

MEETING MINUTES

The Santa Rosa City Schools Board Meeting of August 24, 2024, starting at 6:00 pm, is in a hybrid format. The public can attend and **comment in person** by presenting a blue card to the Executive Assistant at the Santa Rosa City Hall Council Chambers (100 Santa Rosa Ave, Santa Rosa, CA 95404) or view/listen to the meeting in a virtual format via Zoom. **No public comments will be taken via the virtual format.** For more information on viewing/listening to the meeting virtually via Zoom or by phone, please click [HERE](#).

La reunión de la mesa directiva del distrito escolar Santa Rosa City Schools del 14 de agosto de 2024, a partir de las 6:00 p. m., se llevará a cabo en un formato híbrido. El público puede asistir y **hacer comentarios en persona** presentando una tarjeta azul a la Asistente Ejecutiva en la Cámara del Ayuntamiento de Santa Rosa (100 Santa Rosa Ave, Santa Rosa, CA 95404) o ver/escuchar la reunión en formato virtual a través de Zoom. **No se aceptarán comentarios públicos a través del formato virtual.** Para obtener más información sobre cómo ver/escuchar la reunión virtualmente a través de Zoom o por teléfono, haga clic [AQUÍ](#).

Individual speakers shall be allowed up to three minutes to address the Board on each agenda or non-agenda item. The Board may limit the total time for public input on each item to 20 minutes. With Board consent, the presiding officer may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The presiding officer may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add (BP 9323).

Se les permitirán a los oradores hablar de manera individual por tres minutos ante la mesa directiva sobre cada tema incluido o no en la agenda. La mesa directiva puede limitar el tiempo total para la participación del público a 20 minutos por cada tema. Con el consentimiento de la mesa directiva, la presidenta puede incrementar o disminuir el tiempo asignado para los comentarios del público, dependiendo del tema y la cantidad de personas que deseen ser escuchadas. La presidenta puede llevar a cabo una encuesta para determinar cuántos oradores están a favor o en contra de un tema en particular, y puede pedir que otras personas hablen solo si tienen algo nuevo que agregar (BP 9323).

For questions or comments, please contact the Superintendent's Office at (707) 890-3800 ext. 80101 or mmartin@srcs.k12.ca.us.

To view future board meeting dates, click [HERE](#).

To view agendas and minutes from July 2016 - August 12, 2020, click [HERE](#).

To view agendas and minutes prior to July 27, 2016, please contact the Superintendent's Office at (707) 890-3800 ext. 80101, mmartin@srcs.k12.ca.us.

To view recordings of past board meetings, click [HERE](#).

MISSION: SRCS ensures equitable access to a transformative educational experience grounded in the assets of our students, staff, and community. We nurture the whole student in an engaging, challenging, and safe environment. We recognize and value each student's individuality and our community's cultural wealth.

VISION: SRCS will send students into the world empowered to find purpose, think critically, embrace diversity, work together, and adapt to our changing planet, and live healthy and fulfilling lives.

Attendees

Voting Members

Alegria De La Cruz, Board of Education Director

Ever Flores, Board of Education Vice President

Omar Medina, Board of Education President

Ed Sheffield, Board of Education Director

Roxanne McNally, Board of Education Clerk

Jeremy De La Torre, Board of Education Director

A. CALL TO ORDER (4:00 p.m.)

President Medina called the meeting to order at 4:00 pm.

1. Public Comment on Closed Session Agenda

There was no public comment on the Closed Session Agenda.

B. RECESS TO CLOSED SESSION

President Medina stated the following items would be discussed during the Closed Session:

- Public Employee Appointment/Employment (Position to be filled: Principal)
- Public Employee Performance Evaluation (Title of employee being reviewed: Superintendent, Associate Superintendent, Assistant Superintendent, Principals, Vice Principals, Assistant Principals, Directors, Coordinators)
- Conference With Labor Negotiator (Name of designated rep attending: Dr. Vicki Zands; name of organization: CSEA Santa Rosa 75)
- Conference With Legal Counsel - Existing Litigation (Case name: 24CV-00520, 23CV-00397, SCV-272273, OAH 2024070448, OAH 2024070739)
- Conference With Legal Counsel - Anticipated Litigation (Number of potential cases: 5)
- Student Expulsions (Case No.: 2023/24-30)

The meeting recessed to Closed Session at 4:03 pm.

- 1. Public Employee Appointment/Employment (Position to be filled: Principal) [Gov. Code § 54957]**
- 2. Public Employee Performance Evaluation (Title of employee being reviewed: Superintendent, Associate Superintendent, Assistant Superintendent, Principals, Vice Principals, Assistant Principals, Directors, Coordinators) [Gov. Code § 54957]**
- 3. Conference With Labor Negotiator (Name of designated rep attending: Dr. Vicki Zands; name of organization: CSEA Santa Rosa 75) [Gov. Code § 54957.6]**
- 4. Conference With Legal Counsel - Existing Litigation (Case name:24CV-00520, 23CV-00397, SCV-272273, OAH 2024070448, OAH 2024070739) [Gov. Code § 54956.9]**
- 5. Conference With Legal Counsel - Anticipated Litigation (Number of potential cases: 5) [Gov. Code § 54956.9]**
- 6. Student Expulsions (Case No.: 2023/24-30) [Ed. Code § 48918]**

C. RECONVENE TO OPEN SESSION (6:00 p.m.)

1. Pledge of Allegiance

President Medina led the Pledge of Allegiance.

2. Territorial Land Acknowledgment

Joscelyn Mountain led the Territorial Land Acknowledgment.

3. Report of Actions Taken in Closed Session

The following report of action was taken during the Closed Session:

- The Board gave authorization to legal counsel to settle on two certificated dismissal cases

4. Items Considered In Closed Session for Action In Open Session

The following items were considered in Closed Session for action in Open Session:

Motion Passed: Student Expulsion (Case No.: 2023/24-30)

Motion made by: Ed Sheffield

Motion seconded by: Ever Flores

Voting:

Alegria De La Cruz - Yes

Ever Flores - Yes

Omar Medina - Yes
Ed Sheffield - Yes
Roxanne McNally - Yes
Jeremy De La Torre - Yes

5. Statements of Abstention

There were no statements of abstention.

6. Adjustments to Agenda

There were no adjustments to the agenda.

D. REPORTS

1. California School Employee Association (CSEA) Santa Rosa 75 Report

President Mary Lehman gave a report.

2. Santa Rosa Teachers Association (SRTA) Report

President Kathryn Howell gave a report.

3. Superintendent Report

Superintendent Dr. Morales gave a report.

4. Board President Report

President Medina gave a report.

5. Board Member Reports

The following Board Members gave a report:

- Trustee De La Torre
- Trustee Sheffield
- Trustee De La Cruz
- Trustee Flores

6. Student Board Member Report

Student Board Member Zúñiga gave a report.

7. Safety Report

There was no safety report.

8. CSBA Report

President Medina stated that CSBA is looking for a new representative for Region 3A.

E. PUBLIC COMMENT ON NON AGENDA ITEMS

The following individual addressed the Board during public comment:

- Sarah Jenkins - SART Committee / Welcome

F. DISCUSSION / ACTION ITEMS

1. (Action) Approval of 2024-25 45 Day Budget Update

Associate Superintendent Lisa August and Executive Director Joel Dontos presented the 2024-25 45-Day Budget Update to the Board for approval.

The presentation lasted 14 minutes.

The Board's questions and comments lasted 8 minutes.

Motion Passed: Approval of 2024-25 45 Day Budget Update

Student Board Member Zúñiga preferential vote: Aye

Motion made by: Ed Sheffield

Motion seconded by: Alegria De La Cruz

Voting:

Alegria De La Cruz - Yes

Ever Flores - Yes

Omar Medina - Yes

Ed Sheffield - Yes

Roxanne McNally - Yes

Jeremy De La Torre - Yes

2. (Action) School Consolidation Advisory Committee (SCAC) Membership Recommendations

Associate Superintendent Lisa August presented the School Consolidation Advisory Committee (SCAC) Membership Recommendations to the Board.

The presentation lasted 2 minutes.

The Board's questions and comments lasted 16 minutes.

Trustee Sheffield recommended that a Santa Rosa French American Charter School representative be added to the committee list, bringing the total number of members to 21.

Motion Passed: Amend the committee list to add a Santa Rosa French American Charter School Representative and give the Superintendent authorization to select.

Student Board Member Zúñiga preferential vote: Aye

Motion made by: Ed Sheffield

Motion seconded by: Alegria De La Cruz

Voting:

Ed Sheffield - Yes

Alegria De La Cruz - Yes
Jeremy De La Torre - Yes
Roxanne McNally - Yes
Ever Flores - Yes
Omar Medina - Yes

**Motion Passed: School Consolidation Advisory Committee (SCAC)
Membership Recommendations, Amended to 21 Members**
Student Board Member Zúñiga preferential vote: Aye

Motion made by: Ed Sheffield
Motion seconded by: Alegria De La Cruz

Voting:
Ed Sheffield - Yes
Alegria De La Cruz - Yes
Jeremy De La Torre - Yes
Roxanne McNally - Yes
Ever Flores - Yes
Omar Medina - Yes

3. (Action) Approval of Provisional Internship Permit Application (PIP) Hilary Smallwood

Assistant Superintendent Dr. Vicki Zands presented the Approval of Provisional Internship Permit Application (PIP) Hilary Smallwood to the Board.

The presentation lasted 1 minute.

Motion Passed: Approval of Provisional Internship Permit Application (PIP)
Hilary Smallwood
Student Board Member Zúñiga preferential vote: Aye

Motion made by: Alegria De La Cruz
Motion seconded by: Jeremy De La Torre

Voting:
Alegria De La Cruz - Yes
Ever Flores - Yes
Omar Medina - Yes
Ed Sheffield - Yes
Roxanne McNally - Yes
Jeremy De La Torre - Yes

4. (Action) Approval of Provisional Internship Permit Application (PIP) Marizol Hernandez

Assistant Superintendent Dr. Vicki Zands presented the Approval of Provisional Internship Permit Application (PIP) Marizol Hernandez to the Board.

The presentation lasted 1 minute.

The Board's questions and comments lasted 2 minutes.

The Board requests that the Provisional Internship Permit applicants be supported and mentored by someone at Santa Rosa City Schools.

Motion Passed: Approval of Provisional Internship Permit Application (PIP) Marizol Hernandez

Student Board Member Zúñiga preferential vote: Aye

Motion made by: Alegria De La Cruz

Motion seconded by: Ever Flores

Voting:

Alegria De La Cruz - Yes

Ever Flores - Yes

Omar Medina - Yes

Ed Sheffield - Yes

Roxanne McNally - Yes

Jeremy De La Torre - Yes

5. (Action) Approval of a Variable Term Waiver for a Speech Language Pathology Services Credential for Kaitlyn Doktorczyk

Assistant Superintendent Dr. Vicki Zands presented the Approval of a Variable Term Waiver for a Speech Language Pathology Services Credential for Kaitlyn Doktorczyk to the Board.

The presentation lasted 1 minute.

The Board's questions and comments lasted 1 minute.

Motion Passed: Approval of a Variable Term Waiver for a Speech Language Pathology Services Credential for Kaitlyn Doktorczyk

Student Board Member Zúñiga preferential vote: Aye

Motion made by: Alegria De La Cruz

Motion seconded by: Ever Flores

Voting:

Alegria De La Cruz - Yes

Ever Flores - Yes

Omar Medina - Yes

Ed Sheffield - Yes

Roxanne McNally - Yes
Jeremy De La Torre - Yes

G. CONSENT ITEMS

Motion Passed: Consent Items G.1 - G.14
Student Board Member Zúñiga preferential vote: Aye

Motion made by: Alegria De La Cruz

Motion seconded by: Ever Flores

Voting:

Alegria De La Cruz - Yes

Ever Flores - Yes

Omar Medina - Yes

Ed Sheffield - Yes

Roxanne McNally - Yes

Jeremy De La Torre - Yes

- 1. Approval of Absent Board Members**
- 2. Approval of Personnel Transactions**
- 3. Approval of Vendor Warrants**
- 4. Approval of Donations and Gifts**
- 5. Approval of Contracts**
- 6. Approval of Contracts - Bond**
- 7. Approval of Solution Tree Contract**
- 8. Approval of the Proposal from Belkorp AG, LLC**
- 9. Approval of California Teaching Fellows Summer University Agreement**
- 10. Approval of Santa Rosa High School's FFA members to travel to Indianapolis, IN**
- 11. Approval of Resolution No. 2024/25-01 Designating Access Control and Flooring**
- 12. Approval of the Proposal from Jet Mulch**
- 13. Approval of Revisions to the California School Employee Association Region 75 (CSEA 75) 2024-2025 Classified Employee Calendar**
- 14. Approval of 24-25 Extra Duty Hourly Miscellaneous Salary Schedule**

H. APPROVAL OF MINUTES

- 1. Approval of Minutes of the Regular Board Meeting Held On June 26, 2024**

Motion Passed: Approval of Minutes of the Regular Board Meeting Held on June 26, 2024

Student Board Member Zúñiga preferential vote: Abstain

Motion made by: Jeremy De La Torre

Motion seconded by: Ed Sheffield

Voting:

Alegria De La Cruz - Yes

Ever Flores - Abstain

Omar Medina - Yes

Ed Sheffield - Yes

Roxanne McNally - Yes

Jeremy De La Torre - Yes

I. BOARD MEMBER REQUESTS FOR INFORMATION

J. INFORMATION ITEMS

- 1. Future Board Discussion Items**
- 2. Board Conduct and Code of Ethics**
- 3. Educational Acronyms and Abbreviations**
- 4. Williams Settlement Quarterly Report**

K. ADJOURNMENT

The meeting adjourned at 7:28 pm.

Clerk of Board

Date

SRCS 2024-25

45 Day Budget Update

August 14, 2024

Lisa August, Associate Superintendent Business Services

Joel Dontos, Executive Director Fiscal Services



Presentation Items

- Overview
- State Economic Factors
- Proposition 98 Minimum Guarantee Solution
- Santa Rosa City Schools 45 Day Budget Updates
- Areas to Monitor
- Next Steps

The Annual Budget Reporting Cycle



Overview

- The State Constitution requires the Governor to submit a budget proposal to the Legislature by January 10 of each year for the following fiscal year beginning July 1.
- By May 14, the Governor must announce an updated revenue forecast, accounting for revenue changes since January. The update is known as the "May Revise" or "May Revision."
- After its introduction, the Legislature has until June 15 to pass the budget.
- The Governor then has 12 working days to sign the budget bill into law after its passing by the Legislature.
- Education Code Section 42127(h) specifies that “Not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to reflect the funding made available by the “Budget Act.”

State Economic Factors

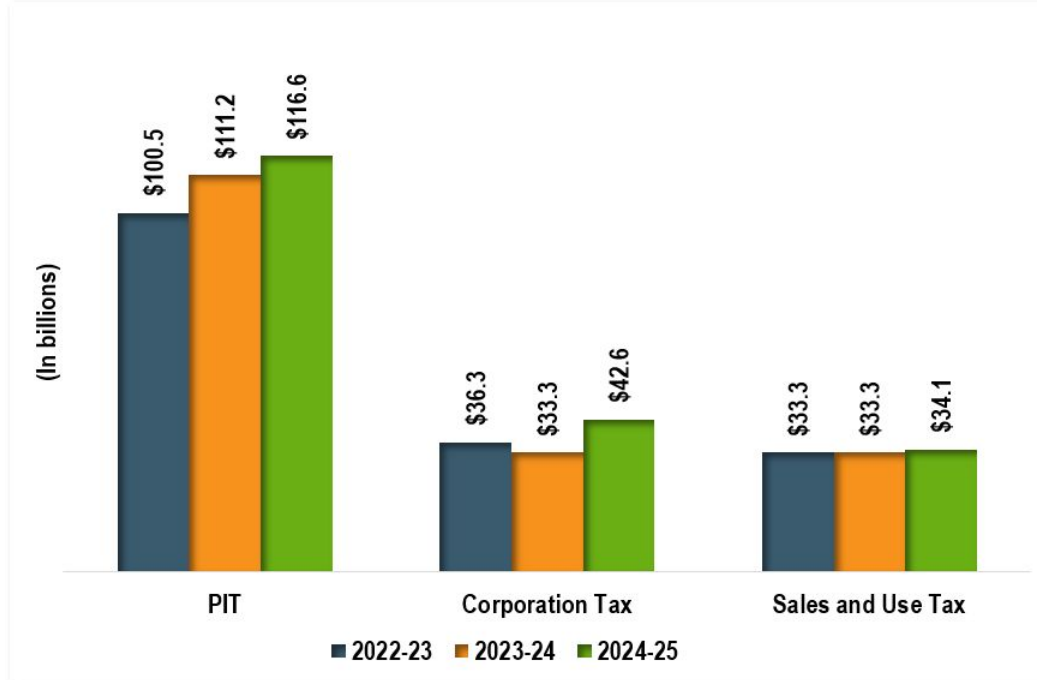
UCLA Anderson Forecast for the California Economy



- California is atypically experiencing slower than national economic growth in the current year
 - California is expected to recover and outpace the national economy again in 2025 and 2026
- Current rising unemployment is predicted to improve to normal levels in 2025
- Housing is expected to remain weak in 2024 due to low supply, high demand
- Increased construction is expected in 2025, but housing affordability is not expected to improve
- Personal income is expected to grow 0.7%, 2.5%, and 3.0% in 2024, 2025, and 2026, respectively
- The economic outlook is expected to improve in 2025, but risks to improvement remain

State Economic Factors

“Big Three” Taxes 2022-23 Through 2024-25



- Personal income tax (PIT) revenues rising
- Corporation tax revenue projected to rebound
- Sales and use tax revenue predicted to grow in 2024-25—a change of 4.8%

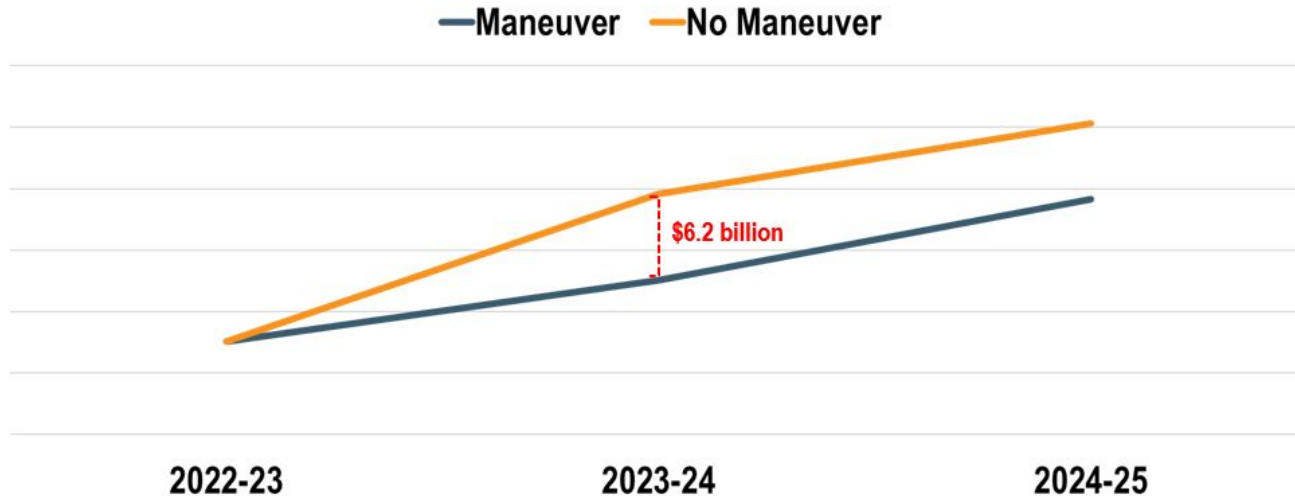
Source: 2024-25 May Revision Summary and 2024-25 Enacted Budget Summary

Proposition 98 Minimum Guarantee Solution

The 2024-25 Enacted Budget reflects the deal between Governor Gavin Newsom and the California Teachers Association on the treatment of allocations to K-14 education in excess of the 2022-23 minimum guarantee

\$6.2 billion is included in the Proposition 98 base for 2023-24 and beyond

- Recall this chart that illustrates how the inclusion of \$6.2 billion in the Proposition 98 base drastically increases the minimum guarantee in the current and budget years



Proposition 98 Minimum Guarantee Solution

- The Proposition 98 deal includes changes to the certification of the minimum guarantee
- Inspired by the significant funding, education was projected to receive above the 2022-23 minimum guarantee when state tax collections came in \$26 billion lower than projections

1

Provides a methodology to determine the amount of the minimum guarantee funded in a Budget Act over the amount of the minimum guarantee calculated with actual tax revenue data

2

Reflect the state's minimum guarantee obligation for the 2023-24 fiscal year, identifying that an excess of \$6.2 billion was allocated to K-14 agencies

3

Allows the state to adjust the minimum guarantee in years when the personal and corporate tax filing deadline is deferred past May 1 in counties that contributed more than 50% of these revenues in the prior year to reflect actual tax receipts

- Recognizes the State Budget impact of \$6.2 billion in annual increments of \$621 million in 2026-27 through 2035-36, and codifies the use of this accrual method for similar future situations

Proposition 98 Minimum Guarantee Solution

- The boost in the Proposition 98 base of \$6.2 billion makes Test 2 operative for 2023-24 at a level of \$106.8 billion
- State revenues, exclusive of the rainy day fund withdrawal, cannot support this higher obligation; therefore, the Legislature and Governor used their constitutional authority to suspend Proposition 98 in 2023-24

Proposition 98 Suspension and Maintenance Factor



The California Constitution provides that, when Proposition 98 is suspended or determined by Test 3, education funding must be restored over time to what it would have been if funded by Test 2, when certain conditions are met

Proposition 98 Suspension



Maintenance Factor

Maintenance factor is the difference between the constitutional Test 2 minimum guarantee and the actual level of funding provided, adjusted annually for inflation and changes in enrollment, and payments are required to be made in years when Test 1 is operative

2024-25 45 Day Budget Updates

- The Enacted Budget for 2024-25 has significantly fewer changes from the May Revision than we have seen in the past couple of years.
- The budget maintained the majority of the proposals that were included in the May Revision.
- In order to achieve this, the final budget agreement between the governor and the Legislature addressed the state's budget challenges through reserve drawdowns, spending reductions, new revenue proposals, internal borrowing, funding delays, fund shifts, and deferrals.

2024-25 45 Day Budget Updates

- The funded **COLA** to the Local Control Funding Formula (LCFF), special education and several other categorical programs outside the LCFF remains at 1.07 percent.
- To create the budget package, the state finance team created **deferrals** in prior budget years that do not directly affect our past budgets. Looking forward, the budget imposes a partial deferral of our June 2025 payment to July 2025.
- **Reserves and Reserve Cap**: The 2024-25 Budget withdraws all funds from the Public School System Stabilization Account (PSSSA) leaving no balance at the end of the 2023-24 fiscal year. Even with a payment of approximately \$1.1 billion to be made in 2024-25, the school district reserve cap will not be in effect for the 2024-25 year and is not projected to be triggered for the 2025-26 fiscal year.

2024-25 45 Day Budget Updates

Local Impact of Proposition 98 and the 2024-25 Education Budget

- Historically, Proposition 98 suspensions and apportionment deferrals have had significant implications for local programs and budgets
- This year is different as the fiscal policies have little to no impact locally—*Why?*

Use of State Budget Tools

The Enacted Budget uses a combination of Proposition 98 reserve funds, budget deferrals, and reappropriated funds to maintain education programs at their current levels and provide inflation adjustments

Strong Local Cash Balances

The 2023-24 deferral is a deferral on paper and most local educational agencies (LEAs) have available local cash resources to absorb the impact of the June 2025 to July 2025 apportionment deferral

2024-25 45 Day Budget Updates

Attendance Recovery

- COVID-19 disrupted student learning, access to instructional time, and student attendance patterns
- Pre- and post-pandemic, students also lost access to instructional days and minutes due to other emergency events
- The Enacted Budget includes changes intended to:



Mitigate chronic absenteeism and attendance loss and improve absentee data reporting



Provide in-person attendance and instructional time opportunities outside of the regular school day and instructional year



Facilitate continuity of learning and student engagement during emergencies



2024-25 45 Day Budget Updates

J-13A and Instructional Continuity Plan

- LEAs that experience emergency events that cause school closures or material losses of attendance can mitigate loss of funding through the J-13A process
- Currently, J-13A approval requires an independent study plan for offering remote instruction during emergency events

Effective July 1, 2025, the independent study plan requirement will be replaced with an instructional continuity requirement and J-13A requests must include LEA certification of the following:

Plan requirement

The LEA has a board-adopted comprehensive school safety plan inclusive of an instructional continuity plan



Engagement and Instruction

- Engagement and instruction were offered per instructional continuity plan provisions, or
- If engagement and instruction were not offered per the plan, the reasons why, and the engagement, instruction, or services that were offered

2024-25 45 Day Budget Updates

Instructional Continuity Plan

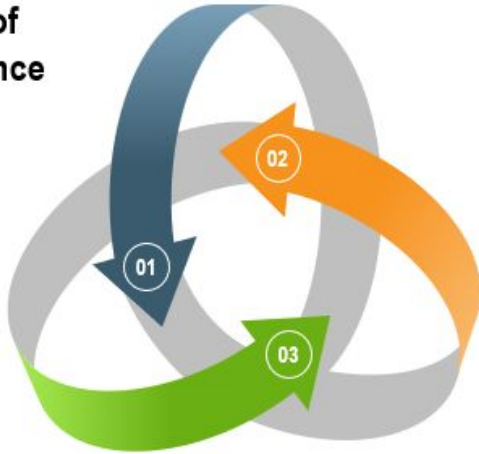
Senate Bill 153 adds an instructional continuity plan requirement to comprehensive school safety plans for use during emergency-related disruptions to learning

LEA Guidance

The California Department of Education must post guidance on instructional continuity plans by March 1, 2025

Effective Date

Beginning with the 2025-26 school year, instructional continuity plans must be included in comprehensive school safety plans



Plan Components

- Procedures for pupil engagement no later than five days after the emergency
- Plan to provide access to in-person or remote instruction no later than ten days after the emergency
 - Plans may include temporarily reassigning students

2024-25 45 Day Budget Updates

The Road Ahead

- In 2023-24, the use of one-time funds to support ongoing programs felt like a bridge, but one so long we could not see the end
 - With deferrals and maneuvers added to the budget strategies in 2024-25, the state is running low on novel approaches to support educational programs
 - It will be critically important for revenues to live up to expectations—even more so than usual
- While some 2024-25 Enacted Budget cleanup language is expected later in the summer, the next State Budget proposal will be released in January 2025
 - Between now and then—federal and state elections and half a year's worth of revenue collections



Areas to Monitor

- Staffing Challenges in Some Areas
- State and National Economy - Slowing Economic Growth, Federal & State Budget Uncertainty
- Labor Negotiations
- Changes in Statutory and/or Funded Cost of Living Adjustment (COLA)
- Declining Enrollment and Attendance Rates
 - Right-sizing (facilities, staff, programs)
- Dependent Charter Schools Fiscal Solvency
- Cost of Universal Transitional Kindergarten Program
- Sustainability and Prioritization
- Expiration of One-Time Funds

Next Steps

September 2024

- 2023-24 Unaudited Actuals Financial Report
- Budget Advisory Committee (BAC)

October 2024

- CALPADS 2024-25 Student Data Census Day
- Update Enrollment Projections
- BAC

November 2024

- BAC/Superintendent Recommendations submitted to the Board of Education

December 2024

- 2024-25 First Interim Financial Report

Board Member Questions





SCHOOL CONSOLIDATION ADVISORY COMMITTEE (REVISED)

August 14, 2024

NAME	REPRESENTATION
Janelle Black	Parent with expertise in environmental impact, legal contracts, building codes, and land use planning
Nadia Berenice Villa	Parent, bilingual, expertise with differently abled students
Cristian Ramon Díaz de Leon Barraza	Parent, expertise in project management
Melissa Stewart	Parent, community organization, experience with real estate, land use, zoning, school boundaries
Adrian Juarez Cruz	Parent, DELAC
Allison McLeod Budlong	Parent, experience with Black Student Union Advisory, Special Education, marginalized communities
Kathy Hayes	Staff/CSEA, expertise in governmental affairs, general plans, land use, and zoning
Tammy Affonso	Staff, CSEA Executive Board Member
Carrie Taylor	Staff/CSEA
Kathryn Howell	Staff, SRTA Union President, experience in school closure/consolidation
Ross Hause	Staff/SRTA, homeowner and landlord in district boundaries
Erin Geary	Staff/SRTA, Parent
<i>Andrea Loveday-Brown</i>	<i>Community Organization/ Parent, expertise in equity and social justice</i>
Herman G. Hernandez	Community Organization, experience serving on boards, foundations, and youth related organizations
Ma Donna Feather Cruz	Community Organization, experience serving Native American and Disabled populations
Anna Valle Hope	Community Member/ Business Owner/ Parent, 1st generation, experience in PTA and School Site Council
Evette Minor	Parent/ Business Owner, experience with marginalized populations
Andrea Correia	Staff/ Administrator/ Parent, experience with at risk student populations
Jeanine Wilson	Staff/ Administrator, experience with at risk, multilingual, special education, and low socioeconomic status students
Allegra-Anne Buschman	Staff/ Administrator, experience with marginalized and low socioeconomic status students
Ben Wolf	Parent, Parent Organization and School Site Council



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Hilary Smallwood

SSN _____

Name of Employing Agency Santa Rosa City Schools

County/District/CDS Code 49/086

- Multiple Subject
- Single Subject - Specify subject(s): _____
- Education Specialist - Specify specialty area(s): Extensive Support Needs

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

Required recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

Optional recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers
- Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

- Public School District**
 Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant’s name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant’s name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

- 4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
- 5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
- 6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____



CTC Use Only

CTC Use Only
 W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers only.

1. EMPLOYING AGENCY (include mailing address) Santa Rosa City Schools 110 Stony Point Rd Suite 150 Santa Rosa Ca 95401 NPS/NPA (list county code _____)	County/District CDS Code 086/49	Contact Person: Elizabeth Garcia Telephone #: 7078903800 EMail: egarcia@srcs.k12.c

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number:

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Kaitlyn Michelle Doktorczyk
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Speech and Language Pathologist Teacher

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Speech and Language Pathologist

Indicate specific position and grade level (e.g. chemistry teacher, grades 11-12)

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? Yes No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) Yes No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: 44265.3

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8 / 1 / 2024 to 6 / 30 / 2025

Ending date of school term, track, or year: 6 / 18 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input checked="" type="checkbox"/> Speech-Language Pathology Services | |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input checked="" type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input type="checkbox"/> Teacher of English Learner Students |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- Distributed job announcements
- Contacted IHE placement centers
- Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- Advertised in local/national newspaper
- Attended job fairs in California
- Attended recruitment out-of-state
- Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

- _____ Applicant(s) withdrew
- _____ Candidate(s) declined job offer
- _____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

She is a qualified, in person SLP candidate that comes highly recommended. The District priorities are for in person SLP therapists. We have a high number of students that need SLP services in the District and there are very few in person applicants for these positions. The interview team felt that she was knowledgeable in Speech and Language therapy and had a positive attitude for working with students with special needs.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Speech Language Pathologist Credential Program	06/30/2025

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Carolina Castro Ballard Position Program Manager

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

- Yes No Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding [Professional Fitness Explanation Form](#).**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

Yes

No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?

You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

Yes

No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprimanded, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant

(Sign full legal name as listed in #2)

Date

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Marizol Hernandez

SSN _____

Name of Employing Agency Santa Rosa City Schools

County/District/CDS Code 49/086

- Multiple Subject
- Single Subject - Specify subject(s): _____
- Education Specialist - Specify specialty area(s): Mild/Moderate Support Needs

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

Required recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

Optional recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers
- Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

- Public School District**
 Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

- 4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
- 5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
- 6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature mmh mudez

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature W. A. R. [Signature]

Title Assistant Superintendent of Human Resources

Date 7/22/24



RESOLUTION NO. 2024/2025-01

Date: August 14, 2024

A RESOLUTION DESIGNATING CERTAIN PRODUCTS, BRANDS OR SERVICES PURSUANT TO PUBLIC CONTRACT CODE SECTION 3400 FOR THE DISTRICT'S MAINTENANCE OPERATIONS

WHEREAS, Pursuant to Public Contract Code section 3400(b) the Santa Rosa City Schools ("District") may make a finding(s) that designates certain products, things, or services by specific brand or trade name for the statutorily enumerated purposes; and

WHEREAS, the District's Board of Education ("Board") has reviewed the District's current facilities, general contracts, plans, and specifications in order to evaluate the District's need to establish uniform, complete, and compatible maintenance systems District-wide in order to facilitate the most reliable, dependable, cost-efficient and feasible education for school children in the District; and

WHEREAS, based on the Board's above-described review and Public Contract Code Section 3000 et seq. and Section 3400, the Board has determined that the District may require and specify the use of certain products, things, or services on District projects as found below; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE SANTA ROSA CITY SCHOOLS AS FOLLOWS:

Section 1. The District, pursuant to Public Contract Code section 3400, intends to establish uniform, complete, and compatible maintenance systems District-wide in order to facilitate the most reliable, dependable, cost-efficient, and feasible education for school children in the District.

Section 2. The District has found compatibility, cost, and utility of maintenance service systems to be problematic and believes it necessary to establish complete District systems to avoid incompatibility issues, as well as durability and reliability issues, and costs associated with experimenting, replacing incompatible and useless maintenance parts/components and to avoid the waste of District funds associated with addressing incompatible components.

Section 3. The District and its consultants have undertaken considerable research into the products/brands utilized by the maintenance service system which would properly serve the District's administrative and educational purposes.

Section 4. The District's existing facilities already utilize specific products/brands. The District's findings contained herein are made to match those existing systems currently in the District and to avoid the cost of designing and engineering systems and components that may not be compatible, could never be made compatible, or could only be made compatible after expending considerable District resources and funds.

Section 5. Pursuant to Public Contract Code Section 3400(b), the District's governing Board desires to designate certain products/brands for the District's use in order to match items in existing projects so as to establish one complete District-wide maintenance system, thus, avoiding incompatibility of products and systems.

Section 6. In addition to the need to establish a District-wide system to ensure the compatibility of existing parts to new District parts, the District, pursuant to Public Contract Code Section 3400, also intends to establish uniform standards for the listed products and systems for the following reasons:

- A. **Flooring Manufacturer** – *Milliken* products are necessary for the District's maintenance system because:
1. This company has proven that they will honor all warranties and stand behind their products, which have been successfully in use in other local Districts.
 2. This company has proven to be an agent of the District and not an agent of the awarded contractor.
 3. This would enable the implementation of a district-wide flooring system to avoid incompatibility issues, replacement issues, product stocking, and maintenance issues.
- B. **Digital Access Control** - *Avigilon* products are necessary for the District's maintenance system because:
1. This company has proven that they will honor all warranties and stand behind their products, which have been successfully in use in other local Districts.
 2. This company has proven to be an agent of the District and not an agent of the awarded contractor.
 3. This would enable the implementation of a district-wide digital access control system to avoid incompatibility issues, replacement issues, product stocking, and maintenance issues.

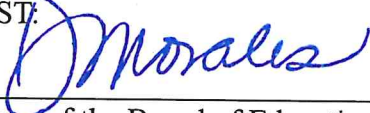
PASSED AND ADOPTED this August 14, 2024, by the following vote:

AYES: 6
NOES: 0
ABSTAIN: 0
ABSENT: 1



President of the Board of Education of the
Santa Rosa City Schools

ATTEST:



Secretary of the Board of Education of the
Santa Rosa City Schools



PRODUCTS SPEC MENU

MODULAR CARPET TILE:

- Modular tile shall be a high-performance, branded 100% Type 6 or 6,6 nylon.
- Mill extruded nylons will not be accepted.
- Carpet shall be tufted and have a manufacturer's PVC-free cushion backing system which provides a non-permanent installation using a non-reactive or high moisture, releasable adhesive.
- This adhesive shall meet or exceed requirements for certification according to the CRI Green Label Plus IAQ Test Program.
- Carpet tile shall be recyclable meeting USGBC LEED rating system requirements and shall have third party certification.

DYE METHOD/DIGITAL TECHNOLOGY:

Chemical bonding color with fiber

- Must have precise registration tile to tile.
- Selected by Architect and approved by Owner.
- Custom color capability for 100 yd minimum.





DYE METHOD/ SOLUTION DYED FIBER:

- Modular tile shall be a high-performance, branded 100% Type 6 or 6,6 nylon.
- Mill extruded nylons will not be accepted.
- Carpet shall be tufted and have a manufacturer's PVC-free cushion backing system which provides a non-permanent installation using a non-reactive or high moisture, releasable adhesive.
- This adhesive shall meet or exceed requirements for certification according to the CRI Green Label Plus IAQ Test Program.
- Carpet tile shall be recyclable meeting USGBC LEED rating system requirements and shall have third party certification.

TECHNICAL REQUIREMENTS:

- **TARR Rating:** "Severe" or "Heavy" using ASTM D-5252 Hexapod Tumble Test. Value must be 3.0 or higher to ensure appearance retention in high traffic areas such as school classrooms (rating of 3.0) and corridors (rating of 3.0 - 3.5).
- **Noise Reduction Coefficient, ASTM C423:** 0.20 minimum. 0.25 for LEED facility.
- **ASTM D 2859 or CPSC FF-1-70 Methenamine Pill Test:** Pass
- **Critical Radiant Flux Classification:** Not less than 0.45 W/sq/cm.
- **Dimensional Tolerance:** Within 1/32 inch of specified size dimensions, as determined by physical measurement.
- **Dimensional Stability:** 0.2% or less according to ISO 2551 (Aechen Test).
- **Colorfastness to crocking:** Not less than 4, wet and dry, according to AATCC 165.
- **Electrostatic Propensity:** Less than 3.5 kV according to AATCC134.
- **ASTME 648, Critical Radiant Panel Flux Class I:** Not less than 0.45 watts per square centimeter.
- **ASTM E 662 (NFPA 258):** Smoke density less than 450 optical density.

No RH or pH limits or testing required for New or Renovation construction.



SUSTAINABILITY:

- Carpet must be LBC Red List Free and must be 3rd party verified and publicly available through LBC Declare Labels.
- Product must be Cradle to Cradle 3.1 Silver or higher-level certification.
- Carpet tile shall be recyclable meeting USGBC LEED Rating System requirements and shall have third party certification.
- Indoor Air Quality - CRI Green Label Plus
- NSF 140 Certification - Gold or Platinum
- SBTi Near Term/Long Term validation.
- Carbon Neutral
- HPD and EPD Declarations
- EcoVadis Approval
- CDP Disclosures

WARRANTY:

1. Lifetime Face Fiber Wear
2. Lifetime Staining/Soiling Resistance
3. Lifetime Color Pattern Permanency
4. Lifetime Delamination of Backing
5. Lifetime Edge Ravel
6. Lifetime Tuft Bind
7. Lifetime Floor Compatibility
8. Lifetime Antistatic
9. Lifetime Flammability
10. Lifetime Cushion Resiliency
11. Lifetime Dimensional Stability
12. Lifetime Floor Release
13. Lifetime Moisture Resistance

SUBSTITUTIONS:

- Proposed substitution, to be considered, shall be from the same, original manufacturer and of equivalent materials that meet or exceed specified requirements.
- Substitutions shall be identified not less than 10 days prior to bid.

ADHESIVES:

- Water-resistant, mildew-resistant, non-staining, pressure-sensitive type complies with recommended by carpet tile manufacturer for releasable installations.
- Adhesive shall be manufacturer approved.

For a complete list of Carpet Standard CSI Master Spec go to:

[**EXPLORE MORE**](#)

SECTION 281300 - ACCESS CONTROL SOFTWARE AND DATABASE MANAGEMENT

Revise this Section by deleting and inserting text to meet Project-specific requirements.

This Section uses the term "Architect." Change this term to match that used to identify the design professional as defined in the General and Supplementary Conditions.

Verify that Section titles referenced in this Section are correct for this Project's Specifications; Section titles may have changed.

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Cloud-based security access central-control system.

1.2 DEFINITIONS

- A. ACS: Access control system.
- B. ACU: Access control unit.
- C. AHJ: Authorities having jurisdiction.
- D. Anti-Passback: Feature that lets users define a sequence in which entries must be accessed in order to gain entry.
- E. Cloud Key Credential: Credential that lets users generate links to provide temporary access through a mobile app or online portal.
- F. Control Center: Online portal that lets administrators manage users, set up entries and permissions, and troubleshoot hardware.
- G. Credential: Key presented to a reader to gain access to an entry to include cards, key fobs, and mobile credentials.
- H. DTS: Digital Termination Service. A microwave-based, line-of-sight communication provided directly to the end user.
- I. Entrance: Door, gate, turnstile, or elevator floor secured with a reader.
- J. Identifier: A credential card; keypad personal identification number; or code, biometric characteristic, or other unique identification entered as data into the entry-control database for the purpose of identifying an individual. Where this term is presented with an initial capital letter, this definition applies.

- K. LAN: Local area network.
 - L. Location: A Location on the network having a workstation-to-controller communications link, with additional controllers at the Location connected to the workstation-to-controller link with a TIA 485-A communications loop. Where this term is presented with an initial capital letter, this definition applies. Magic Link: Authenticated URL that lets a user log into the ACS mobile app.
 - M. Mobile Credential: Access method tied to a user's smartphone through the use of a mobile app.
 - N. Mobile App: Smartphone application used for providing mobile credentials and remote unlock for users.
 - O. RAS: Remote access services.
 - P. Remote Unlock: Feature that lets users unlock an entry without needing to be in range.
 - Q. REST API: Representational State Transfer Application Programming Interface.
 - R. RF: Radio frequency.
 - S. ROM: Read-only memory. ROM data are maintained through losses of power.
 - T. Smart Hub ACU: Cloud-based control panel that manages access to a secured area.
 - U. SSO: Single sign-on.
 - V. TCP/IP: Transport control protocol/Internet protocol.
 - W. TLS: Transport layer security.
 - X. User: Person defined in the control center with credentials.
 - Y. VPN: Virtual private network.
- 1.3 ACTION SUBMITTALS
- A. Product Data: For each type of product indicated. Include rated capacities, operating characteristics, and furnished specialties and accessories. Reference each product to a location on Drawings. Test and evaluation data presented in Product Data shall comply with SIA BIO-01.
 - B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
 - 1. Diagrams for cable management system.
- [See Editing Instruction No. 5 in the Evaluations for a discussion of graphic standards for Drawings.](#)
- 2. System labeling schedules, including electronic copy of labeling schedules that are part of the cable and asset identification system of the software specified in Parts 2 and 3.
 - 3. Wiring Diagrams. For power, signal, and control wiring. Show typical wiring schematics including the following:
 - a. ACUs, jacks, and jack assemblies.

- b. Patch cords.
 - c. Patch panels.
 - 4. Cable Administration Drawings: As specified in "Identification" Article.
 - 5. Battery and charger calculations for controllers and all powered accessories.
- C. Product Schedules.
- 1.4 INFORMATIONAL SUBMITTALS
 - A. Field quality-control reports.
- 1.5 CLOSEOUT SUBMITTALS
 - A. Operation and Maintenance Data: For security system to include in emergency, operation, and maintenance manuals. In addition to items specified in Section 017823 "Operation and Maintenance Data," include the following:
 - 1. Hard copies of manufacturer's specification sheets, operating specifications, design guides, user's guides for software and hardware, and PDF files on [USB] [cloud] media of the hard-copy submittal.
 - 2. System installation and setup guides with data forms to plan and record options and setup decisions.
 - 3. Test reports.
 - 4. Installed asset listing.
 - 5. Device settings.
- 1.6 MAINTENANCE MATERIAL SUBMITTALS
 - A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Credential card blanks, ready for printing. Include enough credential cards for all personnel to be enrolled at the site plus an extra [50] <Insert number> percent for future use.
 - 2. Fuses of all kinds, power and electronic, equal to [10] <Insert number> percent of amount installed for each size used, but no fewer than three units.
 - 3. <Insert materials>.
- 1.7 QUALITY ASSURANCE

Retain first paragraph below if qualified workers are available at Project location. Cable installer qualifications may be deleted if cable installation is specified in Section 260519 "Low-Voltage Electrical Power Conductors and Cables."

 - A. Installer Qualifications: An employer of workers trained and approved by manufacturer.
 - 1. Cable installer must have on staff an RCDD certified by Building Industry Consulting Service International.

- B. Source Limitations: Obtain controllers, Identifier readers, and all software through one source from single manufacturer.
- 1.8 DELIVERY, STORAGE, AND HANDLING
- A. Controllers:
 1. Store in temperature- and humidity-controlled environment in original manufacturer's sealed containers. Maintain ambient temperature between **50 and 85 deg F (10 and 30 deg C)**, and not more than 80 percent relative humidity, noncondensing.
 2. Open each container; verify contents against packing list; and file copy of packing list, complete with container identification, for inclusion in operation and maintenance data.
 3. Mark packing list with the same designations assigned to materials and equipment for recording in the system labeling schedules that are generated by software specified in "Cable and Asset Management Software" Article.
 4. Save original manufacturer's containers and packing materials and deliver as directed under provisions covering extra materials.
- 1.9 PROJECT CONDITIONS
- A. Environmental Conditions: System shall be capable of withstanding the following environmental conditions without mechanical or electrical damage or degradation of operating capability:
 1. Indoor, Controlled Environment: NEMA 250, Type 1 enclosure. System components, except the central-station control unit, installed in **[air-conditioned] [temperature-controlled]** indoor environments shall be rated for continuous operation in ambient conditions of **[36 to 122 deg F (2 to 50 deg C)]** <Insert temperature range> dry bulb and 20 to 90 percent relative humidity, noncondensing.
- PART 2 - PRODUCTS
- 2.1 ACCESS CONTROL SOFTWARE
- A. Basis-of-Design Product: Subject to compliance with requirements, provide Alta formerly known as Openpath Access Control System or comparable product.
- 2.2 DESCRIPTION
- A. Security Access System: Cloud-based ACS that includes an online administrative portal and field-installed access control panels and credential readers, connected by a high-speed electronic-data transmission network.
 - B. Compliance: UL 294, SOC 2 Type 1 and 2.
 - C. Access Control Software:
 1. Subscriptions will be provided by the district.

2.3 SURGE AND TAMPER PROTECTION

- A. Surge Protection: Protect components from voltage surges originating external to equipment housing and entering through power, communication, signal, control, or sensing leads. Include surge protection for external wiring of each conductor-entry connection to components.
 - 1. Minimum Protection for Power Connections 120 V and More: Auxiliary panel suppressors complying with requirements in Section 264313 "Surge Protection for Low-Voltage Electrical Power Circuits."
 - 2. Minimum Protection for Communication, Signal, Control, and Low-Voltage Power Connections: Comply with requirements in Section 264313 "Surge Protection for Low-Voltage Electrical Power Circuits" as recommended by manufacturer for type of line being protected.
- B. Tamper Protection: Tamper switches on enclosures, control units, pull boxes, junction boxes, cabinets, and other system components shall initiate a tamper-alarm signal when unit is opened or partially disassembled. Control-station control-unit alarm display shall identify tamper alarms and indicate locations.

2.4 ACCESS CONTROL PANELS

- A. Controllers: Intelligent peripheral control unit, complying with UL 294, that stores time, date, valid codes, access levels, and similar data downloaded from the central station or workstation for controlling its operation.
- B. Smart Hubs:
 - 1. SYS-16ENT-DVE6
 - 2. SYS-8ENT-DVE4
 - 3. SYS-4ENT-DVE1
- C. Battery Backup: Sealed, lead acid; sized to provide run time during a power outage of 90 minutes, complying with UL 924.
- D. Controller Power: NFPA 70, Class II power-supply transformer, with 12- or 24-V ac secondary, backup battery and charger.
- E. Readers:
 - 1. OP-R2X-MULL
 - 2. OP-R2X-STND

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine pathway elements intended for cables. Check raceways, cable trays, and other elements for compliance with space allocations, installation tolerances, hazards to cable installation, and other conditions affecting installation.
- B. Examine roughing-in for LAN and control cable conduit systems to controllers, credential readers, and other cable-connected devices to verify actual locations of conduit and back boxes before device installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Comply with recommendations in SIA CP-01.
- B. Comply with TIA 606-B, "Administration Standard for Commercial Telecommunications Infrastructure."
- C. Product Schedules: Obtain detailed product schedules from manufacturer of access-control system or develop product schedules to suit Project. Fill in all data available from Project plans and specifications and publish as Product Schedules for review and approval.
 - 1. Record setup data for access control software.
 - 2. For each Location, record setup of controller features and access requirements.
 - 3. Propose start and stop times for schedules, and assign entry schedules to entries.
 - 4. Enable and configure alert settings. Establish interlocks between alarms, intruder detection, and video surveillance integrations.
 - 5. Develop user-defined fields.
 - 6. Create lockdown plans.
 - 7. Discuss badge layout options; design badges.
 - 8. Complete system diagnostics and operation verification.
 - 9. Prepare a specific plan for system testing, startup, and demonstration.
 - 10. Develop acceptance test concept and, on approval, develop specifics of the test.
 - 11. Develop cable and asset-management system details; input data from construction documents. Include system schematics and Visio Technical Drawings in electronic format <Insert software>.
- D. In meetings with Architect and Owner, present Product Schedules and review, adjust, and prepare final setup documents. Use approved, final Product Schedules to set up system software.

3.3 IDENTIFICATION

- A. In addition to requirements in this article, comply with applicable requirements in Section 270553 "Identification for Communications Systems" and with TIA 606-B.

- B. Using software specified in "Cable and Asset Management Software" Article, develop cable administration drawings for system identification, testing, and management. Use unique, alphanumeric designation for each cable, and label cable and jacks, connectors, and terminals to which it connects with the same designation. Use logical and systematic designations for facility's architectural arrangement.
 - C. Label each terminal strip and screw terminal in each cabinet, rack, or panel.
 - 1. All wiring conductors connected to terminal strips shall be individually numbered, and each cable or wiring group being extended from a panel or cabinet to a building-mounted device shall be identified with the name and number of the particular device as shown.
 - 2. Each wire connected to building-mounted devices is not required to be numbered at the device if the color of the wire is consistent with the associated wire connected and numbered within the panel or cabinet.
 - D. At completion, cable and asset management software shall reflect as-built conditions.
- 3.4 SYSTEM SOFTWARE AND HARDWARE
- A. Set up software and hardware and provide access to software to Owner.
- 3.5 STARTUP SERVICE
- A. Engage a factory-authorized service representative to supervise and assist with startup service.
 - 1. Complete installation and startup checks in accordance with approved procedures that were developed in "Preparation" Article and with manufacturer's written instructions.
- 3.6 DEMONSTRATION
- A. **[Engage a factory-authorized service representative to train] [Train]** Owner's maintenance personnel to adjust, operate, and maintain security access system. See Section 017900 "Demonstration and Training."
 - A. Training: A certified technician will offer training and onboarding that can be scheduled online.
 - B. Develop separate training modules for the following:
 - 1. Operators who prepare and input credentials to use the access control software and to enroll personnel.
 - 2. Security personnel.
 - 3. Hardware maintenance personnel.
 - 4. Corporate management.
- END OF SECTION 281300



RESOLUTION NO. 2024/2025-01
Date: August 14, 2024

A RESOLUTION DESIGNATING CERTAIN PRODUCTS, BRANDS OR SERVICES PURSUANT TO PUBLIC CONTRACT CODE SECTION 3400 FOR THE DISTRICT’S MAINTENANCE OPERATIONS

WHEREAS, Pursuant to Public Contract Code section 3400(b) the Santa Rosa City Schools (“District”) may make a finding(s) that designates certain products, things, or services by specific brand or trade name for the statutorily enumerated purposes; and

WHEREAS, the District’s Board of Education (“Board”) has reviewed the District’s current facilities, general contracts, plans, and specifications in order to evaluate the District’s need to establish uniform, complete, and compatible maintenance systems District-wide in order to facilitate the most reliable, dependable, cost-efficient and feasible education for school children in the District; and

WHEREAS, based on the Board’s above-described review and Public Contract Code Section 3000 et seq. and Section 3400, the Board has determined that the District may require and specify the use of certain products, things, or services on District projects as found below; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE SANTA ROSA CITY SCHOOLS AS FOLLOWS:

Section 1. The District, pursuant to Public Contract Code section 3400, intends to establish uniform, complete, and compatible maintenance systems District-wide in order to facilitate the most reliable, dependable, cost-efficient, and feasible education for school children in the District.

Section 2. The District has found compatibility, cost, and utility of maintenance service systems to be problematic and believes it necessary to establish complete District systems to avoid incompatibility issues, as well as durability and reliability issues, and costs associated with experimenting, replacing incompatible and useless maintenance parts/components and to avoid the waste of District funds associated with addressing incompatible components.

Section 3. The District and its consultants have undertaken considerable research into the products/brands utilized by the maintenance service system which would properly serve the District’s administrative and educational purposes.

Section 4. The District’s existing facilities already utilize specific products/brands. The District’s findings contained herein are made to match those existing systems currently in the District and to avoid the cost of designing and engineering systems and components that may not be compatible, could never be made compatible, or could only be made compatible after expending considerable District resources and funds.

Section 5. Pursuant to Public Contract Code Section 3400(b), the District's governing Board desires to designate certain products/brands for the District's use in order to match items in existing projects so as to establish one complete District-wide maintenance system, thus, avoiding incompatibility of products and systems.

Section 6. In addition to the need to establish a District-wide system to ensure the compatibility of existing parts to new District parts, the District, pursuant to Public Contract Code Section 3400, also intends to establish uniform standards for the listed products and systems for the following reasons:

- A. Flooring Manufacturer** – *Milliken* products are necessary for the District's maintenance system because:
1. This company has proven that they will honor all warranties and stand behind their products, which have been successfully in use in other local Districts.
 2. This company has proven to be an agent of the District and not an agent of the awarded contractor.
 3. This would enable the implementation of a district-wide flooring system to avoid incompatibility issues, replacement issues, product stocking, and maintenance issues.
- B. Digital Access Control** - *Avigilon* products are necessary for the District's maintenance system because:
1. This company has proven that they will honor all warranties and stand behind their products, which have been successfully in use in other local Districts.
 2. This company has proven to be an agent of the District and not an agent of the awarded contractor.
 3. This would enable the implementation of a district-wide digital access control system to avoid incompatibility issues, replacement issues, product stocking, and maintenance issues.

PASSED AND ADOPTED this August 14, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Board of Education of the
Santa Rosa City Schools

ATTEST:

Secretary of the Board of Education of the
Santa Rosa City Schools



PRODUCTS SPEC MENU

MODULAR CARPET TILE:

- Modular tile shall be a high-performance, branded 100% Type 6 or 6,6 nylon.
- Mill extruded nylons will not be accepted.
- Carpet shall be tufted and have a manufacturer's PVC-free cushion backing system which provides a non-permanent installation using a non-reactive or high moisture, releasable adhesive.
- This adhesive shall meet or exceed requirements for certification according to the CRI Green Label Plus IAQ Test Program.
- Carpet tile shall be recyclable meeting USGBC LEED rating system requirements and shall have third party certification.

DYE METHOD/DIGITAL TECHNOLOGY:

Chemical bonding color with fiber

- Must have precise registration tile to tile.
- Selected by Architect and approved by Owner.
- Custom color capability for 100 yd minimum.





DYE METHOD/ SOLUTION DYED FIBER:

- Modular tile shall be a high-performance, branded 100% Type 6 or 6,6 nylon.
- Mill extruded nylons will not be accepted.
- Carpet shall be tufted and have a manufacturer's PVC-free cushion backing system which provides a non-permanent installation using a non-reactive or high moisture, releasable adhesive.
- This adhesive shall meet or exceed requirements for certification according to the CRI Green Label Plus IAQ Test Program.
- Carpet tile shall be recyclable meeting USGBC LEED rating system requirements and shall have third party certification.

TECHNICAL REQUIREMENTS:

- **TARR Rating:** "Severe" or "Heavy" using ASTM D-5252 Hexapod Tumble Test. Value must be 3.0 or higher to ensure appearance retention in high traffic areas such as school classrooms (rating of 3.0) and corridors (rating of 3.0 - 3.5).
- **Noise Reduction Coefficient, ASTM C423:** 0.20 minimum. 0.25 for LEED facility.
- **ASTM D 2859 or CPSC FF-1-70 Methenamine Pill Test:** Pass
- **Critical Radiant Flux Classification:** Not less than 0.45 W/sq/cm.
- **Dimensional Tolerance:** Within 1/32 inch of specified size dimensions, as determined by physical measurement.
- **Dimensional Stability:** 0.2% or less according to ISO 2551 (Aecheh Test).
- **Colorfastness to crocking:** Not less than 4, wet and dry, according to AATCC 165.
- **Electrostatic Propensity:** Less than 3.5 kV according to AATCC134.
- **ASTME 648, Critical Radiant Panel Flux Class I:** Not less than 0.45 watts per square centimeter.
- **ASTM E 662 (NFPA 258):** Smoke density less than 450 optical density.

No RH or pH limits or testing required for New or Renovation construction.



SUSTAINABILITY:

- Carpet must be LBC Red List Free and must be 3rd party verified and publicly available through LBC Declare Labels.
- Product must be Cradle to Cradle 3.1 Silver or higher-level certification.
- Carpet tile shall be recyclable meeting USGBC LEED Rating System requirements and shall have third party certification.
- Indoor Air Quality - CRI Green Label Plus
- NSF 140 Certification - Gold or Platinum
- SBTi Near Term/Long Term validation.
- Carbon Neutral
- HPD and EPD Declarations
- EcoVadis Approval
- CDP Disclosures

WARRANTY:

1. Lifetime Face Fiber Wear
2. Lifetime Staining/Soiling Resistance
3. Lifetime Color Pattern Permanency
4. Lifetime Delamination of Backing
5. Lifetime Edge Ravel
6. Lifetime Tuft Bind
7. Lifetime Floor Compatibility
8. Lifetime Antistatic
9. Lifetime Flammability
10. Lifetime Cushion Resiliency
11. Lifetime Dimensional Stability
12. Lifetime Floor Release
13. Lifetime Moisture Resistance

SUBSTITUTIONS:

- Proposed substitution, to be considered, shall be from the same, original manufacturer and of equivalent materials that meet or exceed specified requirements.
- Substitutions shall be identified not less than 10 days prior to bid.

ADHESIVES:

- Water-resistant, mildew-resistant, non-staining, pressure-sensitive type complies with recommended by carpet tile manufacturer for releasable installations.
- Adhesive shall be manufacturer approved.

For a complete list of Carpet Standard CSI Master Spec go to:

[**EXPLORE MORE**](#)

SECTION 281300 - ACCESS CONTROL SOFTWARE AND DATABASE MANAGEMENT

Revise this Section by deleting and inserting text to meet Project-specific requirements.

This Section uses the term "Architect." Change this term to match that used to identify the design professional as defined in the General and Supplementary Conditions.

Verify that Section titles referenced in this Section are correct for this Project's Specifications; Section titles may have changed.

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Cloud-based security access central-control system.

1.2 DEFINITIONS

- A. ACS: Access control system.
- B. ACU: Access control unit.
- C. AHJ: Authorities having jurisdiction.
- D. Anti-Passback: Feature that lets users define a sequence in which entries must be accessed in order to gain entry.
- E. Cloud Key Credential: Credential that lets users generate links to provide temporary access through a mobile app or online portal.
- F. Control Center: Online portal that lets administrators manage users, set up entries and permissions, and troubleshoot hardware.
- G. Credential: Key presented to a reader to gain access to an entry to include cards, key fobs, and mobile credentials.
- H. DTS: Digital Termination Service. A microwave-based, line-of-sight communication provided directly to the end user.
- I. Entrance: Door, gate, turnstile, or elevator floor secured with a reader.
- J. Identifier: A credential card; keypad personal identification number; or code, biometric characteristic, or other unique identification entered as data into the entry-control database for the purpose of identifying an individual. Where this term is presented with an initial capital letter, this definition applies.

- K. LAN: Local area network.
 - L. Location: A Location on the network having a workstation-to-controller communications link, with additional controllers at the Location connected to the workstation-to-controller link with a TIA 485-A communications loop. Where this term is presented with an initial capital letter, this definition applies. Magic Link: Authenticated URL that lets a user log into the ACS mobile app.
 - M. Mobile Credential: Access method tied to a user's smartphone through the use of a mobile app.
 - N. Mobile App: Smartphone application used for providing mobile credentials and remote unlock for users.
 - O. RAS: Remote access services.
 - P. Remote Unlock: Feature that lets users unlock an entry without needing to be in range.
 - Q. REST API: Representational State Transfer Application Programming Interface.
 - R. RF: Radio frequency.
 - S. ROM: Read-only memory. ROM data are maintained through losses of power.
 - T. Smart Hub ACU: Cloud-based control panel that manages access to a secured area.
 - U. SSO: Single sign-on.
 - V. TCP/IP: Transport control protocol/Internet protocol.
 - W. TLS: Transport layer security.
 - X. User: Person defined in the control center with credentials.
 - Y. VPN: Virtual private network.
- 1.3 ACTION SUBMITTALS
- A. Product Data: For each type of product indicated. Include rated capacities, operating characteristics, and furnished specialties and accessories. Reference each product to a location on Drawings. Test and evaluation data presented in Product Data shall comply with SIA BIO-01.
 - B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
 - 1. Diagrams for cable management system.
- See Editing Instruction No. 5 in the Evaluations for a discussion of graphic standards for Drawings.
- 2. System labeling schedules, including electronic copy of labeling schedules that are part of the cable and asset identification system of the software specified in Parts 2 and 3.
 - 3. Wiring Diagrams. For power, signal, and control wiring. Show typical wiring schematics including the following:
 - a. ACUs, jacks, and jack assemblies.

- b. Patch cords.
 - c. Patch panels.
 - 4. Cable Administration Drawings: As specified in "Identification" Article.
 - 5. Battery and charger calculations for controllers and all powered accessories.
- C. Product Schedules.
- 1.4 INFORMATIONAL SUBMITTALS
 - A. Field quality-control reports.
- 1.5 CLOSEOUT SUBMITTALS
 - A. Operation and Maintenance Data: For security system to include in emergency, operation, and maintenance manuals. In addition to items specified in Section 017823 "Operation and Maintenance Data," include the following:
 - 1. Hard copies of manufacturer's specification sheets, operating specifications, design guides, user's guides for software and hardware, and PDF files on [USB] [cloud] media of the hard-copy submittal.
 - 2. System installation and setup guides with data forms to plan and record options and setup decisions.
 - 3. Test reports.
 - 4. Installed asset listing.
 - 5. Device settings.
- 1.6 MAINTENANCE MATERIAL SUBMITTALS
 - A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Credential card blanks, ready for printing. Include enough credential cards for all personnel to be enrolled at the site plus an extra [50] <Insert number> percent for future use.
 - 2. Fuses of all kinds, power and electronic, equal to [10] <Insert number> percent of amount installed for each size used, but no fewer than three units.
 - 3. <Insert materials>.
- 1.7 QUALITY ASSURANCE

Retain first paragraph below if qualified workers are available at Project location. Cable installer qualifications may be deleted if cable installation is specified in Section 260519 "Low-Voltage Electrical Power Conductors and Cables."

 - A. Installer Qualifications: An employer of workers trained and approved by manufacturer.
 - 1. Cable installer must have on staff an RCDD certified by Building Industry Consulting Service International.

- B. Source Limitations: Obtain controllers, Identifier readers, and all software through one source from single manufacturer.
- 1.8 DELIVERY, STORAGE, AND HANDLING
- A. Controllers:
 1. Store in temperature- and humidity-controlled environment in original manufacturer's sealed containers. Maintain ambient temperature between **50 and 85 deg F (10 and 30 deg C)**, and not more than 80 percent relative humidity, noncondensing.
 2. Open each container; verify contents against packing list; and file copy of packing list, complete with container identification, for inclusion in operation and maintenance data.
 3. Mark packing list with the same designations assigned to materials and equipment for recording in the system labeling schedules that are generated by software specified in "Cable and Asset Management Software" Article.
 4. Save original manufacturer's containers and packing materials and deliver as directed under provisions covering extra materials.
- 1.9 PROJECT CONDITIONS
- A. Environmental Conditions: System shall be capable of withstanding the following environmental conditions without mechanical or electrical damage or degradation of operating capability:
 1. Indoor, Controlled Environment: NEMA 250, Type 1 enclosure. System components, except the central-station control unit, installed in [**air-conditioned**] [**temperature-controlled**] indoor environments shall be rated for continuous operation in ambient conditions of [**36 to 122 deg F (2 to 50 deg C)**] <Insert temperature range> dry bulb and 20 to 90 percent relative humidity, noncondensing.
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 - 4. Corporate management.
- END OF SECTION 281300

SANTA ROSA CITY SCHOOLS
EXTRA DUTY HOURLY/MISCELLANEOUS SALARY SCHEDULE 2024-2025

A. Miscellaneous Salaries - Adult	Hourly
1. Accompanist	*\$16.00
2. (a) Test Proctors	
(i) Certificated Test Proctors (ELPAC) (Subs, Retirees) (Hourly rate)	\$42.00
(ii) Classified Test Proctors (ELPAC)(Retirees)(Hourly rate)	\$42.00
(b) Certificated Test Proctors (ELPAC) (contract employee) (Extended Day pay)	\$60.73
(c) Classified Test Proctors (current employee)	EE Hourly
3. After School Athletic Program, Elementary	\$16.00
4. Auditorium Supervisor	\$16.00
5. Child Care (Based on current Range 13, Step 2, CSEA Chapter 75 Salary Schedule)	\$19.25
6. Bilingual Translator (Based on current Range 33, Step 2, CSEA Chapter 75 Salary Schedule)	\$31.55
7. Certificated unit members, who during their non-workday, provided the following services will be paid the same rate on the Miscellaneous Salary Schedule:	\$32.00
• Certificated Student Supervisor (K-12)	
• Gym Supervision	
8. Scoliosis, Vision and Hearing Screening (Extended-Day Pay)	\$60.73
9. Stadium Supervisor	\$25.00
11. Ticket Taker/Time Keeper/Scorekeeper	*\$16.00
12. Teacher Travel (30 minutes each one-way trip 16.11.2)	\$60.73
13. Lifeguard-Hourly/Seasonal	\$20.00
 B. Miscellaneous Salaries - Student Workers	 Hourly
1. Student Worker	\$16.00
2. Student Worker (Workability)	Dependent on program guidelines