will be expected to follow Public Health Guidelines for physical distancing, face covering and hygiene, plus additional measures as noted below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take student temperatures daily, staff must take their own temperature daily <input type="checkbox"/> Remind staff and students/parents not to come to the school site if you are feeling sick. <input type="checkbox"/> Current Restrictions allow for <ul style="list-style-type: none"> <input type="checkbox"/> Stable Group: 12-15 students and 2-4 adults who don't mix with other students or adults <input type="checkbox"/> Distancing Group: Determined by how many students one can fit in the classroom while maintaining 6ft distance (where practicable) <input type="checkbox"/> To the greatest extent possible, practice required physical distancing (6ft or more). <input type="checkbox"/> Everyone wears face coverings while on campus at all times (*we are waiting on more guidance for lower elementary students from CDPH) <input type="checkbox"/> Practice regular hand washing - 20 seconds - or hand sanitizing when entering the school, regularly throughout the day, and before exiting. <input type="checkbox"/> Utilize Health and Safety Stations (and Essential Protective Equipment) <ul style="list-style-type: none"> <input type="checkbox"/> Gloves, extra face coverings, disinfectant wipes, hand sanitizer (or disinfectant and paper towels) <input type="checkbox"/> Post Health and Safety Posters throughout the school <input type="checkbox"/> Frequent handwashing with soap and water and scrubbing for a minimum of 20 seconds. Utilize hand sanitizer when handwashing is not an option <p>Links to Documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Center for Disease Control: Considerations for Schools <input type="checkbox"/> California Department of Public Health: COVID-19 Industry Guidance: Schools and SchoolBased Programs <input type="checkbox"/> California Department of Education: Stronger Together, A Guidebook for the Safe Reopening of California's Public Schools <input type="checkbox"/> COE Document that includes state and local guidance

School:

Lead:

Visit Date:

School Reopening Review Standards

Area	Standards & Best Practices			
Parking Lot Student Drop off & Pick up	Standards <ul style="list-style-type: none"><input type="checkbox"/> Assign Staffing for supervision and health screening<input type="checkbox"/> Check all students Temperature at Health Check Stations<input type="checkbox"/> Staff will need to ask students if they have experienced any COVID-19 Symptoms in the last 24 hours<input type="checkbox"/> Ensure all Staff complete a self-evaluation to determine if they have a fever or other symptoms<input type="checkbox"/> Students and staff must wash their hands or use Hand sanitizer on arrival<input type="checkbox"/> Be careful not to bring attention or stigmatize students who have a fever<input type="checkbox"/> Post Health & Safety Posters			
	Best Practices <ul style="list-style-type: none"><input type="checkbox"/> Create Multiple points of entry, organized by grade or other criteria (i..e alpha by last name)<input type="checkbox"/> Have a large poster with images representing different COVID-19 symptoms. Refer to the poster when asking if they have experienced these symptoms in the last 24 hours<input type="checkbox"/> Close entrances that cannot conduct screenings<input type="checkbox"/> Consider staggered start times<input type="checkbox"/> Offer staff a location to conduct a self temperature<input type="checkbox"/> Consider identifying students who have been screened (with a sticker)			
		Protocols	Resources	Staffing
				Changes

School Reopening Review Standards

Area	Standards & Best Practices										
Outdoor Spaces	Standards <ul style="list-style-type: none"><input type="checkbox"/> Mark all play structures as off-limits (Closed unless disinfected between groups of students)<input type="checkbox"/> Place physical distancing decals wherever students will line up<input type="checkbox"/> Mark Outdoor eating areas must maintain physical distancing<input type="checkbox"/> Post Health & Safety Posters<input type="checkbox"/> Shut off water fountains (touchless water dispensers are OK) Find alternatives to keep students hydrated.<input type="checkbox"/> Identify seating during recess or lunch at 6ft distance										
	Best Practices <ul style="list-style-type: none"><input type="checkbox"/> If using Stable Groupings, utilize colored wrist bands to identify students of the same group<input type="checkbox"/> Create activities that allow students to play safely<input type="checkbox"/> Consider wiping down tables after use<input type="checkbox"/> Maximize use of outdoor spaces for instruction<input type="checkbox"/> Be aware that the public may access and use the facility after hours		<table><tr><th>Protocols</th><th>Resources</th><th>Staffing</th><th>Changes</th></tr><tr><td colspan="4"><ul style="list-style-type: none"></td></tr></table>		Protocols	Resources	Staffing	Changes	<ul style="list-style-type: none">		
Protocols	Resources	Staffing	Changes								
<ul style="list-style-type: none">											

School Reopening Review Standards

Area	Standards & Best Practices										
Restrooms	Standards <ul style="list-style-type: none"><input type="checkbox"/> Clearly identify sinks, urinals, stalls that need to be closed to maintain 6 ft distance<input type="checkbox"/> Occupancy will be limited to the number of users as determined at Site review<input type="checkbox"/> Set and post restroom occupancy limits<input type="checkbox"/> Maintain 6 ft Distance<input type="checkbox"/> Create protocols for students who need to wait to enter the bathroom<input type="checkbox"/> Remind students to wear a face-covering when using the restroom<input type="checkbox"/> Post Health & Safety Posters										
	Best Practices <ul style="list-style-type: none"><input type="checkbox"/> physical distancing markings outside of bathrooms<input type="checkbox"/> Have students use the restroom in their immediate area<input type="checkbox"/> Provide reminders to students to<input type="checkbox"/> Require students to wash their hands or use hand sanitizer upon return to classroom<input type="checkbox"/> Use of a paper towel to touch fixtures and door handles is recommended.<input type="checkbox"/> Have staff stationed in front of restrooms during peak times to control traffic<input type="checkbox"/> Where possible open windows	<table><tr><th>Protocols</th><th>Resources</th><th>Staffing</th><th>Changes</th></tr><tr><td colspan="4"><ul style="list-style-type: none"></td></tr></table>	Protocols	Resources	Staffing	Changes	<ul style="list-style-type: none">				
Protocols	Resources	Staffing	Changes								
<ul style="list-style-type: none">											

School Reopening Review Standards

Area	Standards & Best Practices										
Classrooms	Standards <ul style="list-style-type: none"><input type="checkbox"/> Set desks facing forward and 6ft apart<input type="checkbox"/> Inspect all HVAC systems<ul style="list-style-type: none"><input type="checkbox"/> All systems will be operational<input type="checkbox"/> Economizers and fresh air intakes will be adjusted to maximize fresh air<input type="checkbox"/> Air quality can be tested to confirm appropriate operation<input type="checkbox"/> MERV Rating (13 is optimal, 8 is minimum)<input type="checkbox"/> Shut off Classroom Drinking fountains<input type="checkbox"/> Provide hand soap and paper towels within classrooms with sinks<input type="checkbox"/> Provide teachers with neutral cleaner, disinfectant, and paper towels<ul style="list-style-type: none"><input type="checkbox"/> Disinfectant needs to be locked away from students and can only be used when children are not present.<input type="checkbox"/> Design teaching spaces that allows the teacher to remain 6ft away from students, all wearing face coverings<input type="checkbox"/> Place Hand sanitizer by the door<input type="checkbox"/> Request teachers clear Tabletops, desktops, counters, and hard surfaces each day to facilitate disinfection<input type="checkbox"/> Post Health & Safety Posters<input type="checkbox"/> Conduct daily disinfection										
	Best Practices <ul style="list-style-type: none"><input type="checkbox"/> Provide teachers with additional disposable face coverings<input type="checkbox"/> Minimize posting paper on the walls as it will be impacted by nightly disinfecting<input type="checkbox"/> No pets allowed in the classroom that could be harmed by nightly disinfecting<input type="checkbox"/> Keep school issued furniture and items only. Furniture shall have surfaces that are easy to disinfect	<table><tr><th>Protocols</th><th>Resources</th><th>Staffing</th><th>Changes</th></tr><tr><td colspan="4">•</td></tr></table>	Protocols	Resources	Staffing	Changes	•				
Protocols	Resources	Staffing	Changes								
•											

School Reopening Review Standards

Area	Standards & Best Practices											
Computer Lab / Media Center	Standards <ul style="list-style-type: none"><input type="checkbox"/> Maintain 6ft distancing seating arrangements<input type="checkbox"/> Ensure all are wearing face coverings<input type="checkbox"/> Use partitions/plexiglass when 6ft can't be maintained<input type="checkbox"/> Conduct daily disinfection<input type="checkbox"/> Provide Hand Sanitizer and Disinfectant Wipes<input type="checkbox"/> Post Health & Safety Posters Best Practices <ul style="list-style-type: none"><input type="checkbox"/> Where possible open windows	<table><tr><th>Protocols</th><th>Resources</th><th>Staffing</th><th>Changes</th></tr><tr><td colspan="4"><div></div></td></tr></table>			Protocols	Resources	Staffing	Changes	<div></div>			
	Protocols	Resources	Staffing	Changes								
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Hallways	Standards <ul style="list-style-type: none"><input type="checkbox"/> Maintain 6ft Distancing<input type="checkbox"/> Ensure all are wearing face coverings<input type="checkbox"/> Conduct daily disinfection<input type="checkbox"/> Post Health & Safety Posters Best Practices <ul style="list-style-type: none"><input type="checkbox"/> Consider making hallways “one way only”<input type="checkbox"/> Consider using tape to divide the hallway in two, use decals for students to stay on their right and minimize close contact<input type="checkbox"/> Stop use of lockers<input type="checkbox"/> Where possible open windows<input type="checkbox"/> Remove furniture in the hallway to maximize walking space	<table><tr><th>Protocols</th><th>Resources</th><th>Staffing</th><th>Changes</th></tr><tr><td colspan="4"><div></div></td></tr></table>			Protocols	Resources	Staffing	Changes	<div></div>			
Protocols	Resources	Staffing	Changes									
<div></div>												

School Reopening Review Standards

Area	Standards & Best Practices			
Elevators	Standards <ul style="list-style-type: none"> <input type="checkbox"/> Occupancy will be limited to the number of users who can maintain 6ft distance <input type="checkbox"/> Ensure all wearing face coverings <input type="checkbox"/> Post occupancy limits outside of the Elevator <input type="checkbox"/> Ensure elevators are being used out of necessity <input type="checkbox"/> Conduct daily disinfection <input type="checkbox"/> Post Health & Safety Posters <input type="checkbox"/> Use 6ft distancing decals for those waiting Best Practices <ul style="list-style-type: none"> <input type="checkbox"/> Monitor use of elevators by staff 	Protocols	Resources	Staffing
		Changes		
Preparing Food (Kitchen)	Standards <ul style="list-style-type: none"> <input type="checkbox"/> Maintain 6ft distance during food prep <input type="checkbox"/> Ensure all wearing face coverings <input type="checkbox"/> Conduct daily disinfection <input type="checkbox"/> Provide Hand Sanitizer and Disinfectant Wipes <input type="checkbox"/> Post Health & Safety Posters <input type="checkbox"/> Provide grab and go lunches <input type="checkbox"/> If necessary sanitize high touch POS equipment before and after use Best Practices <ul style="list-style-type: none"> <input type="checkbox"/> Find alternatives to Point of Sale (POS) collection of lunch fees 	Protocols	Resources	Staffing
		Changes		
Serving Food	Standards			

School Reopening Review Standards

Area	Standards & Best Practices			
	<input type="checkbox"/> Provide grab and go lunches <input type="checkbox"/> Use 6ft distancing decals for those waiting <input type="checkbox"/> Conduct daily disinfection <input type="checkbox"/> Provide Hand Sanitizer and Disinfectant Wipes <input type="checkbox"/> Post Health & Safety Posters Best Practices <input type="checkbox"/> Find alternatives to Point of Sale collection of lunch fees or install plexiglass sneeze guards and sanitize POS machine after each use <input type="checkbox"/> Consider food delivery to classrooms <input type="checkbox"/> Maintain a Closed Campus (High School)	Protocols	Resources	Staffing
		Changes		
School Office	Standards <input type="checkbox"/> Maintaining 6ft distancing between staff <input type="checkbox"/> Use 6ft distancing decals for those waiting <input type="checkbox"/> Create a system for management of traffic: students/visitors/staff <input type="checkbox"/> Add Plexiglass Sneeze Guards when 6ft distancing cannot be maintained <input type="checkbox"/> Provide Hand Sanitizer and Disinfectant Wipes <input type="checkbox"/> Post Health & Safety Posters <input type="checkbox"/> Conduct daily disinfection Best Practices <input type="checkbox"/> Modify protocols for Late arrival/Student Pickup/Late Drop Off that follow physical distancing	Protocols	Resources	Staffing
		Changes		

School Reopening Review Standards

Area	Standards & Best Practices											
Staff Breakroom	Standards <ul style="list-style-type: none"><input type="checkbox"/> Maintain 6 ft physical distancing in seating<input type="checkbox"/> Limit gatherings and ensure all are wearing face coverings<input type="checkbox"/> Provide Hand Sanitizer and Disinfectant Wipes<input type="checkbox"/> Post Health & Safety Posters<input type="checkbox"/> Conduct daily disinfection Best Practices <ul style="list-style-type: none"><input type="checkbox"/> Remove lounge furniture<input type="checkbox"/> Ensure that seating conforms to social distance seating and room occupancy<input type="checkbox"/> Set and post Occupancy limits	<table><tr><th>Protocols</th><th>Resources</th><th>Staffing</th><th>Changes</th></tr><tr><td colspan="4"><div></div></td></tr></table>			Protocols	Resources	Staffing	Changes	<div></div>			
	Protocols	Resources	Staffing	Changes								
<div></div>												
Staff Workroom (Copier)	Standards <ul style="list-style-type: none"><input type="checkbox"/> Provide Hand Sanitizer and disinfectant wipes for electronic and shared equipment: Copier, Paper Cutter, etc.<input type="checkbox"/> Require staff to disinfect before and after use of equipment<input type="checkbox"/> Spread copiers out more than 6ft apart<input type="checkbox"/> Ensure all are wearing face coverings<input type="checkbox"/> Maintain clutter-free surfaces and workstations for efficient and regular cleaning and disinfecting<input type="checkbox"/> Post Health & Safety Posters Best Practices <ul style="list-style-type: none"><input type="checkbox"/> Post Health & Safety Posters	<table><tr><th>Protocols</th><th>Resources</th><th>Staffing</th><th>Changes</th></tr><tr><td colspan="4"><div></div></td></tr></table>			Protocols	Resources	Staffing	Changes	<div></div>			
Protocols	Resources	Staffing	Changes									
<div></div>												

School Reopening Review Standards

Area	Standards & Best Practices										
Nurse/Sick Area	Standards <ul style="list-style-type: none"><input type="checkbox"/> Identify location to quarantine students with symptoms<input type="checkbox"/> Identify additional locations that could be used as isolations rooms in case <u>more than one student</u> has symptoms and requires isolation<input type="checkbox"/> Establish protocol to isolate students who have a fever or show other symptoms<input type="checkbox"/> Ensure students with symptoms are wearing a face covering<input type="checkbox"/> Identify staff who will escort & monitor students and contact parents<input type="checkbox"/> Ensure staff has access to a telephone and student contact information<input type="checkbox"/> Provide higher level of PPE for staff members (KN95 Mask, nitrile gloves, face shield, gown) when working with symptomatic students<input type="checkbox"/> Provide hand sanitizer and Disinfectant Wipes<input type="checkbox"/> Conduct disinfection after student leaves<input type="checkbox"/> Post Health & Safety Posters										
	Best Practices <ul style="list-style-type: none"><input type="checkbox"/> Post Health & Safety Posters<input type="checkbox"/> Create kits with Higher Level of PPE<input type="checkbox"/> Create written protocols to follow when a students has symptoms	<table><tr><th>Protocols</th><th>Resources</th><th>Staffing</th><th>Changes</th></tr><tr><td colspan="4"><ul style="list-style-type: none"></td></tr></table>	Protocols	Resources	Staffing	Changes	<ul style="list-style-type: none">				
Protocols	Resources	Staffing	Changes								
<ul style="list-style-type: none">											



Programmatic Considerations

[SB98](#), the budget trailer bill signed into law on June 29, 2020, includes a number of new provisions related to instructional time and distance learning. We feel it is important to include these provisions as part of our discussion of the reopening of schools. The requirement for a minimum number of school days is not waived (generally 180 days), but an LEA may meet the minimum number of instructional days for each grade level through a combination of in-person and distance learning. This requirement may be met through a combination of in-person instruction under the direct supervision of a certificated employee or through the time value of assignments as determined by a certificated employee.

While Section 43504 states that in-person instruction should be offered “to the greatest extent possible”, Section 43503 allows distance learning at an LEA or school-wide level under some circumstances. There is some ambiguity in SB98 with regard to when distance learning may be used. The Legislature provided additional guidance on the intent, stating: “Section 43503 subparagraph (2) of subdivision (a) refers to the need for LEAs to consult and collaborate with state or local public health officials in determining whether to offer distance learning for a particular site or LEA-wide, and to follow any related public health orders. This section is not intended to require an LEA to seek out or receive approval from a state or local public health officer prior to adopting a distance learning model. This section is also not intended to prevent an LEA from adopting a distance learning, hybrid, or mixed delivery instructional model to ensure safety. Instead this section is intended to grant flexibility to an LEA to determine what instructional model the LEA will adopt during the COVID-19 Pandemic, taking into account the needs of their students and staff, and their available infrastructure, provided the model adheres to an applicable state or local public health order or guidance. The legislative intent guidance appears to provide districts with flexibility to make decisions based on factors that are unique to each school or district, including the needs of the community and the available funding and infrastructure. Any district considering distance learning should consult with legal counsel to determine if the local factors support distance learning and to discuss any risks associated with that determination.”



PROGRAM

Unless a district has implemented full distance learning model, all students should have the opportunity to participate in the school's in-person program. As discussed earlier, a staggered schedule (such as a morning and afternoon schedule, or alternate day schedule) would enable schools to adhere to distancing requirements. Students and parents should have the option to request a distance learning only option if they meet one of the following requirements: student is medically fragile, their participation in-person could put someone at risk, or they are self-quarantining due to COVID-19 exposure.

In Person Instruction

A local educational agency shall offer in-person instruction to the greatest extent possible and it must be done safely.

Distance Learning

Distance learning is defined in SB98 as instruction where students and teachers are in different locations. This includes:

- Interaction, instruction, and check-ins using computer or communication technology
- Video or audio instruction
- Print materials

Distance learning instructional time shall be based on the time value of assignments. It must be standard-aligned and meet the needs of all students including students who qualify for special education, language learners, students in foster care, those experiencing homelessness, students with exceptional needs, and those requiring mental health support. Districts must work to provide connectivity and devices to all students who are participating in distance learning.

Teachers and other certificated employees must connect with students daily through internet-based or phone communication. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness. In Person Instruction is defined as instruction that



is under the immediate physical supervision of certificated staff members. Schools can meet the state required instructional minutes through a combination of in-person instruction and distance learning.

Instructional Minutes

According to SB98, a school day, which can include both in person instruction and distance learning, must include the following minimum number of instructional minutes:

- 180 min. in kindergarten
- 230 min. in grades 1,2, 3
- 240 min. in grades 4 to 12, inclusive
- 180 min. for pupils enrolled in a continuation high school, enrolled in community college, or students in grades 11 and 12 that also enrolled part-time in classes of the CSU or UC

Instructional Days

School districts are required to offer 180 days of instruction, charter schools are required to offer 175 days of instruction. Schools will document participation in distance learning. Students who do not participate in distance learning that day shall be marked absent. Participation can include participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the local educational agency and pupils or parents or guardians.

Food Services

The United States Department of Agriculture ([USDA](#)) has announced that waivers will remain in place for the 2020-2021 school year to accommodate non-congregate meal service. This important waiver means that districts can continue to serve meals to students as they receive delivery of education under the Hybrid and Distance Learning instructional models.



PROGRAM FOCUS AREA	SB-98 Education Finance: Education Omnibus Budget Trailer Bill (2019-2020) (Link)	SANTA CRUZ COUNTY OFFICE OF EDUCATION GUIDANCE
IN PERSON INSTRUCTION	43504(b). A local educational agency shall offer in-person instruction to the greatest extent possible.	Schools must bring students back safely to the greatest extent possible.
DISTANCE LEARNING DEFINED	43500. For purposes of this part, the following definitions apply: (a) “Distance learning” means instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the local educational agency. Distance learning may include, but is not limited to, all of the following: (1) Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology. (2) Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. (3) The use of print materials incorporating assignments that are the subject of written or oral feedback. (b) “In-person instruction” means instruction under the immediate physical supervision and control of a certificated employee of the local educational agency while engaged in educational activities required of the pupil.	Distance learning is defined as instruction where students and teachers are in different locations. This includes: <ul style="list-style-type: none">• Interaction, instruction, and check-ins using computer or communication technology• Video or audio instruction• Print materials In-person Instruction is defined as under the immediate physical supervision of a certificated staff member.
DISTANCE LEARNING INSTRUCTIONAL TIME	43502(c). For the 2020–21 fiscal year, a local educational agency shall satisfy the annual instructional day requirements... through in-person instruction or a combination of in-person instruction and distance learning 43502(e)(2). For distance learning, instructional time shall be based on the time value of assignments as determined, and certified to, by an employee of the LEA who possesses a valid certification document, registered as required by law. 43502(e)(3). For a combined day of instruction delivered through both in-person instruction and distance learning, time scheduled under the immediate supervision of an employee of the LEA who possesses a valid	<ul style="list-style-type: none">• Schools must make up the required instructional minutes through a combination of in-person instruction and distance learning.• Distance learning instructional time shall be based on the time value of assignments



PROGRAM FOCUS AREA	SB-98 Education Finance: Education Omnibus Budget Trailer Bill (2019-2020) (Link)	SANTA CRUZ COUNTY OFFICE OF EDUCATION GUIDANCE
	certification document can be combined with assignments made under the general supervision of an employee of the local educational agency who possesses a valid certification document as registered by law to meet the equivalent of a minimum day of instruction.	
DISTANCE LEARNING COMPONENTS	<p>43503(b). Distance learning shall include all of the following:</p> <ol style="list-style-type: none"> (1) Confirmation or provision of access for all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work. (2) Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. (3) Academic and other supports designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health support. (4) Special education, related services, and any other services required by a pupil's individualized education program pursuant to Section 56341, including the requirements of subparagraph (A) of paragraph (9) of subdivision (a) of Section 56345, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment. (5) Designated and integrated instruction in English language development pursuant to Section 11300 of Title 5 of the California Code of Regulations for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning. (6) Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of 	<ul style="list-style-type: none"> Distance Learning must be standard-aligned and meet the needs of all students including students who qualify for special education, language learners, students in foster care, those experiencing homelessness, students with exceptional needs, and those requiring mental health support. Districts must work to provide connectivity and devices to all students who are participating in distance learning. Teachers and other certificated employees must connect with students daily in person or through internet-based or phone communication. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness. Interaction must ensure English Language Assessment, proficiency, and reclassification



PROGRAM FOCUS AREA	SB-98 Education Finance: Education Omnibus Budget Trailer Bill (2019-2020) (Link)	SANTA CRUZ COUNTY OFFICE OF EDUCATION GUIDANCE
	regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.	
OFFERING ONLY DISTANCE LEARNING	<p>43503(2). Distance learning may be offered under either of the following circumstances:</p> <p>(A) On a local educational agency or school-wide level as a result of an order or guidance from a state public health officer or a local public health officer.</p> <p>(B) For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19.</p> <p>43504(b). A local educational agency shall offer in-person instruction to the greatest extent possible.</p>	<p>Schools must offer in-person instruction to the greatest extent possible. Distance Learning only options can be implemented when certain requirements are met:</p> <ul style="list-style-type: none"> • Schools that are under an order from the Local Health Officer • Students who are medically fragile, could put someone at risk, or are self-quarantining due to COVID-19 exposure <p>There is some flexibility for school districts to implement a distance learning only option (see page 48 of this document).</p>
INSTRUCTIONAL MINUTES	<p>43501. For the 2020–21 school year, the minimum school day for a local educational agency is as follows:</p> <p>(a) 180 instructional minutes in kindergarten.</p> <p>(b) 230 instructional minutes in grades 1 to 3, inclusive.</p> <p>(c) 240 instructional minutes in grades 4 to 12, inclusive.</p> <p>(d) 180 instructional minutes for pupils in grades 11 and 12 that are also enrolled part-time in classes of the California State University or the University of California for which academic credit will be provided upon satisfactory completion of enrolled courses.</p> <p>(e) 180 instructional minutes for any pupil who is also a special part-time student enrolled in a community college under Article 1 (commencing with Section 48800) of Chapter 5 of Part 27 of Division 4 and who will receive academic credit upon satisfactory completion of enrolled courses.</p>	<p>A school day, which can include both in person instruction and distance learning, must include the following minimum number of instructional minutes:</p> <ul style="list-style-type: none"> • 180 min. in kindergarten • 230 min. in grades 1,2, 3 • 240 min. in grades 4 to 12, inclusive • 180 min. for pupils enrolled in a continuation high school, enrolled in community college, or students in grades 11 and 12 that also enrolled part-time in classes of the CSU or UC

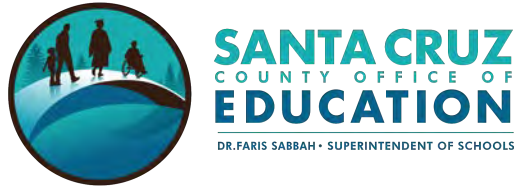


PROGRAM FOCUS AREA	SB-98 Education Finance: Education Omnibus Budget Trailer Bill (2019-2020) (Link)	SANTA CRUZ COUNTY OFFICE OF EDUCATION GUIDANCE
	(f) 180 instructional minutes for pupils enrolled in a continuation high school.	
INSTRUCTIONAL DAYS	43504(c). For the 2020–21 school year, for purposes of the requirement on school districts to offer 180 instructional days per school year and the requirement on charter schools to offer 175 instructional days per school year.	School districts are required to offer 180 days of instruction, and charter schools are required to offer 175 days of instruction.
EVIDENCE OF PARTICIPATION	43504.(d) (1) Each local educational agency shall document daily participation for each pupil on each school day, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning on a school day shall be documented as absent for that school day. (2) For purposes of this section, daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the local educational agency and pupils or parents or guardians.	<ul style="list-style-type: none"> • Schools will document daily participation and interaction in distance learning. • Students who do not participate in distance learning must be documented and marked absent for that day. • Participation can include engagement in online activities, completion of regular assignments, completion of assessments, and contacts between staff and pupils or parents or guardians.



Scenarios and Frequently Asked Questions (FAQ)

1. What happens if a student is sent home because they are showing symptoms and subsequently test positive for COVID-19? When would that student be allowed to return to school?
2. What happens if a staff member becomes ill at school or tests positive for COVID-19?
3. What will happen with school athletics?
4. Will students still be able to attend Outdoor Science School?
5. What if I don't want my child to wear a mask at school?
- 6.



SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action

☐

Information

TO: Santa Cruz County Board of Education

FROM: Dr. Faris Sabbah, County Superintendent of Schools

SUBJECT: Grand Jury Fire and Safety and Inspection Report

BACKGROUND

Fire agencies, now numbering thirteen across Santa Cruz County, are responsible for not only responding to emergencies but assisting in their prevention. One aspect of the prevention process is ensuring fire and safety codes are complied with, especially in facilities housing the most vulnerable. At a time when both fire danger and respiratory illness are at all time highs, this responsibility is higher than it has ever been. The Grand Jury has found that many of the County's agencies do not fully comply with mandated inspection and reporting. The Board is asked to review and respond to the report.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve the proposed Response which disagrees with the Reports findings on the basis that the findings do not apply to the Santa Cruz County Office of Education as it pertains to the Fire Agency responsibilities to report inspection performance and inherent risks. The Fire Districts are the appropriate respondents for this finding.

FISCAL IMPLICATIONS:

None.



Fire and Safety Inspections in Santa Cruz County

Summary

Fire agencies, now numbering thirteen across Santa Cruz County, are responsible for not only responding to emergencies but assisting in their prevention. One aspect of the prevention process is ensuring fire and safety codes are complied with, especially in facilities housing the most vulnerable. At a time when both fire danger and respiratory illness are at all time highs, this responsibility is as important as it has ever been.

California Health and Safety Codes mandate that fire and safety inspections be performed annually for schools and multifamily residences. The code also mandates that reporting of compliance is performed annually to the governing body. The Grand Jury has found that many of the County's agencies do not fully comply with mandated inspection and reporting. We recommend that the status of these inspections, especially those involving public facilities, be communicated to the public and that gaps in compliance or the ability to inspect be addressed in the 2021 budgeting cycle.

Background

On September 27, 2018, with a vote of 80 to 0, the California State Senate passed Senate Bill 1205, which added section 13146.4 to the California Health and Safety Code ([Appendix A](#)). Effective January 1, 2019, this requires Fire and Safety inspections, pursuant to California Health and Safety Code sections 13146.2 and 13146.3, to be performed and reported annually.

California Health and Safety Code sections 13146.2,^[01] 13146.3,^[02] and 13146.4,^[03] shown in Figures 1–3 below, require fire agencies to annually inspect schools, and any multi family residence such as hotels, motels, apartment buildings, and care residences. Section 13146.4 requires these agencies annually report on compliance to their governing body.

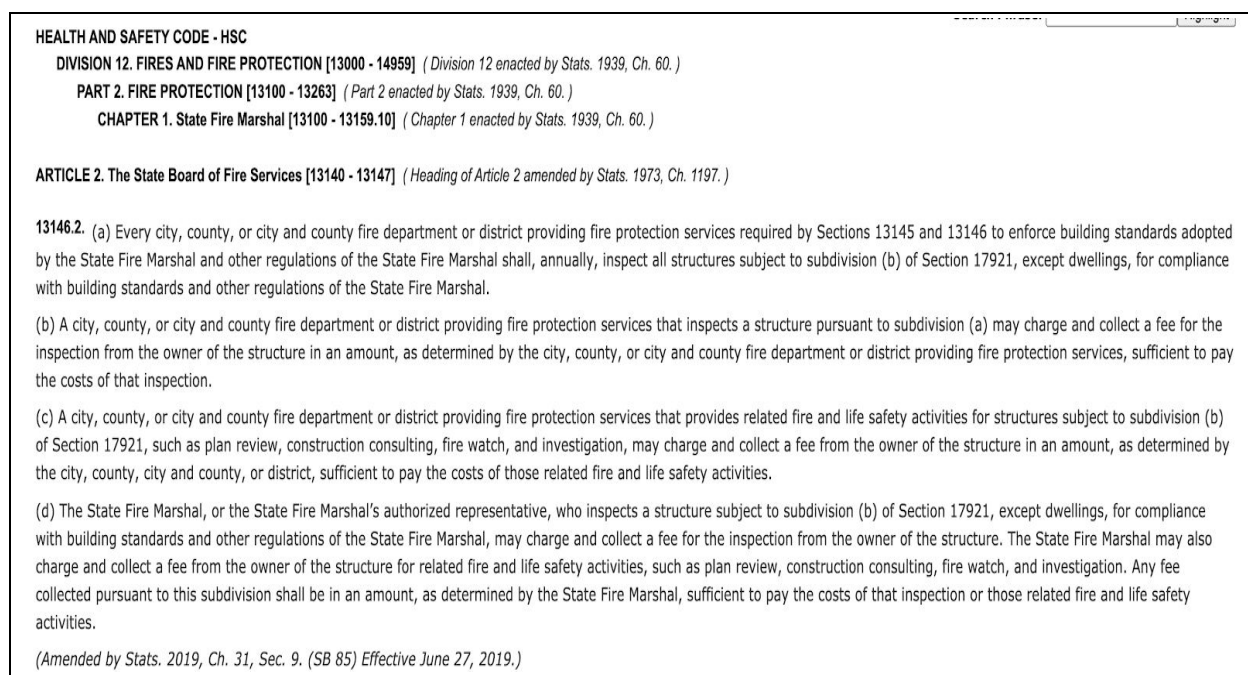


Figure 1. Health and Safety Code section 13146.2^[04]

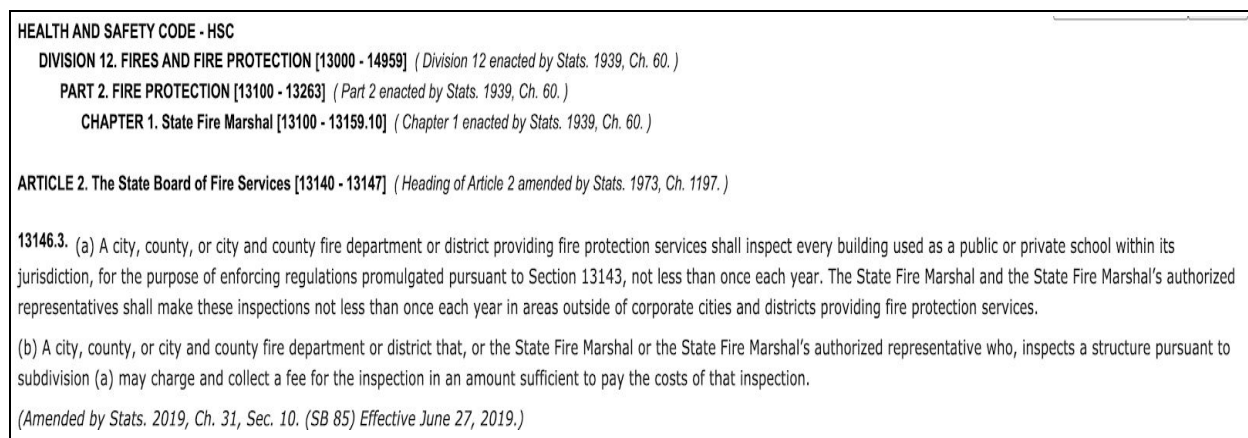


Figure 2. Health and Safety Code section 13146.3^[05]

<p>HEALTH AND SAFETY CODE - HSC</p> <p>DIVISION 12. FIRES AND FIRE PROTECTION [13000 - 14959] (Division 12 enacted by Stats. 1939, Ch. 60.)</p> <p>PART 2. FIRE PROTECTION [13100 - 13263] (Part 2 enacted by Stats. 1939, Ch. 60.)</p> <p>CHAPTER 1. State Fire Marshal [13100 - 13159.10] (Chapter 1 enacted by Stats. 1939, Ch. 60.)</p> <p>ARTICLE 2. The State Board of Fire Services [13140 - 13147] (Heading of Article 2 amended by Stats. 1973, Ch. 1197.)</p> <p>13146.4. (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.</p> <p>(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.</p> <p>(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.</p> <p>(d) For purposes of this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.</p> <p>(Added by Stats. 2018, Ch. 854, Sec. 1. (SB 1205) Effective January 1, 2019.)</p>

Figure 3. **Health and Safety Code section 13146.4**^[06]

Although the importance of these inspections may be self-evident, we would like to emphasize the inherent wildfire risk in Santa Cruz County. It is prudent and extremely high value to exercise risk mitigation activities of this nature. Many buildings are old and therefore likely lack modern fire-retardant materials in their construction. Many are located in the Wildland Urban Interface,^[07] defined as:

... a place where "humans and their development meet or intermix with wildland fuel." Communities that are within 0.5 miles (0.80 km) of the zone are included.^[08]

Inspections ensure adequate building entry and exit for both first responders and residents and help mitigate unfavorable conditions that could impede quick entry and exit. Inspections thus reduce the risk of possible prolonged exposure to smoke. When managed accordingly, the inspections of subdivision facilities such as hotels and apartments should not result in additional costs to the inspecting agency since California Health and Safety Code section 13146.2 allows collection of fees from those inspected to cover costs of the inspection.^[09]

Scope and Methodology

The scope of this investigation has been limited to assessing Santa Cruz County Fire agencies' compliance with the California Health and Safety codes referenced above based on inspection reports, interviews, inspection tracking ledgers, and governing board resolutions. It does not address the quality of the inspections. The Grand Jury may make observations based on reports and inspection frequency, citations, and re-inspections. The investigation did not address if fees were collected for inspections.

A California State Auditor's database on school populations was used to determine the number of students per school. This was done to provide context to a missed inspection. Inspection data was tabulated and assessed for compliance per the codes referenced above. In some cases, when inspection plans had fewer facilities listed than expected, Google Maps was used to identify facilities not in the plan but within the jurisdiction of the agency. The compilation of the inspection reports or ledgers is

detailed later in this document. Yearly facility inspections that were believed to be incomplete and thus non-compliant with the annual inspection requirement were highlighted in yellow or red. Red was used for schools where there was no evidence of inspection in 2020, or for residence categories where over 30% were not inspected within the last year.

Investigation

Given the importance of the fire safety inspection and reporting mandate from state law, the Grand Jury felt it prudent to assess the jurisdictions with the most facilities and their ability to be compliant with the mandate. We assessed six of the 13 agencies serving Santa Cruz County for information regarding these inspections. These six agencies were thought to have the greatest quantity of facilities requiring inspection in their jurisdiction; the six agencies include:

- Aptos-La Selva & Central Fire Protection Districts
- Scotts Valley Fire District
- Santa Cruz County Fire
- Felton Fire District
- City of Santa Cruz Fire Department
- City of Watsonville Fire Department

In most cases we were able to assess compliance or non-compliance of inspections. Compliance of reporting to the governing body by all agencies (or jurisdictions) cannot be assessed until the end of 2020 or until all boards have been reported to.

Aptos La Selva and Central Fire Districts

Aptos La Selva Fire District and Central Fire District have organizationally merged. (See [Appendix B](#)). Although they still have separate and independent governing bodies, they have restructured their organizations to perform as one, providing operational and administrative efficiencies.^[10] These efficiency gains are evident in the number of inspections, citations, and reinspections performed. The inspection report information received from this district was the most organized and provided the most insight into what appeared to be a highly robust inspection and reporting process. The two districts share a common inspection and reporting database.^{[11] [12]} All schools in the Aptos District were inspected in 2019 including preschools and daycares.^[13] Tables 1 and 2 below present a summary of inspection results for 2019 done by Aptos - La Selva and Central respectively. Even though not all inspections of non-school facilities were completed in 2019, the abundance of citations, re-inspections, and resulting improvements should pay off in the years ahead in both reduction of risk and the number of reinspections. Of particular concern is the surprising number of facilities that failed inspection for all types, shown as “non-compliant.”

Table 1

Aptos La Selva Fire and Safety Inspections				
Facility Type	Department Identified	Inspected 2019	Uninspected 2019	Uninspected 2019
Apartment	33	26	7 (2)	21% (2)
Residential Care	7	5	2 (2)	29% (2)
Hotel-Motel	7 (1)	6	1 (2)	14% (2)
School or Daycare	15	15	0	0%
Total	62	52	10 (2)	16% (2)

(1) One large facility required 22 inspections or reinspections in 2019
 (2) Inspections performed first quarter of 2020
 Reinspections not in counts

Source: Grand Jury's Summary of Aptos-La Selva Fire & Safety Inspection Report^{[14] [15]}

Table 2

Central Fire and Safety Inspections				
Facility Type	Department Identified	Inspected 2019	Uninspected 2019	Uninspected 2019
Apartment	50 (1)	50	- (-1)	- (1)
Residential Care	7	5	2	29%
Hotel-Motel	17	14	3	18%
School or Daycare	51	36	15 (2)	29%
Total	75	105	20	

(1) Apartment facility category was not evaluated for completeness
 (2) Uninspected were of type preschool, kindergarten, or daycare facilities
 Reinspections not in counts

Source: Grand Jury's Summary of Central Fire District Inspections^[16]

Scotts Valley Fire District

The Scotts Valley Fire District serves a population of over 20,000 people, approximately twice the size of the City of Scotts Valley population.^[17] The Scotts Valley Fire District asserts that it is in compliance with mandated annual safety inspections for facility types requiring inspection (schools, hotels, care homes, etc.). This is asserted in a Board of Directors for the Scotts Valley Fire District resolution on January 8, 2020 ([Appendix C](#)) stating that the district has twenty-two of these types of facilities and that all twenty-two inspections were conducted as required. The district also sent a record documenting the results of the completed inspections.^[18]

However, the Grand Jury found 30 advertised schools, preschools, daycares, private schools, apartment complexes, and hotels/inns advertising for business. One very large

adult overnight learning center which is advertised to be able to sleep 377 guests at a time, was not on the list of 22 facilities inspected.^[19] As such, we are concerned that the inspection plan is incomplete and that the Scotts Valley Fire District may not be as compliant as it believes it is.^[20]

Santa Cruz County Fire

Table 3 presents a summary of inspection results for Santa Cruz County Fire. County Fire inspected five schools in its jurisdiction in 2019 and three schools in 2018.^[21] One school within its jurisdiction, Bradley Elementary, was not included on the inspection list. County Fire did not inspect any multi-family residences on its inspection list in 2018 or 2019.^{[22] [23]} While only two multi-family residences were listed, the Grand Jury identified nine other residences in the jurisdiction that were not on the inspection list. Also worth noting, 64 additional businesses were on its inspection list and only 11 of those businesses were inspected over the two year period of calendar year 2018 through 2019.^[24] Of the 64 other businesses identified on the County Fire inspection ledger, only two were inspected in 2019 and nine in 2018.^[25] We have no evidence that the Santa Cruz County Board of Supervisors has received a 2019 compliance report yet.

Table 3

Santa Cruz Fire and Life Safety Inspections					
Facility Type	City Identified	Inspected 2018	Inspected 2019	Uninspected 2019	Uninspected 2019
Apartments	282	98	41	241	85%
Residential Care	5	5	5	0	0%
Hotels	50	24	31	19	38%
Institutional	9	7	9	0	0%
Schools	36	5	12	24	67%
Total	382	170	102	280	73%

Note: Annual requirement for inspections began Jan 1, 2019; 2018 data provided for reference.

Source: Grand Jury's Summary of Santa Cruz County Fire & Safety Inspections^[26]

Felton Fire District

With an enrollment of 2,217 students, four of the six schools of the San Lorenzo School District fall within the jurisdiction of the Felton Fire District.^[27] Felton Fire District was unable to provide a record of inspections to the Grand Jury. Inspections were performed but, as the Felton Fire District admits, performed in an ad-hoc, non-systematic manner that lacked record keeping. Felton Fire District is aware of its non-compliance and is actively taking steps to remedy this situation and be compliant by January 2021. It also has a goal of best practice transparency by publishing its inspection report on its website.^[28]

City of Santa Cruz Fire Department

The City of Santa Cruz has the largest population base of all the cities, towns and villages in Santa Cruz County. It is also a destination city and in proximity to a University of California campus, and as such has a large number of hotels and apartment buildings.

According to the Santa Cruz City Fire Department,^[29] 24 of 36 schools (67%) in its district were uninspected in 2019 and 86% were uninspected in 2018. Of the 36 schools, 16 are in the Santa Cruz School District serving 7,000 students.^[30] Of the 282 apartments on the City of Santa Cruz Fire Department's inspection list, only 41 were inspected for a non-compliance percentage of 85%.^[31] Of the 50 hotels, 19, or 38%, were uninspected.^[32] The Grand Jury did not analyze if the inspection list was in fact complete. We would like to note however that there was no change in the City of Santa Cruz Fire Department's total facility counts for calendar years 2018 and 2019. It is a concern that the count of 382 total facilities to inspect notated as "Existing" in Table 4 did not change from 2018 to 2019. We would also like to note that the facility inspections for these state mandated annual inspection categories decreased from 2018 to 2019 by 40%.

Table 4

Santa Cruz Fire and Life Safety Inspections					
Facility Type	Existing	Inspected 2019	Inspected 2018	Uninspected 2019	Non- compliance
Apartments	282	41	98	241	85%
Residential Care	5	5	5	0	0%
Hotels	50	31	24	19	38%
Institutional	9	9	7	0	0%
Schools	36	12	5	24	67%
Total	382	102	170	280	73%

Note: Annual requirement for inspections began Jan 1, 2019; 2018 data provided for reference.

Source: Grand Jury's Summary of City of Santa Cruz Fire & Safety Inspections^[33]

We were unable to find a public record that the governing body, the City Council of Santa Cruz, had been notified of the level of non-compliance. As such, we are very concerned that this gap may not be addressed during the 2021 budgeting cycle.

City of Watsonville Fire Department

With over 11,000 students, the City of Watsonville has more students than any other city in Santa Cruz County.^[34] There are 16 schools on the City of Watsonville Fire Department's inspection list. Of the 16 schools, 13 were inspected in 2019.^[35] Those uninspected in 2019 were inspected in 2018. The Grand Jury identified four schools with a total enrollment of over 2,500 students that were not on the City of Watsonville

Fire Department's inspection list and are identified in Table 5. There was insufficient time before this report publication to reconcile the absence of those four schools. ([Appendix D](#))

Table 5

Watsonville Fire & Safety Inspections							
Facility Type	Total	Un-identified (1)	Identified	Inspected 2018	Inspected 2019	Uninspected 2019	Uninspected 2019
Apartment	42		42	23	29	13	31%
Motel/Hotel	9	5	4	0	4	5	56%
Residential Care	3		3	2	3	0	0%
Schools	20	4	16	12	13	7	35%

(1) Grand Jury identified facilities not on County Fire inspection plan

Note: Annual requirement for inspections began Jan 1, 2019; 2018 data provided for reference

Source: Grand Jury's Summary of the City of Watsonville Fire & Safety Inspections^[36]

Watsonville has a large number of apartment buildings. Even though 29 were inspected in 2019, there were 13 that remained uninspected. The City of Watsonville Fire Department inspected all hotels and motels on its inspection list. However, five hotels were missing from the list, indicating the list is not updated frequently enough. Also absent from the inspection list were private preschools, kindergartens and daycare facilities.

The City of Watsonville Fire Department intends to notify its governing body of compliance status at the scheduled June 6th, 2020 City Council Session. We find that this is very late in the 2021 budgeting cycle to provide such a report for a city with such a large degree of non-compliance and safety risk.

Investigation Epilogue

As a frame of reference to provide perspective on the uninspected facilities, we tallied the inspection results for the Central Fire District. We did this to emphasize the value of inspections and the fact that robust inspections really do identify safety issues. Table 2 above shows the results for 2019 for the Central Fire District; adding the statistics for 2018 (for reference, as no compliance was required), over 200 inspections were performed in total. The Grand Jury's analysis shows over 40% of the facilities inspected failed inspection and close to 20% were given a correction notice. Of the 51 schools inspected, 11 resulted in a failed inspection or a correction notice issued. These data highlight the importance that regular inspections be prioritized and performed by fire agencies, and that leadership hold agencies accountable for inspections and compliance.^[37]

Findings

- F1.** The City of Santa Cruz Fire Department has not adequately inspected all schools, hotels, apartments, and licensed residential care facilities for fire and safety per California Health and Safety Code sections 13146.2, 13146.3, 13146.4, and 171921(b).
- F2.** The City of Watsonville Fire Department has not adequately inspected all schools, hotels, apartments, and licensed residential care facilities for fire and safety per California Health and Safety Code sections 13146.2, 13146.3, 13146.4, and 171921(b).
- F3.** The Felton Fire District has not adequately accounted for the inspection of all schools, hotels, apartments, and licensed residential care facilities for fire and safety per California Health and Safety Code sections 13146.2, 13146.3, 13146.4, and 171921(b).
- F4.** Santa Cruz County Fire has not adequately inspected all schools, hotels, and apartments for fire and safety per California Health and Safety Code sections 13146.3, 13146.4, and 171921(b).
- F5.** Fire Agencies serving the incorporated and unincorporated areas of Santa Cruz County have not adequately reported inspection performance and the inherent risk associated with a performance gap to residents and leadership external to the governing body.
- F6.** Fire agencies serving the incorporated and unincorporated areas of Santa Cruz County would benefit by sharing technology and processes and at times personnel, in fulfilling fire inspection requirements.
- F7.** Reporting gaps in fire inspection performance to a governing body annually at a time when that governing body is completing its budgeting process makes making budget adjustments prior to budget adoption unnecessarily challenging and may result in delay.
- F8.** Scotts Valley Fire District resolution 2020-2 is at risk of being non-compliant based on a survey of businesses and organizations consistent with California annual inspection code requirements.

Recommendations

- R1.** Fire agencies serving the incorporated and unincorporated areas of Santa Cruz County should comply, as soon as possible, with state health codes for fire and safety inspections and reporting. Specifically, California Health and Safety Code sections 13146.2, 13146.3, 13146.4, and 171921(b). (F1–F4, F8)
- R2.** Fire agencies serving the incorporated and unincorporated areas of Santa Cruz County should, as soon as possible, ensure inspection plans reflect all facilities that fall under California Health and Safety Code sections 13146.2, 13156.3, and 171921(b). (F1–F5,F8)

- R3.** Fire agencies serving the incorporated and unincorporated areas of Santa Cruz County should, by January 2021, publish a summary of annual inspection findings on their websites. (F1–F5, F7, F8)
- R4.** The County of Santa Cruz and the City Fire Departments in the County should notify appropriate County or City leadership of the resources necessary to be compliant with inspection requirements early enough to be addressed during the agency’s annual budgeting process. (F7)
- R5.** The County and City fire agencies should amend their mutual aid agreements to provide for sharing of technology and inspection resources by June 30, 2021. (F6)
- R6.** The County of Santa Cruz County Office of Education should by January 2021 begin reviewing fire inspection reports for the schools in their jurisdiction annually at a minimum and ensure that School District leadership do the same. (F1–F5, F8)

Commendations

- C1.** The Aptos and Central Fire Districts are commended for the persistence shown in their safety citations, re-inspections, and consistency of reporting.

Required Responses

<i>Respondent</i>	<i>Findings</i>	<i>Recommendations</i>	<i>Respond Within/ Respond By</i>
Felton Fire Protection District Board of Directors	F3, F5, F6	R1–R3, R5	90 Days September 23, 2020
Scotts Valley Fire Protection District Board of Directors	F5, F6, F8	R1–R3, R5	90 Days September 23, 2020
Aptos-La Selva Fire Protection District Board of Directors	F5, F6	R1–R3, R5	90 Days September 23, 2020
Central Fire Protection District Board of Directors	F5, F6	R1–R3, R5	90 Days September 23, 2020
Santa Cruz County Board of Supervisors	F4–F7	R1–R5	90 Days September 23, 2020
Santa Cruz City Council	F1, F5–F7	R1–R5	90 Days September 23, 2020
Watsonville City Council	F2, F5–F7	R1–R5	90 Days September 23, 2020
Santa Cruz County Board of Education	F5	R6	90 Days September 23, 2020

Requested Responses

<i>Respondent</i>	<i>Findings</i>	<i>Recommendations</i>	<i>Respond Within/ Respond By</i>
Santa Cruz County Director of General Services	F1, F5	R1–R4	90 Days September 23, 2020

Defined Terms

- **Wildland Urban Interface (WUI):** a place where humans and their development meet or intermix with wildland fuel. Communities that are within 0.5 miles (0.80 km) of the zone are included.

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Websites

California Legislative Information website

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

California Department of Education Data Quest website

<https://dq.cde.ca.gov/dataquest/>

Appendix A

Senate Bill No. 1205

CHAPTER 854

An act to add Section 13146.4 to the Health and Safety Code, relating to fire protection.

[Approved by Governor September 27, 2018. Filed with Secretary of State
September 27, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 1205, Hill. Fire protection services: inspections: compliance reporting.

Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 13146.4 is added to the Health and Safety Code, to read:

13146.4. (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

Figure A1. **Senate Bill 1205 - California Health and Safety Code 13146.4**^[38]

Appendix B

Central Fire District and Aptos La Selva Fire District

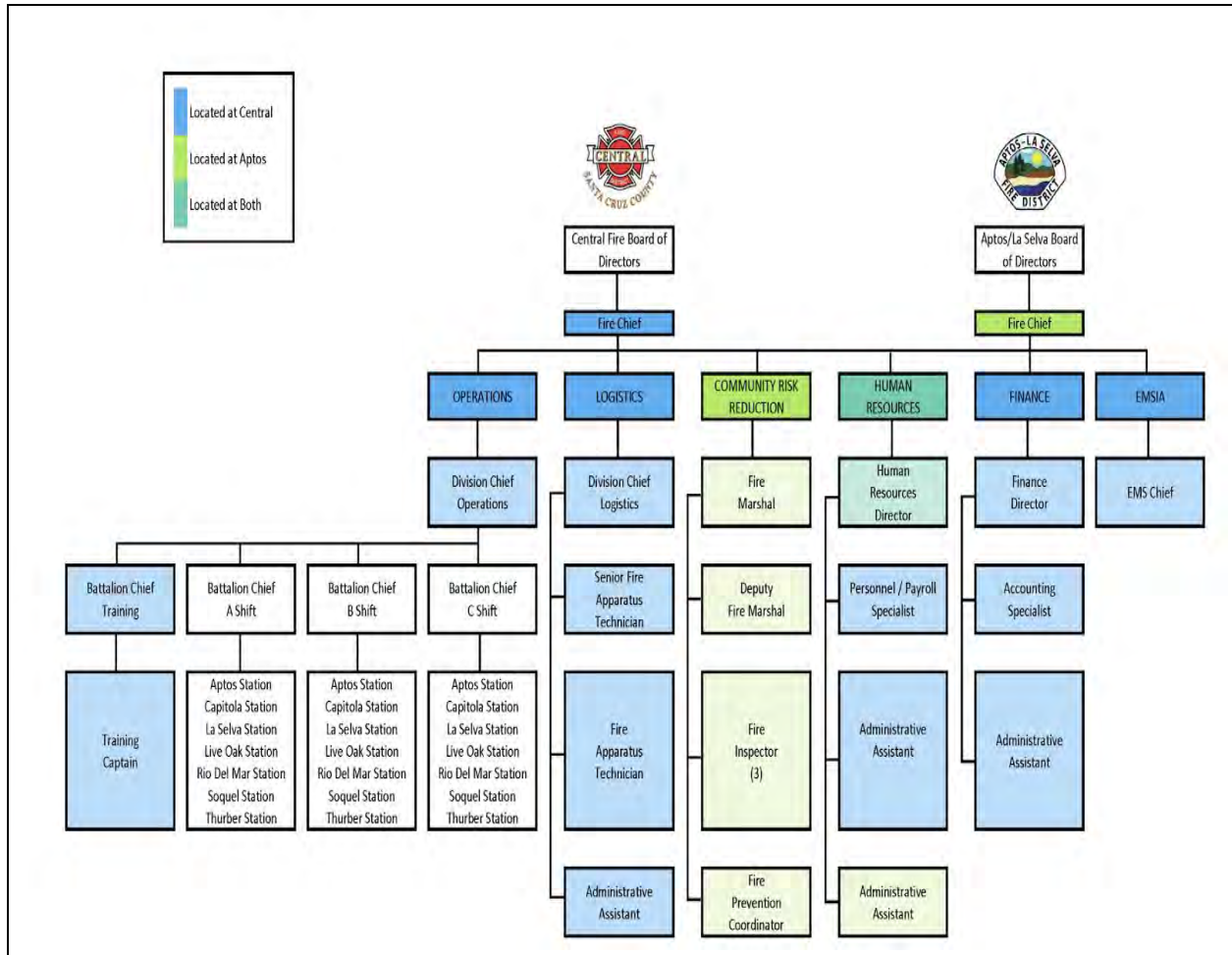


Figure B1. **Merged Organization Chart** ^[39]

Appendix C



SCOTTS VALLEY FIRE PROTECTION DISTRICT				
RESOLUTION NO. <u>2020-2</u>				
<u>RESOLUTION TO REPORT STATE MANDATED FIRE INSPECTIONS</u>				
<p>WHEREAS, in accordance with Senate Bill 1205 (SB 1205), it is the responsibility of the Fire District to report to Board of Directors the state mandated inspections identified, assigned to and completed by Fire District personnel; and</p>				
<p>WHEREAS, the current state mandated total within the Scotts Valley Fire Protection District is identified as 22. These are comprised of E (Educational), I (Institutional), R1 (Hotels and Motels), R2 (Apartments);</p>				
<p>NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that as of the date on this resolution, a total of 22 inspections have been completed for 2019. The Fire District is resolved to complete 100% of known state mandated inspections on an annual basis in accordance with SB 1205.</p>				
<p>PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 8th day of January 2020, by the following vote:</p>				
	<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Director Robert Campbell	X			
Director Edward Harmon	X			
Director Joseph Parker	X			
Director Russ Patterson	X			
Director Daron Pisciotta	X			
ATTEST:				
	Steve M. Kovacs Board Secretary		Daron Pisciotta Board President	

Figure C1. Scotts Valley Fire Protection District Resolution 2020-2^[40]

Appendix D
Grand Jury Derived
Summary of City of Watsonville Fire & Safety Inspections

Watsonville Fire Code & Safety Inspection of Schools						
School	Enrollment	Type	District	Frequency	last inspected	Compliant as of 1/1/2020?
Calabasas Elementary School	653	Public K-5th	Pajaro Valley	uninspected	unknown	No
E.A Hall Middle School	682	Public 6-8th	Pajaro Valley	uninspected	unknown	No
Pajaro Middle School	553	Public 6-8th	Pajaro Valley	uninspected	unknown	No
T.S. MacQuiddy Elementary	635	Public K-5th	Pajaro Valley	uninspected	unknown	No
Linscott Charter Elementary School	279	Charter K-5th	Pajaro Valley	bi-annual	2018	No
Landmark Elementary School	572	public K-5th	Pajaro Valley	bi-annual	2018	No
Green Valley Christian	unknown	Private K-8th	Private	bi-annual	2018	No
Ceiba College Prep Academy	525	Charter	Pajaro Valley	bi-annual	2019	Yes
H.A.Hyde Elementary School	548	Public K-5th	Pajaro Valley	bi-annual	2019	Yes
Pacific Coast Charter	302	Charter	Pajaro Valley	bi-annual	2019	Yes
Moreland Notre Dame	unknown	Private K-8th	Private	bi-annual	2019	Yes
Ann Soldo Elementary School	553	Public K-5th	Pajaro Valley	yearly	2019	Yes
Cezar E Chavez Middle School	655	Public 6-8th	Pajaro Valley	yearly	2019	Yes
Freedom Elementary School	669	Public K-5th	Pajaro Valley	yearly	2019	Yes
Mintie White Elementary	658	Public K-5th	Pajaro Valley	yearly	2019	Yes
New School Community Day	65	Public Continua	Pajaro Valley	yearly	2019	Yes
Pajaro Valley High School	1524	Public 9-12th	Pajaro Valley	yearly	2019	Yes
Radcliff Elemenatary	570	Public K-5th	Pajaro Valley	yearly	2019	Yes
Watsonville High School	2300	Public 9-12th	Pajaro Valley	yearly	2019	Yes
Rolling Hills Middle School	711	Public 6-8th	Pajaro Valley	yearly	2019	Yes
Starlight Elementary	666	Public K-5th	Pajaro Valley	yearly	2019	Yes

Figure D1. City of Watsonville School Inspections^[41]

Hotels & Inns not on Watsonville Fire Dep. Inspection List	
Comfort Inn	112 Airport Blvd, Watsonville, CA 95076
Red Roof Inn	1620 W Beach St, Watsonville, CA 95076
Resestar Residential Hotel	15 W Lake Ave, Watsonville, CA 95076
Royal Inn	781 Freedom Blvd, Watsonville, CA 95076
Economy Inn	584 Auto Center Dr, Watsonville, CA 95076

Figure D2. City of Watsonville Hotels not on Inspection List^[42]



**The 2019–2020 Santa Cruz County Civil Grand Jury
Requires that the
Santa Cruz County Board of Education
Respond to the Findings and Recommendations
Specified in the Report Titled
Fire and Safety Inspections in Santa Cruz County
by September 23, 2020**

When the response is complete, please

1. Email the completed Response Packet as a file attachment to grandjury@scgrandjury.org, and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher
Santa Cruz Courthouse
701 Ocean St.
Santa Cruz, CA 95060

Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
 - a. **AGREE** with the Finding, or
 - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
 - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
 - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
 - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
 - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

Validation

Date of governing body's response approval: _____

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F5. Fire Agencies serving the incorporated and unincorporated areas of Santa Cruz County have not adequately reported inspection performance and the inherent risk associated with a performance gap to residents and leadership external to the governing body.

☐ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☒ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

I do not think this Finding applies to the County Office of Education as it pertains to the Fire Agencies responsibilities to report inspection performance and inherent risks. The Fire Districts would be the appropriate respondents for this finding.

Recommendations

R6. The County of Santa Cruz County Office of Education should by January 2021 begin reviewing fire inspection reports for the schools in their jurisdiction annually at a minimum and ensure that School District leadership do the same. (F1, F2, F3, F4, F5, F8)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☒ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

We will work with our school districts to review inspection reports at least annually starting no later than January 2021.

Penal Code §933.05

1. For Purposes of subdivision (b) of §933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - a. the respondent agrees with the finding,
 - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of §933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
 - a. the recommendation has been implemented, with a summary regarding the implemented action,
 - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
 - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
 - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action



Information

TO: Santa Cruz County Board of Education

FROM: Dr. Faris Sabbah, County Superintendent of Schools

SUBJECT: Grand Jury Honoring Commitments to the Public Report

BACKGROUND

The 2019-2020 Santa Cruz Grand Jury investigated whether respondents to the 2016-2017 Grand Jury reports honored their commitments. The respondents either affirm analysis of report recommendations within a specified time in the future. They found that generally, organizations fulfilled the commitments they made to the public. The Board will be asked to review and respond to the report.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve the proposed response which agrees with the report findings and promises to publish the public portions of School Safety Plans on school websites no later than December 31, 2020.

FISCAL IMPLICATIONS:

None.



Honoring Commitments to the Public

Review of 2016–17 Grand Jury Report Responses

Summary

The 2019-20 Santa Cruz County Grand Jury investigated whether respondents to 2016-17 Grand Jury reports honored their commitments. The respondents either affirm analysis of report recommendations within six months or implementation of recommendations within a specified time in the future. We found that generally, organizations fulfilled the commitments they made to the public. Each section of this report will describe the methodology the Grand Jury used to confirm commitment, follow-through, and the findings and recommendations for future action.

The value of the Grand Jury investigation and report process comes from the actions taken and sustained.

We note that all organizations are required to create a formal record of the actions they took, and continue to take, to address Grand Jury recommendations, and to share those records with the public.

Background

Each year the Grand Jury investigates local government organizations, makes findings, and then recommends how those organizations can serve the community more effectively and efficiently. The law requires the investigated organizations to respond to the findings and recommendations in writing. The investigated organizations receive a response packet that includes the instructions as shown in [Appendix A](#).

All reports were responded to in the required time frame in 2017. Readers interested in a more comprehensive look at the Grand Jury report and responses are encouraged to read the original 2017 report and the original responses from 2017. All may be found in the County's Grand Jury 2016-17 reports archive.^[1]

This report seeks to hold the government respondents accountable to the public and to their documented commitments by researching the follow up actions and providing a view of the impact those actions have had on the effectiveness of the government. The commitments made in 2017 have now had sufficient time to bear fruit. Thus, we report them now.

Note: Any interview requests and further document requests were put on hold by the Grand Jury in Spring of 2020 due to the COVID-19 virus pandemic. Our report presented here was developed prior to this time. Government agencies' and officials' very valuable time and resources are clearly needed to deal with this public health crisis.

Scope and Methodology

The Grand Jury requested documents to determine whether respondents took the actions indicated in their replies to the 2016-17 Grand Jury report recommendations. Table 1 summarizes the original 2017 report responses by investigative report and category of response – either to undertake “further analysis within six months” or to implement the recommendation at a specified time “in the future.” The table does not include “Has been implemented” or “Will not be implemented” responses.

Note again that the “Jails in Santa Cruz County” report was not included in the scope of this report. The Grand Jury is required by the Penal Code to inspect all jails facilities annually, and this oversight continues consistently from year to year. The Grand Jury notes that regarding the recommendation for drug scanners to be analyzed and implemented, the Sheriff's Department installed a scanner in the main jail in 2019. This action is commendable.

Specifics of each investigation will be covered in separate sections of this report, along with details on methodology, and recommendations for further follow-up to ensure that commitments and actions persist over time.

Table 1: Summary of Responses to 2016-17 Investigative Report Recommendations which the 2019-20 Grand Jury Reinvestigated

2016-17 Grand Jury Report Title (link is to report section)	Respondent	Response: “Requires Further Analysis” within 6 Months	Response: Recommendation “Will Be Implemented in the Future”
Every Vote Counts - A Look at Our County Elections Department ^{[2] [3] [4]}	Santa Cruz County Board of Supervisors	—	R3
	Santa Cruz County Clerk	—	R1, R2
Soquel Union Elementary School District and the Brown Act ^[5]	Was not examined in this report.		
Assessing the Threat of Violence in our Public Schools ^{[6] [7] [8] [9] [10] [11] [12]}	Santa Cruz County Superintendent of Schools	R4	R1, R2, R3, R7
	Santa Cruz County Sheriff	—	R2, R3, R5
	City of Capitola Police Chief	—	R5, R8
	City of Santa Cruz Police Chief	—	—
	City of Scotts Valley Police Chief	—	R8
	City of Watsonville Police Chief	—	—
Pajaro Valley Unified School District Bond Measure L ^{[13] [14]}	PVUSD Board	R8	—
Sharper Solutions - A Sticky Situation That Won't Go Away ^{[15] [16] [17]}	Santa Cruz County Board of Supervisors	R4, R6, R7, R8, R9	—
	Santa Cruz County Health Services Agency Director	R6, R7, R8, R9	R1, R2
Jails in Santa Cruz County ^[18]	Was not examined in this report.		
Santa Cruz Metropolitan Transit District - The Bus Stops Here ^{[19] [20] [21]}	Santa Cruz Metropolitan Transit District Board	—	—
	Santa Cruz Metropolitan Transit District CEO	R9, R10, R11, R12	R14

Investigation

This Investigation section is a composite of five separate report follow-ups. Each section below, denoted by its respective report title, contains the recommendations made in the 2016-17 reports, and the responses to those recommendations. The 2019-20 updates are then provided from each of the respondents as to whether they did take those actions as pledged.

Report Title: *Every Vote Counts: A Look at Our County Elections Department*

The 2016-17 Grand Jury conducted a thorough examination of our County elections procedures. The inquiry ran the gamut from intensive training of staff and volunteers; election preparation; equipment programming, security, and testing; voter registration (including military, overseas, increasingly popular vote-by-mail, and early voting); logistics and mobilization for election day; and the complexities of vote tabulation and reporting. Important post-election activities such as provisional ballots review, random precinct audits, and touchscreen vote audits that further ensure the integrity of the election results were explored. The Grand Jury enjoyed the full cooperation of the County Elections Department throughout the extensive investigation, and commended the Department's diligence, dedication, and impressive professionalism. The Grand Jury also commended the Election Department's website, **votescount.com**,^[22] a comprehensive and valuable public resource.

The report concluded with seven findings and made three recommendations that required responses from the County Clerk and the County Board of Supervisors.

For purposes of the current report, the Grand Jury requested that both Respondents demonstrate that the promised actions have now been fully implemented—a particularly timely request in this 2020 election year.

Recommendations made to the Santa Cruz County Clerk:

- R1.** *Continue to be proactive in evaluating voting systems that are safe, efficient, and available.*

The County Clerk responded to **R1** with a pledge of future implementation:

As new systems become available, we will participate in evaluating them. After 2018 and the implementation of the Vote Center model in a few counties in California, Santa Cruz will need to determine if we want to pursue a Vote Center model or the current polling place model. The type of voting model will impact our voting system needs. We anticipate putting together a voter advisory group in 2018 to assist us as we evaluate our options.

- R2.** *Once USB drives or other equipment have been connected to the County network, do not reattach to the offline vote counting systems.*

The County Clerk's response affirmed that this recommendation already was implemented for future use:

We have purchased additional USB drives and now have procedures in place to use a USB drive only once when taking data from our vote counting system and loading it onto the county network.

Recommendation made to the Santa Cruz County Board of Supervisors:

R3. *Identify and budget requisite funds for replacement of outdated election equipment once it has been certified (state certified, federally qualified).*

The Board of Supervisors responded to **R3** with a pledge of future implementation, adding "The Board understands the need for election equipment upgrades."

2020 Status Update: Were commitments fulfilled?

In October 2019, the County Clerk's Office visited the Grand Jury to explain the new voting system operation and discuss various aspects of the election cycle - a presentation similar to several offered to the public at large to acquaint them with the new system.

More recently, answering the Grand Jury's request for a 2020 status update, Respondents provided the following additional information on improvements to Santa Cruz County election equipment and procedures:

- Two federally qualified and state certified systems were offered to the County by the California Secretary of State.^{[23] [24]}
- A Decision Group was formed, consisting of members from County Counsel, General Services, and Voter Accessibility Advisory Committee.^[25]
- Formation of the Voter Advisory Group (originally planned for 2018) was delayed; the Elections Department plans to assemble the promised Citizen Advisory Group in 2021.^[26]
- Of the two systems approved by the Secretary of State, Dominion Voting Systems was chosen, based largely on the long-established relationship of trust with the vendor.^[27]
- A Staff Memo written by the County Clerk, and with approval recommended by County Administrative Officer, was presented to the Board of Supervisors at a regular public meeting on June 25, 2019.^[28]
- June 25, 2019 Minutes indicate that the Board of Supervisors unanimously approved the voting system lease agreement.^{[29] [30]}
- Deciding to opt out of the Vote Center model, the Elections Department instead developed a hybrid model of traditional polling sites plus ten Voter Service centers - the hybrid system functioned smoothly and efficiently in the March primary election.^[31]
- Some modifications and refinements to this hybrid model are anticipated to further improve efficiency and accessibility for voters.^[32]

In its update, the County Administrative Office (responding on behalf of the Board of Supervisors) simply confirmed that “New election equipment has been certified, leased, and deployed for use during the March 2020 Presidential Primary Election”,^[33] providing a link to the Elections Department website “votescount.com” for more information.^[34]

In conclusion, we find that three recommendations were made, and three responsive commitments were fulfilled. Based on the Decision Group evaluation of voting system options, the memo and presentation by the County Clerk, and the County Administrator’s recommendation, the Board of Supervisors approved the new contract and service agreement for the new voting system. The County Clerk completed all actions promised by immediately correcting a USB drive security vulnerability, and by evaluating available voting systems and efficiently transitioning to the updated system, successfully implementing its use in the Countywide primary election of March 2020.

Report Title: *Assessing the Threat of Violence in our Public Schools*

The 2016-17 Santa Cruz County Grand Jury investigated the readiness of our 10 public school districts, the County’s alternative education sites, and their respective law enforcement agencies to respond effectively to threats of targeted school violence. State law requires all public school districts and county offices of education to develop a comprehensive school safety plan.

2020 Status Update: Were Commitments Fulfilled?

The Grand Jury reports and responses of 2016-2017 has been the primary source of information used to examine whether or not the respective agencies fulfilled their commitments to implement recommended actions.^[35] In addition, a Santa Cruz County Grand Jury report was issued in 2018^[36] to review and confirm the first step: the development and documentation of a comprehensive Countywide threat plan (‘The Plan’).^[37] In that report, additional information about the Plan and the training was provided by the County Office of Education (COE). The 2018 investigation only looked at the COE and the Santa Cruz County Sheriff’s Office (CSO)’s compliance with their responses and the development of the threat assessment plan. It did not analyze or evaluate the agencies’ plans or preparations for physically securing school sites in a threat situation. This report takes that step.

We reviewed the Offices of Education websites for publicly available information and documentation, and requested documentation from the boards and law enforcement agencies to confirm actions taken as outlined in the plans. Training materials were reviewed as well as training roster attendance. As one benchmark with which to compare, the similar report made by the San Diego County Grand Jury was reviewed for best practices and opportunities to further improve.

In reviewing the 2019 report of the San Diego County Grand Jury "School Safety in San Diego County - How Prepared Are We for Another Active School Shooting?"^[38] we extract these key references and observations:

- The Naval Postgraduate School's Center for Homeland Defense and Security created a K-12 school shooting in America database^[39] that showed 2018 had the greatest number of incidents since 1970, and that California was one of the top three states for school shootings.^[40]
- School safety is a highly complex issue to which there is no universal, inexpensive or foolproof solution. Protecting children, teachers and staff members involves considering and planning for several dozen possible crisis scenarios...although the probability is low for a school shooting to occur, it is imperative that our schools be reasonably prepared for the possibility of such an event.
- All San Diego County schools in the Grand Jury study claimed to have conducted or have scheduled drills within the current school year on emergency procedures directed towards intruders on campus, but not specifically armed assailants.

These are very consistent with the reports of the Santa Cruz County Grand Jury. The Naval Postgraduate School site includes access to their newsletter with periodic updates on new incidents, analysis of trends, historical case studies, and other findings.

In the review of County of Santa Cruz and City of Santa Cruz education department websites, an example of a very robust action plan and implementation was seen from the City of Santa Cruz school safety plan,^[41] going well beyond the initial, albeit well done, Countywide plan.^[42] Annual retraining and other actions are not publicly posted by the County, as is called for in the City of Santa Cruz plan.

In June 2018 the Grand Jury published a follow-up report on the Countywide plan.^[43] Their recommendation was:

The COE and CSO should continue to work together to ensure that our schools and law enforcement agencies have up-to-date resources and training in threat response, assessment, and management.^[44]

Our current report finds that indeed, as the response in 2018 indicated, that follow-up has occurred. We solicited responses from the school and police authorities who had responded to the initial report, seeking proof of their follow through.

- The school board requirements were to assure a thorough plan and associated training were conducted. This was verified through documentation received from the County Superintendent's Office. Figure 1 below provides a summary.
- Additional evidence included:
 - Meeting rosters and confirmation of mental health training; an excerpt of the slide deck used in training is shown in Figure 2 below; the training summary is shown in Figure 3 below.
 - School threat topics on regular faculty agendas.

- Reviews conducted in planning meetings.
- Cross-district School Safety Partnership meeting reviews.
- Comprehensive school safety plans from schools across the County

Thank you for your inquiry into documentation substantiating the actions committed to within the December 2017 Santa Cruz Countywide Threat Assessment Plan. Representatives from each public school district in our County were trained on how to become active and competent trainers within their respective districts on this matter and subsequently now serve as an ongoing resource for their districts and school sites. Evidence and further information about these trainings are provided in the attached agendas and correspondence.

All districts have submitted evidence of their attendance at these trainings and implementation of the Plan at their sites. The Santa Cruz County Office of Education continues to convene quarterly meetings of the School Safety Partnership and is evidenced by the attached materials. These meetings are co-facilitated through a partnership between district superintendents and public safety entities including the Santa Cruz County Sheriff's Department, the Santa Cruz County Anti-Crime Team (SCCACT), Watsonville Police Department, Santa Cruz Police Department, and Fire Chiefs representing numerous jurisdictions.

Figure 1. **Overview of evidence provided by the County Superintendent of Schools' Office.**^[45]

Local Background and Authority

- Threat Assessment Covers: Threats of Violence by a Student
- Grand Jury Investigation (2016)
 - District
 - County
- Countywide Training: Legally Sound, Effective Guidelines for Responding to Student Threats of Violence (Spring 2017)
- Development of Santa Cruz Countywide Threat Assessment Plan (2017)
-

Figure 2. **Extract from the Santa Cruz County Office of Education Protocol Training Package with background on training and confirmation of commitment to Grand Jury recommendation to develop Threat Assessment Plan**^[46]

In addition to general meetings of the School Safety Partnership, we have launched a professional development series that offers in-depth training on important safety issues that affect students in our county. For the 2018-2019 school year, our professional development series covered the following topics: Threat Assessment Training, Introduction to Incident Command, Safety Plan Completion Workshop, LGBTQ+ Safety, Code Red (Active Shooter), and Drug Recognition: Signs and Symptoms. We also hosted a week-long active shooter scenario training in June 2019 which was made possible through our partnership with the UCSC Police Department. Scotts Valley High School hosted this training at their site.

Figure 3. **Training conducted by the County**^[47]

In addition, onsite visits conducted by the Grand Jury verified that teachers were trained, aware, and prepared for the eventuality of a threat. The law enforcement requirements were to assure assignment and participation by School Resource Officers (SROs). This was verified by documentation received from the respective law enforcement jurisdictions.^[48]

The Grand Jury has therefore found that the COE and CSO have honored their commitments made in the original report, and have made excellent and continued efforts to ensure safety in our schools.

Report Title: Pajaro Valley Unified School District Bond Measure L

In 2012, the voters of the Pajaro Valley Unified School District (PVUSD) voted to pass Measure L, a bond measure that allocated \$150 million to repair and upgrade the district's campuses. The 2016-17 Grand Jury investigated whether the PVUSD's Citizens' Oversight Committee (COC) was meeting its mandate for financial oversight of bond expenditures and its responsibility to inform the public about the expenditure of bond revenues.^[49] The 2019-20 Grand Jury sought to verify that the COC has been effectively informing the public, reporting to the PVUSD Board, and overseeing the projects.

2020 Status Update: Were Commitments Fulfilled?

Findings:

The PVUSD disagreed with the findings of the 2016-2017 Grand Jury report on 10 of the 11 findings presented. PVUSD provided detailed reasoning for their disagreements. The only finding PVUSD agreed with was #11, Board reporting may be greatly improved once PVUSD's new accounting and business software is implemented. PVUSD's response stated that as of June 8, 2016, PVUSD had purchased new bond reporting software. In April 2017, the new business software was fully implemented.^[50]

Recommendations:

The PVUSD claimed that most of the recommendations had already been implemented. This was the case for recommendations 1-6, and 9 and 10. They agreed that finding 7 required further analysis, and agreed to take the related recommendations (R3, R8) to the Board of Trustees for further analysis.

Recommendation 3 stated: “The District should provide the Trustees and COC a cumulative quarterly change order list, including budget impacts by project and by site.”

This Recommendation has been resolved. The PVUSD created the position of Public Information Officer,^[51] responsible for keeping the Board of Trustees, COC and other groups within the PVUSD and community apprised of important decisions and implementation taking place throughout the PVUSD.

Recommendation 10 stated: “The District should ensure its accounting software supports and enhances its efforts in meeting the financial reporting requirements of the California Education Code, the COC’s bylaws, and CalBOC’s best practices.”

This recommendation was resolved. PVUSD’s response stated that as of June 8, 2016, PVUSD had purchased new bond reporting software. In April 2017, the new business software was fully implemented.^[52]

The PVUSD disagreed with recommendation R8, which stated that the COC and the Trustees should meet quarterly to discuss recommendations for reducing costs in accordance with COC bylaws and California Education Code section 15278(b). The PVUSD said this would not be implemented because it is not warranted.

The California League of Bond Oversight Committees (CalBOC) has published a Best Practices document on School Bond Oversight Committee Operations Standards.^[53]

The 2019-2020 Grand Jury now sees that the COC informs the public, reports to the PVUSD Board, and oversees the project as evidenced on its website,^[54] which states “The Measure L Bond Citizens Oversight Committee (COC) ensures funds are adequately spent. Please visit [Citizens Oversight Committee Website](#) for information on meetings, agendas, minutes, and presentations.” The COC should review the CalBOC standards in order to determine how to comply and improve their communications for governance and community communications.

Report Title: Sharper Solutions - A Sticky Situation That Won’t Go Away

In the Grand Jury’s 2016-17 Syringe Services Program (SSP) Report, the Board of Supervisors (BoS) was required to respond to recommendations R4-R9 by September 25, 2017, and Health Services Administration (HSA) was required to respond to recommendations R1-R3, R5-R9 by August, 28 2017. During the 2019-20 grand jury term, these two agencies were asked to provide the current status of the recommendations they promised to implement or further analyze.^[55]

The goal of this implementation report is to determine if the pledges made in 2017 by the HSA and BoS have been fulfilled. The Grand Jury was encouraged to see that many of the Grand Jury's 2016-17 SSP report's findings and recommendations were included in the HSA's Syringe Services Program 2017-2019 Biennial Report^[56] and in subsequent reporting to the BoS (see Figure 4).

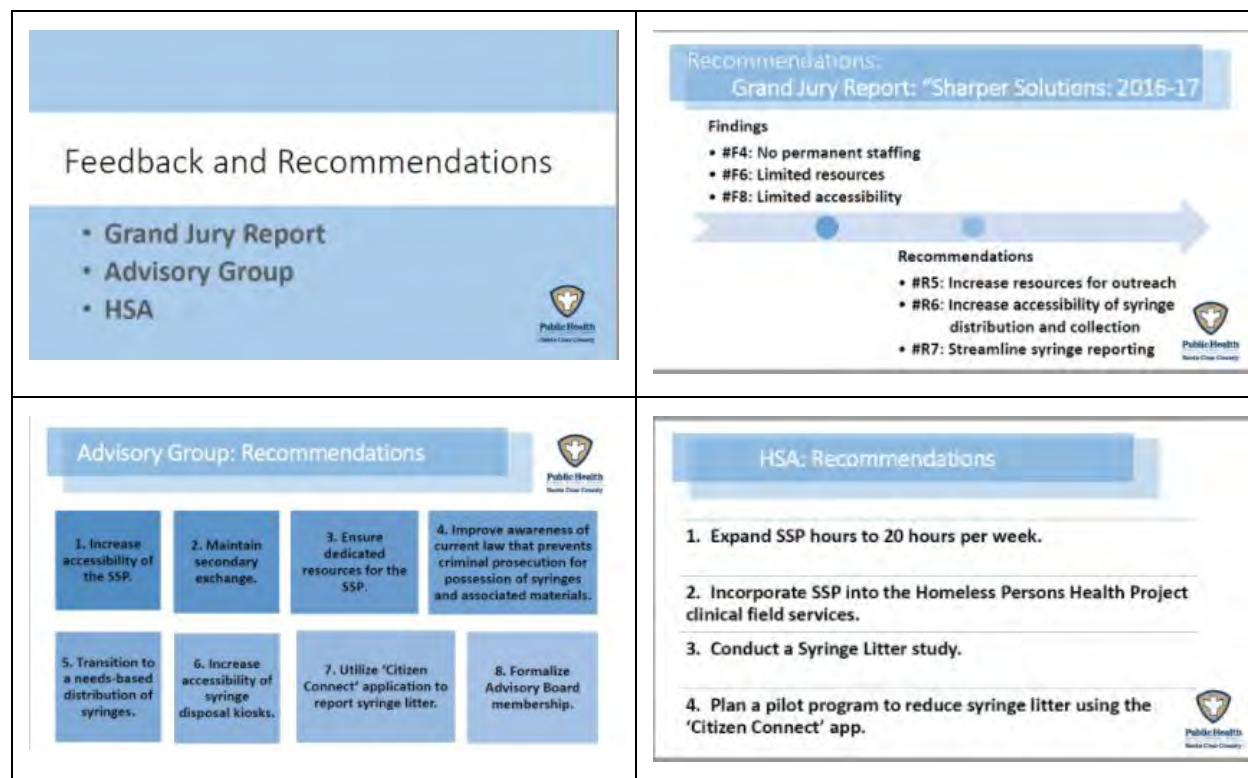


Figure 4. Pages from HSA's 2017-2019 Report to the Board of Supervisors^[57]

2019-20 Status Update - Were Commitments Fulfilled?

HSA and BoS combined their updated responses^[58] through the County Administrative Office (CAO), making it difficult to know who gave what input. BoS seems to have given direct updates to each of their specific recommendations; however, it appears that the HSA did not respond to each specific recommendation; rather, they provided the updates via documents which included information from city and county communications, reports, and BoS meeting agenda submittals. Multiple attempts to clarify which responses were from BoS, HSA, or from both agencies, were unsuccessful.

These are their responses then versus now:

R1. *The SSP Advisory Group should include members of the general public, including at least one rehabilitated injection drug user.*

2016-17 response:

HSA: *Has not been implemented but will be implemented in the future*

2019-20 updated response:

BoS: On June 11, 2019, the BoS directed the HSA to return on September 24, 2019 with an ordinance to change the SSP Advisory Group to a seven-member SSP Advisory Commission. In October of 2019 the BoS added chapter 2.125 to the Santa Cruz County code relating to the creation of the SSP Advisory commission, allowing each county supervisor to nominate one person from their district, and two additional members to be at-large appointments designated by the director of the HSA. ^[59]

The Grand Jury has not been able to confirm if any members of the general public or rehabilitated injection drug users have been named (or appointed) to this commission.

R2. *The SSP should hold public meetings or forums to encourage dialog and address community concerns*

2016-17 response:

HSA: *Has not been implemented, but will be implemented in the future*

2019-20 updated response:

BoS: On December 10, 2019 the BoS directed that HSA hold regular meetings with the Grant Park neighbors to provide an opportunity to exchange ideas, which could include the Human Services Department and other affected agencies. ^[60]

R3. was not followed up on, as HSA's response was *Will not be implemented*.

R4. *The BoS should allocate funds for a permanent budget for the SSP to function as mandated per SSP Policy and Procedures.*

2016-17 response:

BoS: *Requires further analysis*

2019-20 updated response:

BoS: *Has been implemented* ^[61]

Notes: The BoS felt it was necessary to evaluate funding opportunities before committing in 2017. By February 2019, SSP was re-organized under the Communicable Diseases Unit of the Public Health Division (PHD) which allowed a new staffing structure for SSP. ^[62] It continues to explore ways to access and utilize state funds allocated to address the opioid crisis.

R5. *The HSA should devote more time and resources to community outreach to promote rehabilitation and counselling of SSP clients.*

2016-17 response:

HSA and BoS: *Has been implemented*

2019-20 updated response: none provided. However, in the 2019 biennial report HSA recommended that SSP be incorporated into the Homeless Persons Health Project clinical field services. ^[63]

R6. *The HSA should implement a mobile needle exchange unit to increase access to SSP services.*

2016-17 responses:

HSA and BoS: *Requires further analysis*

2019-20 updated responses:

BoS: *Requires further analysis*^[64]

HSA: On 6/11/2019 presented their biennial report to BoS and presented recommended actions for Board direction in response to the Grand Jury report. In addition to the recommendation that SSP be incorporated into the Homeless Persons Health Project, HSA recommended a mobile exchange unit program to reach out to clients in the field.^[65] SSP will return to BoS at a later date with a plan for review.

R7. *The HSA should post hazardous waste signs with a single contact number for advice or reporting, available 24/7, in areas where syringes are commonly found.*

2016-17 responses:

BoS and HSA: *Requires further analysis*

2019-20 updated responses:

BoS: *Requires further analysis*^[66]

HSA: On 6/11/19, the BoS directed that the HSA collaborate with the California Department of Public Health (CDPH) to complete a study of syringe litter. HSA to return with a proposed plan for a possible pilot program that could include using the County's Citizen Connect mobile app to provide information about and reporting syringes.

Further, HSA's PHD is working with the CDPH office of AIDS to evaluate syringe disposal practices in the community, including where syringes are most commonly found. HSA will continue to explore ways to educate and inform the community.^[67]

R8. *The HSA should install and maintain Sharps containers in bathrooms in high needle-use public areas.*

2016-17 responses:

HSA and BoS: *Requires further analysis*

2019-20 updated responses:

BoS: *Will not be implemented*^[68]

HSA: As Sharps containers in public bathrooms have been vandalized, HSA is focusing on placement of public kiosks in county & city jurisdictions. On 6/11/19, BoS directed the Board Chair to write a letter to local jurisdictions to work with them to install kiosks at HSA expense. HSA reached out to all local jurisdictions in the County to offer the installation and maintenance of public Sharps Containers and continues to work with partner jurisdictions to identify safe

disposal sites. Also, the City of Santa Cruz formally offered willingness to coordinate with the County for placement of four additional disposal kiosks in the city.^[69]

R9. *The SSP should coordinate specific clean-up events throughout the county on a regular basis and report such efforts in their biennial and annual reports.*

2016-17 responses:

HSA and BoS: *Requires further analysis*

2019-20 updated responses:

BoS: *Will not be implemented*^[70]

HSA: The HSA is using models that include more frequent clean-up; partnering with the County Department of Public Works, HSA provides \$40,000 annually to Save Our Shores, Downtown Streets Team, and a private vendor for needle disposal as a part of these groups' existing work. Also, HSA has a \$10,000 contract with a private vendor for enhanced syringe clean-up focusing on the Emeline neighborhood. Once the results of the syringe litter study are analyzed (as described in R7), HSA will focus syringe disposal resources to the areas which data shows are most impacted by discarded needles. Disposal collection data will be included in future biennial reports.^[71]

The HSA has continued to include the Grand Jury's "Sharper Solutions" recommendations in its monthly progress reports to the BoS, including as recently as December 10, 2019 (as of this writing). SSP has been directed to return to the BoS in June of 2020 with recommendations to improve syringe litter reporting and response.^[72]

Report Title: Santa Cruz Metropolitan Transit District - The Bus Stops Here

The 2016-2017 Grand Jury investigation led to 15 findings resulting in 16 separate recommendations. Responses were required from both the METRO Board of Directors (Board) and the METRO Chief Executive Officer (CEO). Overall, answers provided by the Board matched those given by its CEO. Explanations were required for partial or full disagreement with any finding, and for all responses to the recommendations. Of the 16 recommendations, METRO had stated that four "required further analysis", while one recommendation "has not been implemented but will be implemented in the future".

2020 Status Update - Were Commitments Fulfilled?

In November 2019, the METRO CEO provided updates^[73] to the 2017 report responses.

R9. *METRO should create a bus stop sponsorship program that underwrites construction of bus stops in accordance with METRO's design standards.*

2017 responses:

BOARD: *Will not be implemented*

CEO: *Requires further analysis*

2019 updated response: METRO recently hired a Marketing, Communications and Customer Service Director in May 2019. The new Director has been tasked with this project. The new Director plans to complete the evaluation of potential bus stops that may be attractive locations for sponsorship or “adoption” as part of a new outdoor advertising program planned for launch in 2020.

R10. *Metro should improve cleanliness at transit facilities.*

R11. *Metro should improve maintenance at transit facilities.*

2017 response:

CEO: requires further analysis.

2019 updated response: Metro has made three significant accomplishments relative to these recommendations:

- In FY17, the METRO Board authorized one additional Custodial Service Worker.
- In compliance with the Federal Transit Administration’s requirement that all agencies receiving federal funds develop a Transit Asset Management Plan, METRO met the federal deadline and now has a plan in place that recognizes
- all assets valued at \$50,000 or greater and establishes a remaining life for the asset and a Preventative Maintenance Program for the proper maintenance of the assets. Such a program now helps METRO regularly maintain the assets, facilitating the asset replacement program set forth in the Capital Improvement Plan.
- Over the past year METRO invested over \$35,000 at Pacific Station remediating water damage and attempting to make the facility water-tight.

R12. *Metro should establish overnight parking at the Scotts Valley Cavallero Transit Center for riders.*

2017 response:

CEO: Requires further analysis

2019 updated response: METRO has posted the Cavallero Transit Center with signs reflecting overnight parking by permit only. Paper permits can be obtained at the Pacific Station customer service booth at a cost of \$5 per day. METRO is also investigating a smartphone application that could eventually replace the paper permits.

R14. *METRO should use easily cleanable materials for bus seats.*

2017 response:

CEO: *Has not been implemented; will be implemented in future.*

2019 updated response: Upon further investigation, METRO discovered that the problem has nothing to do with padded seats. Since the 2017 Grand Jury report, METRO has received five new Gillig buses and will receive four new zero emissions Porterra electric buses next year. All of these buses have been specified with a different seat insert which has an impermeable vinyl cover.

The current Grand Jury commends the METRO CEO, staff, and Board for ongoing efforts to improve and modernize service delivery. Based on our review, METRO has been consistent in fulfilling the commitments made in response to the Grand Jury report. The CEO's 2020 Spring Message^[74] affirms METRO's ongoing commitment to improving services.

Further, the Grand Jury commends METRO for the implementation of smartphone apps for more efficient ticketing and the anticipated Summer 2020 rollout of Automatic Vehicle Location, which will dramatically improve rider experience.^[75] Kudos also for METRO's excellent and comprehensive "Headways Bus Rider's Guide,"^[76] available in English, Spanish, Large Print, also online and via CRS (California Relay Service) for hearing/speech assist.

Conclusion

The 2019-20 Santa Cruz County Grand Jury investigated whether respondents to the five 2016-17 Grand Jury reports examined had honored their commitments. We found that generally, organizations fulfilled the commitments they made to the public. To keep the public informed, all organizations should create and sustain a formal record of the actions they took and continue to take.

Findings

- F1.** The Santa Cruz City Schools Comprehensive School Safety Plans provide a best practice and is a useful resource for parents and the public.
- F2.** The Naval Postgraduate School's Center for Homeland Defense and Security provides an excellent resource for school administration with its K-12 school shooting database.
- F3.** The Pajaro Valley Unified School District can improve its oversight and communications by following the The California League of Bond Oversight Committees (CaLBOC) Best Practices document on School Bond Oversight Committee Operations Standards.

Recommendations

- R1.** Offices of Education throughout the County should publish their comprehensive school safety plans and implementation on their websites for the benefit of parents and the public by December 31, 2020. (F1)

- R2.** The County Office of Education should subscribe to the newsletter of the Naval Postgraduate School for periodic updates on new incidents, analysis of trends, historical case studies, and other findings. (F2)
- R3.** The PVUSD should require its Citizens' Oversight Committee to deliver and publish regular status updates according to the The California League of Bond Oversight Committees (CaLBOC) Best Practices document on School Bond Oversight Committee Operations Standards. (F3)

Required Responses

<i>Respondent</i>	<i>Findings</i>	<i>Recommendations</i>	<i>Respond Within/ Respond By</i>
County Superintendent of Schools	F1, F2	R1, R2	60 Days August 18, 2020
Pajaro Valley Unified School District Board of Trustees	F3	R3	90 Days September 17, 2020

Definitions

Human Services Department (HSD): A county department that provides safety net services to meet the basic needs of individuals and families, ensures the protection of children, the elderly, and dependent adults, and provides job search assistance and job training opportunities to help job seekers become self-sufficient.

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Appendix A

77. The Grand Jury includes this page of instructions in every Response Packet sent to Respondents.
78. California Penal Code, section 933.05. 1998. Response to Grand Jury Findings and Recommendations.
https://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=933.05.&lawCode=PEN

Appendix A

Instructions for Respondents^[77]

California law PC §933.05^[78] requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
 - a. **AGREE** with the Finding, or
 - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
 - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefore.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
 - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
 - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
 - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefore



**The 2019–2020 Santa Cruz County Civil Grand Jury
Requires that the
County Superintendent of Schools
Respond to the Findings and Recommendations
Specified in the Report Titled
Honoring Commitments to the Public
Review of 2016–17 Grand Jury Report Responses
by August 18, 2020**

When the response is complete, please

1. Email the completed Response Packet as a file attachment to grandjury@scgrandjury.org, and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher
Santa Cruz Courthouse
701 Ocean St.
Santa Cruz, CA 95060

Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
 - a. **AGREE** with the Finding, or
 - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
 - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
 - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
 - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
 - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F1. The Santa Cruz City Schools Comprehensive School Safety Plans provide a best practice and is a useful resource for parents and the public.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

- F2.** The Naval Postgraduate School's Center for Homeland Defense and Security provides an excellent resource for school administration with its K-12 school shooting database.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Recommendations

R1. Offices of Education throughout the County should publish their comprehensive school safety plans and implementation on their websites for the benefit of parents and the public by December 31, 2020. (F1)

☐ **HAS BEEN IMPLEMENTED** – summarize what has been done

☒ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe
(not to exceed six months)

☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Schools will publish the public portions of their school safety plans on their websites by December 31, 2020.

R2. The County Office of Education should subscribe to the newsletter of the Naval Postgraduate School for periodic updates on new incidents, analysis of trends, historical case studies, and other findings. (F2)

- ☒ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The County Superintendent of Schools signed up for the newsletter on July 11, 2020.

Penal Code §933.05

1. For Purposes of subdivision (b) of §933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - a. the respondent agrees with the finding,
 - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of §933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
 - a. the recommendation has been implemented, with a summary regarding the implemented action,
 - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
 - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
 - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action



Information

TO: Santa Cruz County Board of Education

FROM: Debi Bodenheimer, Associate Superintendent, Educational Services

SUBJECT: Resolution #20-14 to Deny the Pacific Collegiate Charter School's Request for Material Revision with Incorporated Findings of Fact

BACKGROUND

At the June 18, 2020 meeting of the Santa Cruz County Office of Education, it was requested that Staff amend Resolution #20-14 to Deny the Petition by Pacific Collegiate Charter School for a Material Revision to incorporate the Findings of Fact prepared by legal counsel. The Board will be asked to review and adopt Resolution #20-14 as amended.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve Resolution #20-14.

FISCAL IMPLICATIONS:

None.



RESOLUTION #20-14
TO DENY REQUEST FOR MATERIAL REVISION TO PACIFIC COLLEGIATE SCHOOL

WHEREAS, on April 16, 2020 lead petitioner Maria Reitano, Ed.D. (“Petitioners”) for the Pacific Collegiate School (“Charter School”) submitted a charter petition renewal (“Petition”) to the Santa Cruz County Office of Education Board of Trustees, that included a material revision to add a 6th grade program.

WHEREAS, the Santa Cruz County Board of Education (“County Board”) held a public hearing on May 21, 2020, as required by Education Code section 47605, for the purpose of considering the level of support for the Request for Material Revision by parents, teachers and other employees of the districts within the jurisdiction of the County Office; and

WHEREAS, the Santa Cruz County Superintendent of Schools and his charter school review team, along with legal counsel, have reviewed and analyzed the Request for Material Revision, including all supporting documentation submitted by Petitioners to the County Office following submittal of the Request for Material Revision, for legal, programmatic and fiscal sufficiency, and have submitted a Staff Report and Proposed Findings of Fact (“Staff Report”) to the County Board, which Staff Report was made part of the agenda for this meeting and shall be deemed integrated into this resolution as Exhibit B; and

WHEREAS, the Staff Report recommends approval of the Request for Material Revision, however, the board feels that the request does not meet one or more of the required Educational Code Criteria as listed below.

NOW THEREFORE, BE IT RESOLVED, that the Santa Cruz County Board of Education, having fully considered and evaluated the Request for Material Revision and supporting documentation determines that the following the criteria for approval has **not** been met as listed below, as is **further supported by the Exhibit A to this Resolution, Findings of Fact in Support of the Denial of the Material Revision for Pacific Collegiate Charter School**:

1. The proposed changes were educationally sound (Ed. Code, § 47605, (b)(1).)

2. The proposed changes are demonstrably likely to be successfully implemented (Ed. Code, § 47605, (b)(2).)
3. The description of the changes is reasonably comprehensive (Ed. Code, § 47605, (b)(5).)

BE IT FURTHER RESOLVED that the Request for Material Revision is hereby denied.

PASSED and ADOPTED by the Board of Education of Santa Cruz County on this **18th day of June, 2020** by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Board President
Santa Cruz County Board of Education

Faris M. Sabbah, Secretary
Santa Cruz County Superintendent of Schools

**FINDINGS OF FACT IN SUPPORT OF DENIAL OF THE MATERIAL REVISION FOR
PACIFIC COLLEGIATE CHARTER SCHOOL
BY THE SANTA CRUZ COUNTY OFFICE OF EDUCATION**

June 18, 2020

I. INTRODUCTION

On April 16, 2020, Pacific Collegiate Charter School (PCS) submitted a second request for a material revision to their charter application to the Santa Cruz County Office of Education (COE) seeking approval to add a 6th grade level to their 7-12th grade school. The first request for material revision of the Pacific Collegiate School (PCS) was received by the Santa Cruz County Office of Education on November 7, 2019, along with their Charter Renewal request. These requests were reviewed separately. A public hearing was held at the regular meeting of the Santa Cruz COE's board on November 21, 2019, wherein the Board considered the level of support for the material revision by parents, teachers, other employees, and community members. A decision was made at the Santa Cruz COE board meeting on December 17, 2019, to deny the material revision based on the staff report of findings and on responses to trustee questions. Pacific Collegiate School resubmitted their request, and a public hearing was held on May 21, 2020, wherein the Board again considered the level of support for the material revision by parents, teachers, other employees and community members. The decision regarding the material revision was made at the board meeting on June 18, 2020. At this time, although the staff report recommended approval of the material revision, the board denied the request. This report details the factual findings of the Trustees in support of the denial of the material revision.

II. APPLICABLE LAW

According to Education Code 47607, a charter school is required to submit a material revision to its charter when seeking to make substantial changes to the program that was originally described in its charter petition. Any material revision to the provisions of a charter petition may be made only with the approval of the authority that granted the charter. Material revisions of charters are governed by the standards and criteria in Section 47605, 47605.5, and 47606. In other words, the bases for a denial of a material revision are the same as those listed for general petition reviews. A charter authorizer may only deny a charter school material revision if it sets forth specific facts to support one, or more, of the following findings:

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school, as set forth in its charter, as amended by the material revision.
2. The charter school is demonstrably unlikely to successfully implement the program set forth in the charter, as amended by the material revision.
3. The charter, as amended by the material revision, does not contain an affirmation of each of the required conditions.
4. The charter, as amended by the material revision, does not contain reasonably comprehensive or detailed descriptions of the fifteen elements required by the Education Code.
5. The charter, as amended by the material revision, does not include a declaration whether or not the Charter School shall be deemed the exclusive public school employer of the employees of the charter school.

Additional Requirements: The material revision request should also discuss any impact on the authorizer, including the facilities to be utilized by the charter school, the manner in which administrative services will be provided, and potential civil liabilities for the authorizer. The revision should also include proposed start-up costs and a three year projected operational budget.

III. SUMMARY OF FINDINGS AND BASIS FOR DENIAL

The Santa Cruz County Board of Education focused on attempting to verify if the Material Revision complied with three critical components of the Education Code, as the request complied with all necessary procedural rules:

1. The proposed changes were educationally sound (Ed. Code, § 47605, (b)(1).)
2. The proposed changes are demonstrably likely to be successfully implemented (Ed. Code, § 47605, (b)(2).)
3. The description of the changes is reasonably comprehensive (Ed. Code, § 47605, (b)(5).)

At its June 18, 2020, meeting, the Board of Education found for denial based on (b)(1) (unsound educational program), by a vote of 5-2. Trustees concluded that adding a 6th grade to a secondary school of 7-12th grade students would create an educationally unsound program. Multiple trustees remarked that 6th graders are considered elementary students and should not be on the same campus as high school students. One trustee noted that 7th and 8th graders are not considered elementary students. Given the limited size of the PCS building and the condensed outdoor space, trustees were concerned that 11-year-old students would not be well served and that there was no practical way to segregate them from the high-school-aged students. Additionally, PCS does not have room for playground space that elementary or middle schools typically have. Board members stated that it was developmentally inappropriate for 6th grade students to be on a small campus with high school students, with little chance for separation, even given the specialized class schedule that PCS has developed.

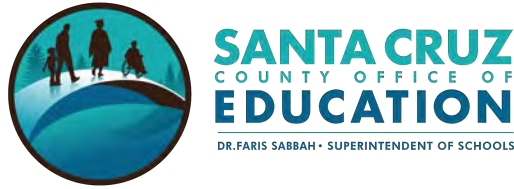
In addition, Board members had concerns about the claim that the “double jump” students experience by attending a middle school as 6th graders and then entering PCS as 7th graders was detrimental to enrollment of underrepresented populations. The Material Revision cited research for the purpose of finding that multiple school transitions can be barriers to achieving racial and ethnic balance at a school. County Board Trustees disagreed with the focus of the research, stating that the research was applicable to transitory students who experience multiple transitions within a school year, but that the research did not review the effects of a “double jump” on non-transitory students. Additionally, one Trustee mentioned that there are still junior high schools in the County, and that not all students would experience a “double jump” if they enrolled in PCS in the 7th grade.

Finally, the Trustees commended the PCS administration and board of directors for their deepened commitment to the school’s diversity plan and recognized that given their focus this past year, PCS will be enrolling a more diverse 7th grade class for 2020-2021. The Trustees found that existing changes were promising, and that adding a 6th grade program is not, at this time, necessary to help increase diversity at the school.

IV. CONCLUSION

The Santa Cruz County Board of Education denied the material revision request pursuant to Education Code section 47605, subdivision (b)(1). This requires the Board to make “written factual findings, specific to the

particular petition, setting forth specific facts to support one or more” grounds for denying the revision. This Findings of Fact is an accurate description of the Board of Education’s findings to support denial of PCS’s Petition for Material Revision.



SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action

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Information

TO: Santa Cruz County Board of Education

FROM: Board Policy Committee

SUBJECT: First Reading: Board Policies (BP)

BACKGROUND

Modification and new policies may be adopted by the County Board of Education following a first and second reading by the Board. The Board may accept the following proposed policy(ies) as submitted and waive a second reading and move to take action, order changes, or order changes and bring back for a final reading:

BP 0415	Equity
BP 1431	Waivers
BP 3311.4	Procurement of Technological Equipment
BP/AR 3516	Emergency and Disaster Preparedness Plan
BP/AR 3516.5	Emergency Schedules
BP/AR 5141.22	Health Care and Emergencies
BP/AR 6158	Independent Study
BP 6181	Alternative Schools/Programs of Choice
BB 9012	Board Member Electronic Communications
BB9310	Board Policies

Equity

BP 0415

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of district decisions, the Board shall consider whether its decisions address the needs of students from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Routinely assessing student needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6162.5 - Student Assessment)

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

(cf. 0440 - District Technology Plan)

(cf. 3100 - Budget)

(cf. 4113 - Assignment)

(cf. 7110 - Facilities Master Plan)

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6152.1 - Placement in Mathematics Courses)

4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students

(cf. 5137 - Positive School Climate)

5. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

7. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community

8. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

(cf. 0500 - Accountability)

The Board shall regularly monitor the intent and impact of district policies and decisions in order to safeguard against disproportionate or unintentional impact on access to district programs and achievement goals for specific student populations in need of services.

Legal Reference:

EDUCATION CODE

200-262.4 Educational equity

52077 Local control and accountability plan

60040 Selection of instructional materials

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2414 Strengthening Career and Technical Education for the 21st Century Act
6311 State plans
6312 Local education agency plans
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

CSBA PUBLICATIONS

Meeting California's Challenge: Access, Opportunity, and Achievement: Key Ingredients for Student Success, 2017

The School Board Role in Creating the Conditions for Student Achievement, 2017

African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016

African-American Students in Focus: Demographics and Achievement of California's African-American Students, 2016

Latino Students in California's K-12 Public Schools, 2016

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, 2016

Climate for Achievement Governance Brief Series, 2015

Math Misplacement, 2015

CENTER FOR URBAN EDUCATION PUBLICATIONS

Protocol for Assessing Equity-Mindedness in State Policy, 2017

WEB SITES

CSBA: <http://www.csba.org>

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

Center for Urban Education: <http://cue.usc.edu>

Safe Schools Coalition: <http://www.casafeschools.org>

Waivers

BP 1431

Community Relations

The Governing Board recognizes that circumstances may arise in the operation of the district that require a waiver from state law or regulation. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state law or regulation which SBE has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

If the proposed waiver request affects a program that requires the existence of a school site council, the Superintendent or designee shall obtain the school site council's approval of the request before presenting it to the Board. As appropriate, other councils or advisory committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request, and the request shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33051)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

In addition, the Superintendent or designee shall consult with the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050, 33051)

(cf. 4140/4240/4340 - Bargaining Units)

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

(cf. 6178.2 - Regional Occupational Center/Program)

To receive public testimony on each proposal for a waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing and invite public testimony, may be printed in a newspaper of general circulation and/or posted at each school and three public places in the district.

(cf. 9320 - Meetings and Notices)

If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the Board has requested and received the same general waiver from SBE for two consecutive years, the Board does not subsequently need to reapply annually provided that the information contained on the request remains current, except that the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

Legal Reference:

EDUCATION CODE

33050-33053 General waiver authority

48800 Attendance at community college

51747.3 Charter school independent study funding

56000-56867 Special education programs

65001 School site councils

Management Resources:

WEB SITES

California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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Business and Noninstructional Operations

AR 3311.4(a)

PROCUREMENT OF TECHNOLOGICAL EQUIPMENT

Rather than seek competitive bids, the district may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

(cf. 0440 - District Technology Plan)

(cf. 3230 - Federal Grant Funds)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

Whenever the competitive negotiation process is determined to be appropriate for such procurements, the district shall use the following procedures: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources, and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Governing Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district, considering price and all other factors.
7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award to another bidder.

8. The Board, at its discretion, may reject all proposals and request new RFPs.

Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer. (Public Contract Code 20118.2)

Legal Reference:

PUBLIC CONTRACT CODE

20118.2 Contracting by school districts; technological equipment

Business and Noninstructional Operations

BP 3516(a)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

(cf. 0400 - Comprehensive Plans)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3513.3 - District Police/Security Department)

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other

emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

CIVIL CODE

1714.5 Release from liability for disaster service workers and shelters

GOVERNMENT CODE

3100-3109 Public employees as disaster service workers; oath or affirmation

8607 Standardized emergency management system

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath or affirmation

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources: (see next page)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN BP 3516(c) (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Crisis Response Box, 2000

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS

Active Shooter Awareness Guidance, February 2018

State of California Emergency Plan, 2017

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

National Incident Management System, 3rd ed., October 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guide for Developing High-Quality School Emergency Operations Plans, 2013

WEB SITES

CSBA: <http://www.csba.org>

American Red Cross: <http://www.redcross.org>

California Attorney General's Office: <https://oag.ca.gov>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

<http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

U.S. Department of Homeland Security: <http://www.dhs.gov>

Business and Noninstructional Operations

AR 3516(a)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

2. Earthquake, flood, or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards, such as leakages or spills of hazardous materials

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515.2 - Disruptions)

(cf. 3515.7 - Firearms on School Grounds)

(cf. 5131.4 - Student Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities

(cf. 3513.3 - District Police/Security Department)

(cf. 3515 - Campus Security)

(cf. 3517 - Facilities Inspection)

(cf. 3530 - Risk Management/Insurance)

2. Instruction for district staff and students regarding emergency plans, including:

- a. Training of staff in first aid and cardiopulmonary resuscitation
- b. Regular practice of emergency procedures by students and staff

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
- b. Individuals responsible for specific duties
- c. Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
- d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
- e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

- a. Identification of areas of responsibility for the supervision of students
- b. Procedures for the evacuation of students and staff, including posting of evacuation routes
- c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

- d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

(cf. 3543 - Transportation Safety and Emergencies)

- e. Provision of a first aid kit to each classroom
- f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)

(cf. 6159 - Individualized Education Program)

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

- g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

- a. The impact on student learning and methods to ensure continuity of instruction
- b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians.

(cf. 3516.5 - Emergency Schedules)

6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

- a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

- b. Development and testing of communication platforms, such as hotlines, telephone trees, web sites, social media, and electronic notifications

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand

- d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
- 7. Cooperation with other state and local agencies, including:
 - a. Development of guidelines for law enforcement involvement and intervention
 - b. Collaboration with the local health department, including development of a tracking system to alert the local health department of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

- 8. Steps to be taken after the disaster or emergency, including:
 - a. Inspection of school facilities
 - b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall assemble key information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, and procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.

Business and Noninstructional Operations

BP 3516.5(a)

EMERGENCY SCHEDULES

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 6112 - School Day)

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

(cf. 3580 - District Records)

(cf. 6111 - School Calendar)

The Superintendent or designee shall establish a system for informing students and parents/guardians when the school day schedule is changed, or the school is closed. The district's notification system shall include, but is not limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may provide a means to make up lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

Legal Reference:

EDUCATION CODE

41420 *Required length of school term*

41422 *Schools not maintained for 175 days*

46010 *Total days of attendance*

46100-46192 *Attendance; maximum credit; minimum day*

46390 *Calculation of ADA in emergency*

46391 *Lost or destroyed ADA records*

46392 *Decreased attendance in emergency situation*

VEHICLE CODE

34501.6 *School buses; reduced visibility*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

90-01 *Average Daily Attendance Credit During Periods of Emergency, February 10, 2005*

WEB SITES

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

Students

BP 5141.22(a)

INFECTIOUS DISEASES

The Governing Board desires to protect students from risks posed by exposure to infectious diseases while providing an appropriate education for all students. The Board recognizes that prevention and education are the most effective means of limiting the spread of infectious diseases.

Infectious Disease Prevention

The Superintendent or designee shall collaborate with parents/guardians and local health agencies and organizations to develop a comprehensive approach to disease prevention that promotes preventative measures and education of students and staff.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)

The Superintendent or designee shall regularly review resources available from health experts to ensure that district programs are based on the most up-to-date information.

The Superintendent or designee shall ensure that the district's comprehensive health education program provides information about the prevention of infectious diseases, including the nature of bloodborne pathogens and their transmission, as well as information to help prevent the spread of contagious diseases, such as a pandemic influenza. He/she shall also ensure that each school has sufficient infection prevention supplies that are easily accessible to staff.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)

Universal Precautions

Students and staff shall observe universal precautions in order to prevent exposure to bloodborne pathogens and to prevent the spread of infectious diseases.

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

The Superintendent or designee shall inform students of the precautions to be used in cases of exposure to blood or other body fluids through injury, accident, or classroom instruction.

(cf. 5141 - Health Care and Emergencies)

(cf. 6145.2 - Athletic Competition)

BP 5141.22(b)

INFECTIOUS DISEASES (continued)

Students with Infectious Diseases

The Superintendent or designee shall exclude students only in accordance with law, Board policy, and administrative regulation. Because bloodborne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school.

(cf. 5112.2 - Exclusions from Attendance)

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

Parents/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parents/guardians to minimize the child's exposure to other diseases in the school setting. The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

48210-48216 Persons excluded

49073-49079 Privacy of pupil records

49403 Cooperation in control of communicable disease and immunization of pupils

49405 Smallpox control

49406 Examination for tuberculosis (employees)

49408 Information of use in emergencies

49602 Confidentiality of student information

51202 Instruction in personal and public health and safety

CALIFORNIA CONSTITUTION

Article 1, Section 1 Right to Privacy

Legal Reference: (continued)

CIVIL CODE

56-56.37 Confidentiality of Medical Information Act
1798-1798.76 Information Practices Act
HEALTH AND SAFETY CODE
120230 Exclusion for communicable disease
120325-120380 Immunization against communicable diseases
120875-120895 AIDS information
120975-121022 Mandated blood testing and confidentiality to protect public health
121475-121520 Tuberculosis tests for pupils
CODE OF REGULATIONS, TITLE 8
5193 California bloodborne pathogens standard
CODE OF REGULATIONS, TITLE 17
2500-2511 Communicable disease reporting requirements
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
CODE OF FEDERAL REGULATIONS, TITLE 45
164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)
COURT DECISIONS
Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 376

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

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

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Government Pandemic Flu Information: <http://www.pandemicflu.gov>

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

Universal Precautions in the Classroom

Before students work with blood, blood products, or other body fluids, the teacher shall explain the potentially hazardous nature of blood and body fluids in the transmission of various agents from one person to another and the specific procedures and safety precautions to be used in the lesson.

The following precautions shall be used when students are working with blood or other body fluids:

1. Before and after exposure to blood or other body fluids, students shall wash their hands with soap and water and cover any existing cut, wound, or open sore with a sterile dressing.

2. Students shall wear gloves or other personal protective equipment as appropriate.

(cf. 5142 - Safety)

3. Blood typing or similar experiments may be conducted by teacher demonstrations. When being performed individually, students shall work with their own blood or use prepackaged ABO/Rh blood cell kits that have vials of blood previously tested for transmissible agents.

a. Students shall use individual sterile lancets for finger punctures and shall not reuse them.

b. Before the finger is punctured, it shall be wiped with a piece of cotton that has been immersed in alcohol.

c. If bleeding persists after the finger is punctured, the student shall apply a sterile bandage using moderate pressure.

4. Lancets and any other materials contaminated with blood or body fluids shall be discarded into a solution consisting of one part bleach to 10 parts water (1:10), made fresh daily.

5. At the end of the class, surfaces shall be wiped with alcohol or a solution of one part bleach to 10 parts water.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.93 - Science Instruction)

Instruction
AR 6158(a)
INDEPENDENT STUDY

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to:
(Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum

4. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

(cf. 0420.4 - Charter School Authorization)

(cf. 6142.4 - Service Learning/Community Service Classes)

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

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of

study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress

2. The objectives and methods of study for the student's work and the methods used to evaluate that work

3. The specific resources, including materials and personnel, that will be made available to the student

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year

6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion

7. A statement that independent study is an optional educational alternative in which no student may be required to participate

8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Alternative Schools/Programs Of Choice

BP 6181

Instruction

The Governing Board desires to provide a variety of innovative educational programs to accommodate students' diverse learning needs and interests, foster student engagement in the schools, and enhance student achievement. Toward this end, the Board may establish and maintain alternative schools or programs of choice.

A district alternative school or program of choice may differ from the traditional educational program in its academic emphasis, sequence of curriculum, educational philosophy, instructional strategy, structure, setting, size, scheduling, targeted student population, decision-making process, and/or other components. All alternative schools or programs of choice shall offer enrolled students the opportunity to acquire the knowledge and skills necessary to achieve district content standards in core academic subjects and shall provide access to the course of study required for high school graduation.

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6158 - Independent Study)
(cf. 6172.1 - Concurrent Enrollment in College Classes)
(cf. 6178 - Career Technical Education)

Any staff member, parent/guardian of any student, or other interested person may request the Board to establish an alternative school or program of choice. The Superintendent or designee shall establish procedures and criteria for reviewing proposals. Based on such criteria, he/she shall evaluate all proposals received and present his/her recommendation to the Board for action.

As necessary to provide flexibility to alternative schools or programs of choice to improve student performance and/or streamline operations, the Superintendent or designee may request that the Superintendent of Public Instruction waive any provision of the Education Code except provisions specified in Education Code 58509.

(cf. 0420 - School Plans/Site Councils)

The Superintendent or designee shall establish processes to ensure communication among staff in the alternative schools or programs of choice and staff in the regular educational program in order to share information and ideas.

Program Evaluation

The Superintendent or designee shall conduct an annual evaluation of each alternative school or program of choice which includes testing of basic skills for student participants and which identifies the variables that may have affected student academic achievement. The evaluation process shall include input from teachers, parents/guardians, and students from the alternative school or program of choice. (Education Code 58510)

Evaluation reports shall be sent to the Superintendent of Public Instruction on or before August 1 following the close of the school year. (Education Code 58510)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

Prior to submitting the evaluation report to the Superintendent of Public Instruction, the Superintendent or designee shall report the evaluation results to the Board. The Board shall review the effectiveness of the school or program in meeting program objectives, compare student achievement data with that of students in other district schools, evaluate changes in the school or program over time, and make program modifications as needed.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

35160.5 Intradistrict open enrollment

48980 Parental notifications

52052 Accountability; numerically significant student subgroups

58500-58512 Alternative schools and programs of choice

CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model

11705 Charter schools as alternative schools

COURT DECISIONS

American Civil Rights Foundation v. Los Angeles Unified School District, (2008) 169 Cal.App.4th 436

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Creating and Sustaining Successful K-8 Magnet Schools, September 2008

Innovations in Education: Successful Magnet High Schools, September 2008

WEB SITES

California Department of Education, Alternative Schools of Choice:
<http://www.cde.ca.gov/sp/eo/as>

Foundation for California Community Colleges, Early College High School Initiative:
<http://www.foundationccc.org/ECHS>

U.S. Department of Education, Office of Innovation and Improvement: <https://innovation.ed.gov>

(12/92 7/00) 7/09

Alternative Schools/Programs Of Choice

AR 6181

Instruction

Notifications

At the beginning of each school year, the "Notice of Alternative Schools" shall be sent to all parents/guardians as set forth in Education Code 58501. During the entire month of March of each year, a copy of this notice shall be posted at each school in at least two places normally visible to students, teachers, and visiting parents/guardians. (Education Code 58501)

(cf. 5145.6 - Parental Notifications)

Copies of the law providing for alternative schools or programs of choice (Education Code 58500-58512) shall be made available in the district office and each school office to any interested parent/guardian, teacher, or student. (Education Code 58501)

Proposals

All proposals for the establishment of an alternative school or program of choice shall:

1. Address the district's vision, goals, and academic standards

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 6011 - Academic Standards)

2. Demonstrate that the number of students interested in enrolling in the alternative school or program of choice is sufficient to meet desired student-teacher staffing ratios

(cf. 6151 - Class Size)

3. Demonstrate that teachers are willing to work within the school or program

4. Demonstrate that the proposed operational plan conforms with district timelines and makes equitable use of district staff, facilities, and resources

5. Provide a statement of the specific anticipated costs of implementing the proposal as well as funding sources, including outside funding sources and/or district support

6. Include a comprehensive plan for an annual evaluation of the program to be carried out by the district

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

The Superintendent or designee may establish an advisory committee of staff, parents/guardians, and community members to evaluate proposals for alternative schools or programs of choice and make recommendations to the Superintendent.

(cf. 1220 - Citizen Advisory Committees)

Enrollment

The district may establish alternative schools or programs of choice in each attendance area and/or on a districtwide basis with enrollment open to all students districtwide. (Education Code 58505)

(cf. 5116.1 - Intradistrict Open Enrollment)

Students enrolled in alternative schools or programs of choice shall be selected entirely from volunteers. (Education Code 58503)

Alternative schools and programs of choice shall comply with state and federal law and Board policy regarding nondiscrimination in district programs.

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

Previous classroom performance shall not be a criterion limiting any student from the opportunity to attend an alternative school or program of choice. (Education Code 58504)

When an alternative class group is established within a school, the Superintendent or designee shall ensure that students currently enrolled in the school will not be displaced.

Operations

The district shall maintain and fund alternative schools or programs of choice at the same level of support as other district educational programs for students of the same age level. (Education Code 58507)

(cf. 3100 - Budget)

Teachers employed in alternative schools or programs of choice shall be selected entirely from volunteers. (Education Code 58503)

(cf. 4113 - Assignment)

Course credits earned in an alternative school or program of choice shall be equivalent to the credits earned in other district schools. Students enrolled in such schools or programs shall be expected to complete all district graduation requirements and shall earn a regular diploma.

(cf. 6146.1 - High School Graduation Requirements)

Students enrolled in alternative schools may be eligible for district transportation in the same manner as students attending other district schools.

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

(12/92 7/00) 7/09

County Board Bylaws

BB 9012(a)

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The County Board of Education recognizes that electronic communication is an efficient and convenient way for County Board members to communicate and expedite the exchange of information within the county office of education (COE) and with members of the public. County Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the County Board to deliberate outside of an agenda meeting nor to circumvent the public's right to access records regarding COE business.

A majority of County Board members shall not, outside of a noticed meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

To avoid inadvertently violating the prohibition of law against a serial meeting, a County Board member shall not forward his/her comments on an electronic communication he/she receives from another member regarding an issue within the subject matter jurisdiction of the County Board to any other member.

When communicating electronically, County Board members shall make every effort to adhere to the same standards and protocols established for other forms of communication. A County Board member may respond to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the County Board as a whole. As appropriate, complaints or requests for information may be forwarded to the County Superintendent so that the issue may receive proper consideration and be handled through the appropriate COE process. Communication received from the media shall be forwarded to the County Board president and the County Superintendent.

A County Board member's electronic communications, including, but not limited to, emails and text messages, which are related to the conduct of COE business may be subject to disclosure under the California Public Records Act, regardless of whether they are sent or received on the County Board member's personal or COE-provided account or device. To the extent possible, electronic communications regarding any County Board business shall be transmitted through a COE-provided device or account. When any such communication is transmitted through a County Board member's personal device or account, he/she shall copy the communications to a COE electronic storage device for easy retrieval.

County Board members may use electronic communications to discuss matters that are outside the jurisdiction of the County Board, regardless of the number of members participating in the discussion, and such personal communications are generally not subject to public disclosure.

(cf. 9010 - Public Statements)

Legal Reference:

EDUCATION CODE

1011 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court, (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <https://oag.ca.gov>

County Board Bylaws

BB 9310(a)

BOARD POLICIES

The County Board of Education shall adopt written policies to convey its expectations for actions that will be taken by the county office of education (COE), clarify roles and responsibilities of the County Board, and communicate County Board philosophy and positions to students, staff, parents/guardians, and the community.

(cf. 9000 - Role of the Board)

The County Board's policies shall promote student learning and achievement, provide for consistent and fair treatment of students, and proactively address the provision of equal access to opportunities for all students.

(cf. 0415 - Equity)

(cf. 0460 - Local Control and Accountability Plan)

The County Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. No COE policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public County Board meetings.

Policy Development and Adoption Process

The County Board's policy development process shall include the following basic steps:

1. The County Board shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new vision statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen within the jurisdiction of the County Board, or a recommendation or request from the County Superintendent of Schools, a parent/guardian, or other interested person.
2. As needed, the County Board shall gather fiscal data, input from the County Superintendent, COE staff, and the public, sample policies from the California School Boards Association or other organizations or agencies, and other useful information and data to fully inform the County Board about a particular issue.
3. The County Board may hold discussions during a public County Board meeting to gain an understanding of the issue. The discussion may include, but not be limited to,

community expectations and the anticipated impact of the policy on student learning and well-being, governance, the COE's fiscal resources, and operational efficiency.

4. The County Board may request that legal counsel review the draft policy as appropriate.
5. A draft policy shall be presented for a first reading at a public County Board meeting. At its second reading, the County Board may take action on the proposed policy. The County Board may waive the second reading or may require an additional reading if necessary.

Only policies formally adopted by a majority vote of the County Board shall constitute official County Board policy.

The policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon adoption or at a future date if so designated by the County Board at the time of adoption.

Board Bylaws

The County Board shall adopt rules and regulations for its own governance consistent with state law and regulations. (Education Code 1040)

Bylaws governing County Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of County Board policy.

Administrative Regulations

It is the responsibility of the County Superintendent or designee to develop and enforce administrative regulations for the operation of the COE. At his/her discretion, the County Superintendent or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of County Board policy.

The County Board may review the County Superintendent's regulations for the purpose of determining conformity with the intent of County Board policy.

Monitoring and Evaluation

At any time, the County Board may determine that progress reports and/or an evaluation of the policy should be scheduled. If so, it shall establish a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

Access to Policies

All staff and the public shall have access to an up-to-date policy manual. The policy manual shall be maintained electronically and/or by paper copy.

As necessary, the County Board or County Superintendent shall determine the appropriate communication strategy to notify COE staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. Policies shall be posted on the COE's web site when required by law.

Legal Reference:

EDUCATION CODE

1015 Vote requirements

1040-1042 Duties and responsibilities of county boards

35160-35160.2 Authority of governing boards

Management Resources:

WEB SITES

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online), Policy Review Program, Individual Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action



Information

TO: Santa Cruz County Board of Education

FROM: Dr. Faris Sabbah, County Superintendent of Schools

SUBJECT: Schedule a Special Board Meeting for September 10, 2020 at 3:00 p.m.

BACKGROUND

The deadline required by the California Department of Education to submit the Santa Cruz County Office of Education's Learning Continuity Plan will require a special meeting in September to accommodate a public hearing. The Board will also consider scheduling a Board Budget Workshop on this same date. The Board will be asked to schedule a special meeting on September 10th, 2020 at 3:00 p.m. for these purposes.

SUPERINTENDENT'S RECOMMENDATION:

Approve special meeting for September 10, 2020.

FISCAL IMPLICATIONS:

None.



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action



Information

TO: Santa Cruz County Board of Education

FROM: Dr. Faris Sabbah, County Superintendent of Schools

SUBJECT: Reschedule Regular December Board Meeting for December 10th

BACKGROUND

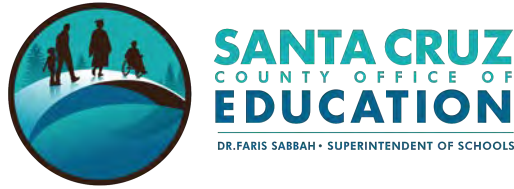
The deadline to submit the Budget Overview for Parents, a component of the LCAP, is due on December 15, 2020. In order to accommodate this deadline, the Board will be asked to reschedule the regular December meeting of the board from December 17th to December 10th, 2020 at 4:00 p.m.

SUPERINTENDENT'S RECOMMENDATION:

Reschedule December meeting for December 10th.

FISCAL IMPLICATIONS:

None.



SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action



Information

TO: Santa Cruz County Board of Education

FROM: Rebecca Olker, Interim Deputy Superintendent, Business Services

SUBJECT: Resolution #20-22: Assign FEMA Designees

BACKGROUND

The Board will be asked adopt Resolution #20-22 that would designate representatives of the Santa Cruz County Office of Education as authorized Federal Emergency Management Agency (FEMA) designees. The Board will be asked to approve Dr. Faris Sabbah, County Superintendent of Schools, Liann Reyes, Deputy Superintendent of Business Services, and Rebecca Olker, Interim Deputy Superintendent of Business Services, as authorized agents for this purpose.

SUPERINTENDENT'S RECOMMENDATION:

Adopt Resolution #20-22.

FISCAL IMPLICATIONS:

None.

RESOLUTION#20-22
DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Education OF THE Santa Cruz County Office of Education
(Governing Body) (Name of Applicant)

THAT Faris Sabbah, OR
(Title of Authorized Agent)

Liann Reyes, OR
(Title of Authorized Agent)

Rebecca Olker
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Santa Cruz County Office of Education, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Santa Cruz County Office of Education, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 16th day of July, 2020

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Sue Roth, duly appointed and Board President of
(Name) (Title)

Santa Cruz County Office of Education, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Education of the Santa Cruz County Office of Education
(Governing Body) (Name of Applicant)

on the 16th day of July, 2020.

(Signature)

Board President
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action



Information

TO: Santa Cruz County Board of Education

FROM: Rebecca Olker, Interim Deputy Superintendent, Business Services

SUBJECT: Public Hearing: Inter-fund Borrowing

BACKGROUND

The Santa Cruz County Office of Education will conduct a public hearing to discuss the temporary borrowing of cash from one fund to another fund of the COE for payment of obligations. The transfer is accounted for as a temporary borrowing between funds and is not available for budgeting. Amounts that are transferred shall be repaid in the same fiscal year, or within the final 120 calendar days of a fiscal year. No more than 85 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred. The decision on this item will take place immediately following this public hearing.

SUPERINTENDENT'S RECOMMENDATION:

Open, conduct, and close public hearing.

FISCAL IMPLICATIONS:

Included within presentation.

FISCAL REPORT

Ask SSC . . . How Do We Implement Temporary Interfund Borrowing?



BY SHEILA G. VICKERS

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posted May 27, 2020

Q. If the cash deferral proposed in June 2020 is implemented in the final State Budget, our General Fund cash may not be enough to make our end-of-month payroll. We have cash in our Capital Facilities Fund (Fund 25) that is not needed right away—how can we borrow this cash for the General Fund?

A. This is the easiest and least costly method of temporary borrowing available to school districts. Education Code Section 42603 enables school districts to temporarily transfer up to 75% of the cash balance held in any fund to another fund. Typically, your county office of education or county treasurer will require a board resolution in order to make the transfer. Such a resolution would include the following information:

- From which fund the cash will be transferred
- The receiving fund
- The amount of the transfer
- The source of repayment
- The anticipated timing of repayment

Any amount transferred must be repaid within the same fiscal year, or if the temporary transfer (borrowing) took place within the final 120 days of a fiscal year the borrowed amount must be repaid during the following year. A sample board resolution can be found [here](#).

The transfers are recorded as “Due To” and “Due From” in the fund financial statements, which are balance sheet accounts. These transfers are for cash flow purposes only and are not recorded as revenues in the borrowing fund or as expenditures in the loaning fund.

Also, note that the current statute allows up to 75% of the cash in a fund to be borrowed by another fund, but Governor Gavin Newsom has proposed in his May Revision to increase that to 85%. This is not a done deal yet, but may be in the enacted State Budget. Considering that you will likely need your board to take action on this resolution before the State Budget is finalized, at this time your district can borrow up to 75% of the cash in the Capital Facilities Fund.



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SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action



Information

TO: Santa Cruz County Board of Education

FROM: Rebecca Olker, Interim Deputy Superintendent, Business Services

SUBJECT: Resolution #20-23 In The Matter of Authorizing Inter-Fund Loans for Cash Flow Purposes

BACKGROUND

The Board will be asked to adopt Resolution #20-23 in the matter of authorizing inter-fund loans for cash flow purposes. The public hearing to consider the level of support for this item will be held immediately preceding this item.

SUPERINTENDENT'S RECOMMENDATION:

Adopt Resolution #20-23.

FISCAL IMPLICATIONS:

Included within resolution.



RESOLUTION #20-23
IN THE MATTER OF AUTHORIZING INTER-FUND LOANS FOR CASH FLOW
PURPOSES

WHEREAS, the Santa Cruz County Office of Education is a school district in the County of Santa Cruz in the State of California; and

WHEREAS, the Santa Cruz County Office of Education administers various funds; and

WHEREAS, the Santa Cruz County Office of Education occasionally has cash shortages in its segregated funds at the county treasury; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code section 42603, not to exceed 85% of the maximum of moneys held in any Fund; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts; and amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Governing Board of the Santa Cruz County Office of Education authorizes the Administration to transfer funds as needed for cash-flow purposes and to repay those transfers as funds become available for the 2020/2021 fiscal year.

PASSED AND ADOPTED by the Governing Board of the Santa Cruz County Office of Education,
County of Santa Cruz, State of California, this 16th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Board President
Santa Cruz County Board of Education

Faris M. Sabbah, Secretary
Santa Cruz County Superintendent of Schools



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

SANTA CRUZ COUNTY BOARD OF EDUCATION

AGENDA ITEM

Board Meeting Date: July 16, 2020

☒

Action



Information

TO: Santa Cruz County Board of Education

FROM: Trustee Van Allen, Community Outreach & Legislative Committee

SUBJECT: Resolution #20-24 In Support of Repealing CA Proposition Prohibiting Affirmative Action

BACKGROUND

In California, affirmative action by governmental institutions, including education, has been prohibited since passage by the voters of Proposition 209 since 1996. The Board will consider adopting Resolution #20-24 that supports the repeal of California Proposition 209 and urges all California voters to support and vote for the passage of Assembly Constitutional Amendment 5 when it appears on the November 2020 ballot.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve Resolution #20-24.

FISCAL IMPLICATIONS:

None.



RESOLUTION #20-24
IN SUPPORT OF REPEALING CALIFORNIA PROPOSITION 209 PROHIBITING
AFFIRMATIVE ACTION

WHEREAS, the Santa Cruz County Office of Education is committed to providing equal access and opportunities for all students and staff; and

WHEREAS, root causes of the uneven prosperity within U.S. society include the theft of the land and suppression of the culture of Indigenous peoples, the enslavement of thousands of families from Africa, the legal and extra-legal suppression of Black political power post-slavery, and the subjugation and exploitation of immigrants from around the world; and

WHEREAS, inequality of access to opportunity and prosperity due to race and ethnicity continues in the present and is maintained through social, political, business, and governmental institutions at all levels of society; and

WHEREAS, institutional racism is reinforced through ideologies of white supremacy and American exceptionalism, scapegoating of immigrants, the mythology of “color-blind” laws, and abusive law enforcement practices; and

WHEREAS, the impacts and mechanisms of institutional racism and white privilege are hidden and obscured through falsehoods, gaps, and omissions in recognizing the roles and histories of Indigenous peoples, enslaved people and their descendants, and immigrants, as members of U.S. society; and

WHEREAS, the accumulated injustice of racism, segregation, and scapegoating is evident in widespread human suffering caused by disparities of access to healthcare, housing, jobs, education, and fair treatment under the law; and

WHEREAS, civil rights legislation and education alone have not obliterated racism or racist policies or practices of American institutions; and

WHEREAS, fulfilling the promise of the American Revolution, and meeting the aspirations of all members of U.S. society, will require civic, business, and governmental institutions to take their responsibility for dismantling racist structures and correcting past injustices; and

WHEREAS, a nation committed to becoming a just society must address and seek to correct current disparities and inequities in a spirit of restorative justice and historical restitution; and

WHEREAS, the disparities and inequities of life due to racism are so large and so severe in their impacts that correcting them cannot passively rely on “progress”, generational change, or economic trends;

WHEREAS, one means available to civic, business, and governmental institutions for addressing historical and current institutional racism is the use of affirmative action in hiring, education, leadership and role models, business practices, cultural inclusion, and media; and

WHEREAS, in California, affirmative action by governmental institutions, including education, has been prohibited since passage by the voters of Proposition 209 in 1996; and

WHEREAS, Assembly Constitutional Amendment 5 has been brought forth to repeal Proposition 209, subject to passage by the voters in the November 2020 elections;

NOW, THEREFORE BE IT RESOLVED, that the Santa Cruz County Board of Education hereby endorses the repeal of the Proposition 209 ban on affirmative action, and urges all California voters to support and vote for passage of Assembly Constitutional Amendment 5 when it appears on the November 2020 ballot.

PASSED AND ADOPTED by the Governing Board of the Santa Cruz County Office of Education, County of Santa Cruz, State of California, this 16th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Board President
Santa Cruz County Board of Education

Faris M. Sabbah, Secretary
Santa Cruz County Superintendent of Schools