

**Twin Hills Union School District
Board of Trustees Regular Meeting
April 13, 2023
Agenda**

April 13, 2023 @ Apple Blossom MUR

OPEN SESSION 4:30pm - CLOSED SESSION 5:50pm (time is approximate)

ADA Compliance

In compliance with Government Code § 54954.2(a), the Twin Hills Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 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 Laurie Brown, Administrative Assistant, Twin Hills Union School District, 700 Watertrough Rd, Sebastopol, CA 95472 Telephone (707) 823-0871.

AB2449 Virtual Meeting Requirements: Board Member and members of the public attending virtually must disclose whether any individuals 18 years or older are present in the same room and the nature of the relationship.

All open session documents that are distributed to the Board of Trustees are available for public review in the Twin Hills Union School District Office. The agenda is available at www.thusd.k12.ca.us.

- | | |
|---------------------------------------|------|
| 1. Call to Order | 4:30 |
| A. Flag Salute | |
| B. Roll Call/ Establishment of Quorum | |

- | | | | |
|-----------------------|--|--------|------|
| 2. Approval of Agenda | | Action | 4:32 |
|-----------------------|--|--------|------|

- | | | | |
|----------------------------------|--|--------|------|
| 3. Approval of Minutes: | | Action | 4:34 |
| A. Regular Meeting March 9, 2023 | | | |

- | | |
|---|------|
| 4. Open Session - Public Comment | 4:35 |
| Members of the Public are entitled to speak on <u>matters not on the agenda</u> at this time. Please state your name and school, and keep your comments concise, brief, and limited to two minutes or less. There is a ten minute limit on any one topic. The Brown Act restricts the Board from considering any item not appearing on the posted agenda. | |

Members of the public are entitled to speak to any item on the agenda immediately after the item is called by the Board President. Each person is entitled to speak on any agenda item only once at any meeting. Participation in debate on any item before the board shall be limited to members of the Board. Comments are limited to two minutes per individual and ten minutes per agenda item.

- | | |
|--|-------------|
| 5. Consent | Action 4:40 |
| The following items are presented for overall approval: | |
| A. Donation Report | |
| B. Payroll and Expenditures | |
| C. Purchase Order Report | |
| D. Employment: See attached exhibit for details | |
| E. Williams Settlement Quarterly Report January-March 2023 | |
| F. Contract: Psychology Services 2023-24 | |

**Twin Hills Union School District
Board of Trustees Regular Meeting
April 13, 2023
Agenda**

- | | | |
|---|--------|------|
| 6. Administrative Reports | | 4:45 |
| A. District, Anna-Maria Guzman, Ed.D., Superintendent | | |
| B. Safety Plan information, All Site Administrators | | |
| C. District Financial Report, Patty Nosecchi, Business Manager | | |
| 7. Board of Trustees Reports | | 5:00 |
| 8. Update on THUSD Goals by Superintendent Guzman | | 5:10 |
| 9. Ad Hoc for two Board Members for 23-24 Budget | Action | 5:30 |
| 10. Request Approval of 2023-24 Calendars: | Action | 5:35 |
| A. Apple Blossom Elementary and Twin Hills Charter Middle School | | |
| B. Orchard View School | | |
| C. SunRidge School | | |
| 11. Request Approval of Overnight Field Trips: | Action | 5:40 |
| A. SunRidge, Grade 5, Kate Russell, Jug Handle Creek Farm, Caspar | | |
| B. SunRidge, Grade 8, Jehanne Hale, Henry Cowell State Park, Santa Cruz | | |
| 12. Request Approval of Board Policies: | Action | 5:45 |
| A. BP 0415 Equity | | |
| B. BP 4113 Assignment Certificated Personnel | | |
| 13. Closed Session | | 5:50 |
| A. Public Comment: At this time members of the public may express opinions or make statements regarding items in the Closed Session. Action may not be taken on statements or testimony made regarding any item not on the Agenda. In the interest of time, there will be a limit of two minutes placed on each individual making a statement. Comments for closed session are limited to ten minutes per item. | | |
| B. Closed Session to Consider and/or take action upon the following items: | | |
| a. Personnel | | |
| b. Superintendent Evaluation | | |
| C. Return to Open Session and report on any action in Closed Session | | |
| 14. Adjournment | | 6:15 |

Zoom info on page 3

**Twin Hills Union School District
Board of Trustees Regular Meeting
April 13, 2023
Agenda**

Dr. Anna-Maria Guzman is inviting you to a scheduled Zoom meeting.

Topic: April Board Meeting

Time: April 13, 2023 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://twinhillsusd-org.zoom.us/j/84112700923>

Meeting ID: 841 1270 0923

One tap mobile

+16469313860,,84112700923# US

+13017158592,,84112700923# US (Washington DC)

Dial by your location +1 646 931 3860 US +1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York) +1 408 638 0968 US (San Jose) +1 507 473 4847 US +1 564 217 2000 US +1 669 444 9171 US +1 669 900 6833 US (San Jose) +1 689 278 1000 US +1 719 359 4580 US +1 253 205 0468 US +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 360 209 5623 US +1 386 347 5053 US Meeting ID: 841 1270 0923

Find your local number: <https://twinhillsusd-org.zoom.us/j/84112700923>

**TWIN HILLS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
March 9, 2023
MINUTES**

1. The Board Meeting was called to order at 4:30 pm by President Ost.
 - A. Flag salute
 - B. All present (Trustee Beck on Zoom with approved reason)
 2. Motion to approve agenda with deletions of Items 6, 7, 9, and 15Bb due to safety issue relating to weather by Trustee Moise and Second by Trustee Harding. Approved 5-0.
 3. Motion to approve the minutes of the Regular meeting of February 9 2023, by Trustee Harding and Second by Trustee Moise. Approved 5-0.
 4. Open Session.
 5. Motion to approve consent items by Trustee Moise and Second by Trustee Bechtel. Approved 5-0.
 6. Administrative Reports removed.
 7. Board Member Reports removed.
 8. Bond Program Briefing presentation by Miguel Rodriguez, Director, Eastshore Consulting.
 9. Update on THUSD Goals removed.
 10. Motion to approve Second Interim Report with Positive Certification plus budget updates by Trustee Moise and Second by Trustee Bechtel. Approved 5-0.
- Moved Item #14 to here
11. Motion to approve Transportation Plan 22-23 and 23-24 by Trustee Bechtel and Second by Trustee Moise. Approved 5-0.
 12. Motion to approve Declaration of Need for Fully Qualified Educators 23-24 by Trustee Moise and Second by Trustee Bechtel. Approved 5-0.
 13. Public Hearing on District proposal to THTA for 2023-24.
 14. Review and discussion of new board policies #0415 Equity and #4113 Assignment Certificated Personnel.
 15. Closed session. Returned from closed session reporting approval of Resolutions:
 - #2022-562 Release Temporary Certificated Employees. Approved 5-0.
 - #2022-563 Release of Administrative Certificated Employee. Approved 5-0.
 16. Adjournment 6:10 pm.

Respectfully submitted,

Anna-Maria Guzman, Ed.D.
Recording Secretary to the Board of Trustees

Approved:

John Moise, Board Clerk

Michael Ost, Board President

TWIN HILLS UNION SCHOOL DISTRICT

Consent Calendar: Acceptance of Donations

MARCH 1 THROUGH MARCH 31, 2023

Date Received	Donor	Amount	Purpose
District 53, Fund 01: Apple Blossom Elementary School /General District			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 03: Twin Hills Charter Middle School			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 09: Orchard View Charter School			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 12: Apple Blossom After School Program			
<u>Total</u>		<u>\$0.00</u>	
District 21, Fund 09: SunRidge Charter School			
03/01-31/23	Various families	\$48,290.00	Pledges/specialty pgm 2022-23
<u>Total</u>		<u>\$48,290.00</u>	

Thank you to all our donors, your support is greatly appreciated.

Note: Generally, donations are recorded here when funds are deposited to SCOE account.

Donations marked * have not yet been deposited to SCOE.

{Date Received may actually be date deposited to bank or SCOE}

For the April 13, 2023 board meeting.

ReqPay12b

Board Report

Checks Dated 03/01/2023 through 03/31/2023

Board Meeting Date April 13, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1948542	03/03/2023	Advent Office Furniture	643.84
1948543	03/03/2023	Center for the Collab Classrm	198.05
1948544	03/03/2023	Jacobsen-McCarthy, Michelle	12,800.00
1948545	03/03/2023	LIFEmaps LLC	1,000.00
1948546	03/03/2023	DeLoach, Nicole	45.00
1948547	03/03/2023	Document Tracking Services LLC	795.00
1948548	03/03/2023	Sonoma County Office Of Educ.	800.00
1948549	03/03/2023	DuVall, Maura	987.74
1948550	03/03/2023	Greene, Janet	1,500.00
1948551	03/03/2023	T-Mobile	84.69
1948552	03/03/2023	Houghton Mifflin Harcourt Publishing Co.	882.28
1948553	03/03/2023	Juniper, Meryl	900.00
1948554	03/03/2023	LaLonde, Therese	712.54
1948555	03/03/2023	Myers Restaurant Supply, LLC	1,875.00
1948556	03/03/2023	Pacific Gas & Electric	4,575.17
1948557	03/03/2023	Sebastopol Hardware Center	236.27
1948558	03/03/2023	Sill, Kathy	90.74
1948559	03/03/2023	Stehling, Stefan	2,610.00
1948560	03/03/2023	B & L Glass	712.00
1950047	03/10/2023	Conversa Speech & Lang Therapy	3,750.00
1950048	03/10/2023	Correa, Karen	48.86
1950049	03/10/2023	Department Of Justice	190.00
1950050	03/10/2023	Recology Sonoma Marin	943.08
1950051	03/10/2023	Recology Sonoma Marin	473.71
1950052	03/10/2023	Shura, Samantha	2,370.00
1950053	03/10/2023	Alhambra	71.91
1950054	03/10/2023	Fishman Supply Company	2,835.70
1950055	03/10/2023	Friedman's Home Improvement	1,148.94
1950056	03/10/2023	T-Mobile	857.34
1950057	03/10/2023	Lakeshore Learning Materials	391.59
1950058	03/10/2023	New Answernet, Inc.	22.00
1950059	03/10/2023	Nosecchi, Patty	159.17
1950060	03/10/2023	ODP Business Solutions, LLC	365.59
1950061	03/10/2023	Pace Supply Corp.	327.49
1950062	03/10/2023	NCS Pearson Inc.	68.40
1950063	03/10/2023	Schott, Elizabeth	52.51
1950064	03/10/2023	Steinberg, Korin	271.76
1950065	03/10/2023	THTR Productions LLC	6,600.00
1950066	03/10/2023	Twin Hills Usd Afterschool Pgm	3,134.11
1951612	03/17/2023	ATT	322.73
1951613	03/17/2023	ATT	25.86
1951614	03/17/2023	ATT	110.40
1951615	03/17/2023	ATT	161.00
1951616	03/17/2023	ATT	27.11
1951617	03/17/2023	ATT	27.11
1951618	03/17/2023	Brown, Laurie	108.53
1951619	03/17/2023	LunchAssist, Inc.	495.00
1951620	03/17/2023	Revolution Foods PBC	24,353.76
1951621	03/17/2023	Kyocera Document Solutions Northern CA , Inc.	260.42

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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ReqPay12b

Board Report

Checks Dated 03/01/2023 through 03/31/2023

Board Meeting Date April 13, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1951622	03/17/2023	Kyocera Document Solutions Northern CA , Inc.	432.92
1951623	03/17/2023	Sonoma County Office Of Educ.	6,352.50
1951624	03/17/2023	Alhambra	107.41
1951625	03/17/2023	Hancock Park & DeLong, Inc.	1,250.00
1951626	03/17/2023	Mobile Modular Mgmt Corp.	1,770.00
1951627	03/17/2023	ODP Business Solutions, LLC	591.87
1951628	03/17/2023	Redwood Pediatric Therapy Associates Inc.	1,662.85
1951629	03/17/2023	Weeks Drilling & Pump Co.	862.82
1951630	03/17/2023	West County Transport. Agency	1,760.43
1951631	03/17/2023	Wills, Cheryl	21.03
1952771	03/24/2023	Jim Nevill Productions	1,500.00
1952772	03/24/2023	Bankcard Center	2,847.24
1952773	03/24/2023	Best Buy Business Advantage Account	722.08
1952774	03/24/2023	Brown, Laurie	111.49
1952775	03/24/2023	Cirimele, Terri	141.31
1952776	03/24/2023	Folendorf, Holly Kay	2,000.00
1952777	03/24/2023	TIAA, FSB	332.01
1952778	03/24/2023	Kyocera Document Solutions Northern CA , Inc.	631.48
1952779	03/24/2023	Kyocera Document Solutions Northern CA	196.21
1952780	03/24/2023	Correa, Karen	29.28
1952781	03/24/2023	LIFEmaps LLC	1,050.00
1952782	03/24/2023	Creative Ceramics	83.55
1952783	03/24/2023	Alhambra	73.91
1952784	03/24/2023	Flyers Energy LLC	125.01
1952785	03/24/2023	Roberts Mechanical & Elect Inc	3,682.97
1952786	03/24/2023	ODP Business Solutions, LLC	212.52
1952787	03/24/2023	IXL Learning	449.00
1952788	03/24/2023	Terminix Processing Center	72.00
1952789	03/24/2023	Riley Street Art Supply	39.32
1952790	03/24/2023	FHEG Santa Rosa Junior College	2,785.03
1953295	03/29/2023	Pacific Gas & Electric	5,037.02
		Total Number of Checks	80
			118,355.66

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	49	61,802.42
03	Charter School: Twin Hills	16	15,532.94
09	Charter School Fund: Orchrd Vw	18	11,172.60
12	Child Development Fund	6	4,152.92
13	Cafeteria Fund	2	24,444.78
14	Deferred Maintenance Fund	1	1,250.00
Total Number of Checks		80	118,355.66
Less Unpaid Tax Liability			.00
Net (Check Amount)			118,355.66

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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ReqPay12b

Board Report

Checks Dated 03/01/2023 through 03/31/2023

Board Meeting Date April 13, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
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Total Expenditures March 2023

Total Vendor Warrants, March 31, 2023	\$	118,355.66
Payroll: March 10, 2023 Supplemental		13,494.31
Payroll: March 31, 2023 Regular		586,635.91
Total PR & Expenditures	\$	718,485.88

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 03/01/2023 through 03/31/2023

Board Meeting Date April 13, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1948329	03/03/2023	Apple Inc.	1,304.92
1948330	03/03/2023	Baker, Brian	150.73
1948331	03/03/2023	Blick Art Materials	66.97
1948332	03/03/2023	Cascade Yarns, Inc.	224.25
Unpaid Tax			20.74
Expensed Amount			244.99
1948333	03/03/2023	Nicholas, Eleni	50.00
1948334	03/03/2023	ODP Business Solutions, LLC	75.53
1948335	03/03/2023	PG&E	4,184.59
1948336	03/03/2023	Sauter, Jonathan	47.22
1948337	03/03/2023	Thomasson, Theresa	239.56
1948338	03/03/2023	Wells Fargo Vendor Fin Serv	393.30
1949866	03/10/2023	Andy's Produce Market	97.30
1949867	03/10/2023	ESP & Alarms, Inc dba Edison Security Protection	103.29
1949868	03/10/2023	Charter School Development Ctr	681.00
1949869	03/10/2023	Department Of Justice	288.00
1949870	03/10/2023	Recology Sonoma Marin	602.21
1949871	03/10/2023	Fishman Supply Company	343.91
1949872	03/10/2023	Fuko, Karen	375.00
1949873	03/10/2023	Gosling, Maria	113.68
1949874	03/10/2023	Hendrix Chainsaw And Garden Equipment	581.90
1949875	03/10/2023	Nosecchi, Patty	19.95
1949876	03/10/2023	Pace Supply Corporation	667.47
1949877	03/10/2023	Sebastopol Hardware Center	802.33
1949878	03/10/2023	T-Mobile	160.00
1951387	03/17/2023	Allison, Esther	79.76
1951388	03/17/2023	ATT	243.02
1951389	03/17/2023	Revolution Foods PBC	10,267.05
1951390	03/17/2023	Fuko, Karen	269.52
1951391	03/17/2023	Gregg, Tammy	53.25
1951392	03/17/2023	Harmony Farm Supply	165.88
1951393	03/17/2023	Knuth, Nathan	20.00
1951394	03/17/2023	Norton, Kristine	50.00
1951395	03/17/2023	Norton, Patrick	25.00
1951396	03/17/2023	ODP Business Solutions, LLC	166.02
1951397	03/17/2023	Prosser, Sasha	742.20
1951398	03/17/2023	Kyocera Document Solutions	204.30
1952707	03/24/2023	Bankcard Center	79.85
1952708	03/24/2023	ESP & Alarms, Inc dba Edison Security Protection	338.00
Unpaid Tax			4.44
Expensed Amount			342.44
1952709	03/24/2023	Joe Lunardi Electric, Inc.	650.43
1952710	03/24/2023	Fircrest Market	94.15
1952711	03/24/2023	Roberts Mechanical & Elect Inc	3,089.95
1952712	03/24/2023	Shane, Dan	106.31
1952713	03/24/2023	Pellascini, Richard L.	17,864.88
1953059	03/29/2023	Corner to Corner Cleaning Srvc	1,428.00
1953060	03/29/2023	PG&E	4,836.48

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 2

Checks Dated 03/01/2023 through 03/31/2023

Board Meeting Date April 13, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
Total Number of Checks			44
			52,347.16

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	44	52,372.34
Total Number of Checks		44	52,372.34
Less Unpaid Tax Liability			25.18
Net (Check Amount)			52,347.16

Total Expenditures March 2023

Total Vendor Warrants, March 31, 2023	\$	52,347.16
Payroll: March 10, 2023 Supplemental		3,542.50
Payroll: March 31, 2023 Regular		158,159.27
Total PR & Expenditures	\$	214,048.93

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 2 of 2

D53 – Twin Hills USD # 2022-23 Purchase Order Report # Agenda Item #5 – C
ReqPay11a Board Report with Fund/Object

Includes Purchase Orders dated 03/01/2023 - 03/31/2023 ***					Board Meeting Date April 13, 2023
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P23-00371	THTR Productions LLC	2THS	PO #7069 - TH THEATRE EDUCATION SRVCS	03-5830	6,600.00
P23-00382	Kinetic Solutions Inc. dba Rab bit Air	7DSW	PO #7238 - AIR PURIFIER GERM FILTERS	01-4370	3,092.25
				03-4370	2,267.65
Total Number of POs			2	Total	11,959.90

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	1	3,092.25
03	Charter School: Twin Hills	2	8,867.65
		Total	11,959.90

ReqPay11a

Board Report with Fund/Object

Includes Purchase Orders dated 03/01/2023 - 03/31/2023 ***					Board Meeting Date April 13, 2023

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
P23-00202	226,500.00	13-4710	Cafeteria Fund/Food Purchases For Food Servc	45,500.00
P23-00219	15,000.00	01-5811	General Fund/Non-public Agency (npa) Costs	5,000.00
Total PO Changes				50,500.00

Includes Purchase Orders dated 03/01/2023 - 03/31/2023 ***					Board Meeting Date April 13, 2023	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	

NONE

Information is further limited to: (Minimum Amount = 5,000.00)

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 1 of 1

Twin Hills USD

Monthly Personnel Report

April 13, 2023

Certificated

Additions:

- Elliott, Erin – AB Principal 2023-24
- Haedo, Karina – SR Principal 2023-24

Changes:

- Greaney, J.N. – SR Teacher -1.0 FTE Leave of Absence for the 2023-24 school year
- Greenwald, J – THCMS Teacher – request for Medical Leave of Absence through April 2023

Terminations:

- Rogowski, Jeanne – SR Teacher – resigned effective 6/30/2023

Classified

Additions:

Changes:

- Dance, Autumn – SR Full Inclusion IA, Maternity Leave, then Leave of Absence the remainder of the 2022-23 school year starting 3/4/2023

Terminations:

- Baker, Brian - SR Specialty Instructor Wood working, resigned effective 3/23/2023

Twin Hills Union School District
Williams Settlement
Quarterly Uniform Complaint Report Summary

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

Reporting Period:

☒ January 1 – March 31, 2023
☐ July 1 – September 30, 2022

☐ April 1 – June 30, 2023
☐ October 1 – December 31, 2022

No complaints were received during the above time period. ☒

If you received any complaints during the above time period, please complete the following table. Enter "0" in any cell that does not apply.

General Subject Area	Complaints Received	Complaints Resolved	Unresolved Complaints
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and/or Mis-assignment	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
Total	0	0	0

Board meeting date: 04/13/2023

Date reported to County Superintendent of Schools via website: 04/14/2023

Scoe.org: Sonoma County Office of Education
5340 Skylane Blvd., Santa Rosa, CA 95403



Twin Hills School District

Agenda Item #5 - F

APPLE BLOSSOM | K-5
ORCHARD VIEW | K-12
SUNRIDGE | K-8
TWIN HILLS | 6-8

700 Watertrough Rd. | Sebastopol, CA 95472 | tel (707) 823-0871 | fax (707) 823-5832 | www.twinhillsusd.org

INDEPENDENT CONTRACTOR AGREEMENT

PO # _____

THIS AGREEMENT, is hereby entered into between the Governing Board of the Twin Hills Union School District, hereinafter referred to as "DISTRICT" or "BOARD" and

Rising Phoenix Psychoeducational Services, LLC, hereinafter called CONTRACTOR.

Article 1 **SERVICES**

The CONTRACTOR shall, working individually and/or in cooperation with DISTRICT personnel, provide assessments, consultation and reports as requested by the DISTRICT. CONTRACTOR shall also attend IEP meetings.

Article 2 **TERM**

The term of this contract shall be from August 1, 2023 to June 30, 2024 inclusive, subject to the provisions of Article 10.

Article 3 **COMPENSATION/ PAYMENT**

DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to the AGREEMENT a total fee not to exceed:

One Hundred Forty Dollars (\$140.00) per HOUR.

DISTRICT shall pay CONTRACTOR according to the following terms and conditions:
30 hours per week for 38 weeks. Additional hours as mutually agreed upon.

Total Contract amount NTE: \$159,600

PAYMENT SCHEDULE: Monthly

PAYMENT TERMS: Net 30 days upon receipt of invoice. All invoices to be submitted to:

THUSD, 700 WATERTROUGH RD, SEBASTOPOL, CA, 95472

And shall reference the purchase order # shown at top of this AGREEMENT to facilitate payment

Article 4 **EXPENSES**

District shall not be liable to CONTRACTOR for any costs or expenses paid by or incurred by CONTRACTOR in performing services for DISTRICT.

Article 5 **INDEPENDENT CONTRACTOR**

In performance of the AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that they and all of their employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of their employees or agents as they relate to the services to be provided under the AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions including unemployment insurance, social security and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

Article 6 **MATERIALS**

CONTRACTOR shall furnish, at their own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of their profession.

Article 7 **TAXES**

Federal IRS regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to the AGREEMENT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings. CONTRACTOR agrees to furnish IRS Form W-9.

Article 8 **INDEMNIFICATION**

(a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this AGREEMENT, including any intentional or willful misconduct by the CONTRACTOR, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

(b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

Article 9 **INSURANCE**

With respect to the performance of work under this AGREEMENT, CONTRACTOR shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

Professional Liability (Errors and Omissions) Insurance for all activities of the CONTRACTOR arising out of or in connection with this AGREEMENT in an amount of no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT."

Documentation: The following documentation shall be submitted to the DISTRICT:

- 1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificate shall be submitted prior to commencement of services under this AGREEMENT.
- 2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this AGREEMENT.
- 3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage which is required pursuant to this AGREEMENT, the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this AGREEMENT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

Article 10 **TERMINATION**

- (a) DISTRICT or CONTRACTOR may terminate this AGREEMENT by giving thirty (30) calendar days written notice. In the event DISTRICT elects to terminate the AGREEMENT without cause, DISTRICT shall pay CONTRACTOR for services rendered to such date.
- (b) If either party fails to perform any of its obligations hereunder, within the time and in the manner provided or otherwise violates any of the terms of this AGREEMENT, either party may terminate this AGREEMENT by giving written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the AGREEMENT by CONTRACTOR.

Article 11 **FINGERPRINTS**

The DISTRICT has considered the totality of the services to be provided under the AGREEMENT and has determined that CONTRACTOR and CONTRACTOR'S employees are subject to the fingerprinting requirements of Education Code Section 45125.1. CONTRACTOR shall submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notification.

Article 12 **CONFIDENTIALITY**

CONTRACTOR acknowledges the protections afforded to student health and related information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), student records under the Family Educational Rights and privacy Act (FERPA), and under provisions of state law relating to privacy. CONTRACTOR shall ensure that all activities undertaken pursuant to this AGREEMENT comply with these requirements.

Article 13 **ASSIGNMENT**

The obligations of the CONTRACTOR pursuant to this AGREEMENT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

Article 14 **COMPLIANCE WITH APPLICABLE LAWS**

The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

Article 15 **PERMITS/LICENSES**

CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

Article 16 **ENTIRE AGREEMENT/AMENDMENT**

This AGREEMENT and any attachments constitute the entire AGREEMENT among the parties to it and supersede any prior or contemporaneous understanding or AGREEMENT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties.

Article 17 NOTICE

All notices or demands to be given under this AGREEMENT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

Twin Hills Union School District

700 Watertrough Rd

Sebastopol, CA 95472

CONTRACTOR:

Article 18 SEVERABILITY

If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

Article 19 GOVERNING LAW

The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Sonoma County, California, and no other place.

IN WITNESS WHEREOF, the parties hereto have executed this contract:

TWIN HILLS UNION SCHOOL DISTRICT

CONTRACTOR:

Signature of Superintendent/Designee

Signature

Anna Maria Guzman, Ed.D.

Printed Name

Printed Name

Date

Date

Funding Source:

Account Code:

FU RES YR GOAL OBJ SCHOOL MGNT

TWIN HILLS UNION SCHOOL DISTRICT

SUPERINTENDENT'S MONTHLY ENROLLMENT REPORT 2022-23

For the April 13, 2023 board meeting

ENROLLMENT MO/YR	2015-16		2016-17		2017-18		2018-19		2019-20				2020-21			
	Sep15	Jun16	Sep 16	Jun 17	Sep 17	Jun18	Sep18	Jun19	Sep19	Jan20	Apr20	Jun20	Sep20	Jan 21	Apr21	2021
Apple Blossom	434	439	431	423	406	399	416	404	396	405	409	408	355	348	344	343
Twin Hills CMS	326	324	330	309	269	262	281	267	246	245	240	240	225	219	220	219
Sub Total	760	763	761	732	675	661	697	671	642	650	649	648	580	567	564	562
Orchard View	222	222	234	228	236	237	236	226	228	226	234	233	247	245	229	227
SunRidge	271	267	276	279	283	281	275	276	282	279	278	279	272	268	263	261
Total	1,253	1,252	1,271	1,239	1,194	1,179	1,208	1,173	1,152	1,155	1,161	1,160	1,099	1,080	1,056	1,050

ENROLLMENT MO/YR	2021-22								2022-23							Estimate @ AB*
	Aug 21	Sep21	Nov21	Jan22	Feb22	Mar22	Apr 22	May 22	Aug 22	Oct 22	Nov 22	Dec22	Jan23	Feb23	23-Mar	
Apple Blossom	327	322	321	319	320	319	317	317	295	298	299	299	302	302	300	320
Twin Hills CMS	204	207	208	210	212	210	210	206	204	203	201	201	199	200	198	205
Sub Total	531	529	529	529	532	529	527	523	499	501	500	500	501	502	498	525
Orchard View	217	222	221	224	217	219	219	219	216	216	215	212	211	210	214	222
SunRidge	213	213	213	220	223	219	221	221	241	239	238	238	226	227	230	259
Total	961	964	963	973	972	967	967	963	956	956	953	950	938	939	942	1006

*AB = Adopted Budget

TENTATIVE PROJECT LIST SUMMER 2023 - Updated March 2023				
	Site	Project Name	Funding	Vendor
1	AB	Rooms 9-12, 10B, 12B: Carpet/vinyl replacement	Fund 14	We will contact flooring company directly. New issue is DSA wants plans and this increases costs.
2	AB/OV/TH	Electric Vehicle Charging Stations: Replacement/Add	Fund 14	Needs bid process through Persinger Architects
3	AB	Lower parking area and entry: Repairs and slurry seal, stripe	Fund 14	Needs bid process through Persinger Architects or different options, Alexis is working on.
4	TH	GYM floors, wax removal, repaint, thick wax layer	Fund 14	Alexis will send us the name of someone we can call to do painting. Brian and Saul will take care of wax.
5	TH	Gym Bleachers - maintenance make it easy to pull out/put back	Fund 14	Alexis gave us a person we can contact.
6	TH	Campus blacktop repair - 4 areas of concern	Fund 14	Saul calling Stripe and Seal for quote.
		Future as money allows:		
7	OV	Restroom update/ remodel to include non-binary restroom	Fund 09	Alexis gave us options, all are too expensive.
8	SR	Tent over eating area	D21 Fund 09	Currently working on details.
9	SR	Security cameras	D21 Fund 09	Currently working on details.

Twin Hills Union School District Agenda Item #10 - A

Apple Blossom Elementary Twin Hills Charter Middle

2023-2024 School Year Calendar

Su	M	T	W	Th	F	Sa
July						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
		1	2	3	4	5
6	7	8	9	10	11	12
13	[14]	[15]	[16]	<17>	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
1	2	3	4	5	6	7
8	[9]	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22^	23	24	25
26	27	28	29	30		

December						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	M	T	W	Th	F	Sa
January						
	1	2	3	4	5	6
7	[8]	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
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21	22	23	24	25	26	27
28	29	30				

May						
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26	27	28	29	30	31	

June						
						1
2	3	4	5	<6>	[7]	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Date	Event
July 4	Independence Day
August 14	Professional Development - District & Site
August 15 & 16	Teacher Workdays
August 17	First Student Day
September 4	Labor Day
October 9	Professional Development
November 10	Veterans Day Observed
November 20-24	Thanksgiving Break
December 22-31	Winter Break
January 1-5	Winter Break

Date	Event
January 8	Professional Development
January 15	Martin Luther King Jr. Day
February 12	Lincoln Day
February 19	Presidents Day
March 18-22	Spring Break
April 1	Local Holiday (For Emergencies)
April 26	Local Holiday (For Emergencies)
May 27	Memorial Day Observed
June 6	Last Student Day
June 7	Teacher Workday
June 19	Juneteenth

Legend:
<Bold> = First/Last Student Days [] = Teacher Workdays __ = School Holidays and Breaks = District Holidays ^ = 12mo EE Holiday
italic = Early Release * Students will be dismissed one hour early. Minimum Days * K and Grades 6-8 out @ 12:45, Grades 1-5 out @ 1:00.
 * Early Release is every Wednesday beginning August 23 and ending May 29. Minimum Days: August 17-18 (October AB only), June 3-6

Board Adopted: _____

Twin Hills Union School District

Orchard View School

2023-2024 School Year Calendar

Agenda Item #10 - B

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

August

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

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19	20	21	22	23	24	25
26	27	28	29	30		

December

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

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24	25	26	27	28	29	30
31						

April

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21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 4

Independence Day

August 14

Teacher Workday -
Professional Development

August 15 - 18

Teacher Workdays

August 21

First Student Day

September 4

Labor Day

October 9

Teacher Workday -
Professional Development

November 10

Veterans' Day Observed

November 20 - 24

Thanksgiving Break

December 22 -
January 5

Winter Break

January 8

Teacher Workday -
Professional Development

January 15

Martin Luther King Jr. Day

February 12

Lincoln's Day Observed

February 19

President's Day Observed

March 18 - 22

Spring Break

April 1

Local Holiday -
(for emergencies)

April 26


Local Holiday -
(for emergencies)


May 27

Memorial Day Observed

June 3

Last Student Day

Holiday = 

First Student Day = 

Last Student Day = 

Teacher Workdays (186) = _____

Total Student Days: 175

Board adopted: _____

Jug Handle Field Trip

We are excited to go for our first ever overnight trip up to Jug Handle Creek Farm for two whole days!

We will leave school at around 8:45 am after arriving at 8:30 and checking in with each other before leaving. We will need 5 or 6 Chaperones who are finger printed and approved drivers.

On Monday morning we will leave with our lunches (and snacks) packed for Day 1 then drive the long drive to the farm.

We will arrive at the farm between 11:00am and 11:15 when we will have a snack before being arranged in our bunking groups! We will meet our farm attendants and work with them during our first day at the farm. They have farm work for us to do to help us understand more about sustainable farming and native species. We will break for Lunch at 12:50 Students will have some work after lunch and then will have some supervised free time before dinner which will be burgers and veggie burgers salad and chips.

Tuesday morning we will rise early for an 8:00 am breakfast of Oatmeal and then the learning day begins with a 9:00 am trip to the Botanical Gardens where we will learn about the native species grown there!

We will have Lunch at the Gardens or back at the Farm TBD. We will have sandwiches salad and other misc. items.

That afternoon we will work on the farm, explore and do some work recapitulating what we learned at the Botanical Gardens.

Tuesday Evening we will have Hotdogs or Veggie dogs with salad, Quinoa and other misc items TBD.

Wednesday morning we will rise early for an 8:00 am breakfast of Oatmeal and then the learning day begins with a 9:00 am trip to the MacKerricher State Beach where we will get to see the Seal rookery and tide pools (without getting into the water!)

We will leave after eating Lunch and will leave by or before 2:00pm getting us back to school at 4:30 on Wednesday 5/24/23

This trip correlates with the fifth grade focus on Botany and will also give us an opportunity to explore the interdependent relationships of ecosystems in several different hands on settings. We will also learn about traditions and activities of the native peoples of the region and experience form basic farm work!

Standards touched on in this trip include: **5-LS2-1 and 5.PS1.A (5-LS1-1)**

Content Area: **Science (CA NGSS)**

Grade: **5**

Disciplinary Core Idea: **LS2.A: Interdependent Relationships in Ecosystems, LS2.B: Cycles of Matter and Energy Transfer in Ecosystems**

Cross Cutting Concept: **CCC-4: Systems and Systems Models**

Content Area: **Life Science**

CA.3. Earth Sciences: Water on Earth moves between the oceans and land through the processes of evaporation and condensation.

CA.5.3. United States History and Geography: Students describe the cooperation and conflict that existed among the American Indians and between the Indian nations and the new settlers.

CA.5.4. United States History and Geography: Students understand the political, religious, social, and economic institutions that evolved in the colonial era.

TWIN HILLS UNION SCHOOL DISTRICT FIELD TRIP CHECKLIST

To be completed and returned to the Principal/Director at least two (2) weeks prior to the proposed field trip

TEACHER TO COMPLETE AND RETURN:

- TEACHER'S NAME Kate Russell CLASSES INVOLVED 5th
DATE OF FIELD TRIP 5/22/23 ALTERNATE DATE 5/24/23 # OF STUDENTS 25
DESCRIPTION/DESTINATION Overnight @ Jug Handle Farm visiting Botanical Garden & Park
CORRELATION WITH SUBJECT MATTER BEING STUDIED (Attach a copy of your lesson plan detailing activities to be presented before and after the field trip):
Botany, geography and Farmwork at Jug Handle Farm w/visit to Botanical Garden w/tour & trip to Mackerricher State Park
DEPARTURE TIME: 8:30am 5-22-23 RETURN TIME: 4:30 5-24-23
- INFORMATIONAL LETTER/PERMISSION NOTE: Develop an informational letter using District form E 6153 (2) as a guideline. Obtain approval from the school principal and attach completed District provided permission form E 6153 (3) and send home.

-COLLECT ALL PERMISSION NOTES (Keep on file until June).

-I HAVE ENCOURAGED PARENTS OF CHILDREN WHO ARE ALLERGIC TO BEE STINGS OR INSECT BITES OR ON MEDICATION TO ATTEND THE FIELD TRIP YES/NO

-I KNOW WHERE THE FIELD TRIP FIRST AID KIT AND MY STUDENT HEALTH PROBLEMS SUMMARY ARE LOCATED AND WILL TAKE EACH ALONG ON THE FIELD TRIP YES/NO
- TRANSPORTATION WILL BE BY: (check mode below)
☐ DISTRICT SCHOOL BUS (THIS DATE HAS BEEN CLEARED WITH BUS SUPERVISOR YES/NO)
☐ OTHER SCHOOL BUS
☒ PRIVATE VEHICLE
☐ CHARTER BUS (I HAVE COMPLETED THE CHARTER BUS CHECKLIST E 6153 (5) YES/NO)
☐ WALKING
- NAME(S) OF CHAPERONE(S) Behar, Warner, Firestone, Hall, + TBD 6 parents
- COST OF TRANSPORTATION: \$1500 COST TO STUDENTS: \$200.00 20 gas
100 lodging
80 food
- DATE SUBMITTED TO PRINCIPAL/DIRECTOR: 3-21-23
- CALENDAR: AFTER ADMINISTRATIVE APPROVAL, I WILL WRITE THE DATE, TIME, AND DESTINATION ON THE OFFICE SCHOOL CALENDAR.
- INFORM ALL AFFECTED SPECIALTY TEACHERS (Gardening, Games, Choir, Music, RSP, Handwork, Woodwork and Exploratory Classes) of date and time.
- INFORM ALL AFFECTED DISTRICT PERSONNEL (SP.ED, Adaptive P.E., Speech, O.T.) of date and time.

PRINCIPAL/DIRECTOR TO COMPLETE:

PRINCIPAL/DIRECTOR'S RECOMMENDATION: APPROVE/DENY
SIGNATURE: [Signature]

DATE: 3/27/23

TWIN HILLS UNION SCHOOL DISTRICT
FIELD TRIP INFORMATION LETTER

Dear Parents,

On Monday, May 22 at 8:30 our class, along with
 (day & date)

Parent
Chaperones will visit Jug Handle Farm
 (other classes) (destination)

In Caspar CA by car
 (city) (transportation)

Our class will depart from School at 8:30 am
 (time)

This visit is in conjunction with our class study of Botany and
U.S. geography and history
 (describe curricular area being studied)

Special items for the field trip: warm clothes, pjamas, toothbrush
water bottle, hairbrush, towel
 - Your child (will) need a sack lunch from home including something to
 drink (no glass please). for the 1st lunch

*-Warm clothing, coat, extra socks, hat. *

The permission form attached must be completed, signed, and returned to school prior to the field trip. Students without written permission will not be allowed to attend the activity. Supervision and class work will be provided at school.

TWIN HILLS UNION SCHOOL DISTRICT
FILED TRIP PERMISSION FORM

SUNRIDGE SCHOOL
 7285 Hayden Ave
 Sebastopol, CA 95472

Date 3-22-23

My child, _____, has permission to go with
 the 5th Grade class under the supervision of the sponsoring
 teacher to visit Jug Handle Creek Farm on Mon 5-22, 2023

Departure Time: 8:30 am (or so)

Place: School

Returning Time: 4:30 Wed 5-24 @ School

Transportation by: car of chaperones

Cost to students: \$1200

I can/cannot (circle one) help as a chaperone.*

In case of emergency, I can be reached by telephone at # _____.

If I am unavailable or time is of the essence, I authorize my son/daughter be taken to
 the nearest medical facility to receive emergency treatment.

My child's doctor is _____, phone# _____.

*My child is/is not (circle one) on special medication.

*My child does/does not (circle one) require and EPI pen.

*My child is/is not (circle one) allergic to bee stings or insect bites. (if yes to any of the
 above, you are encouraged to attend; if you cannot attend, please include written
 instructions on this form).

NOTE: 1) Twin Hills Union School District does not provide student health insurance.
 However, I may contact the school office for information regarding a low cost
 student insurance plan offered through a private company.
 2) Twin Hills Union School District expects responsible behavior from each
 student to, from, and during field trip activity.

 Signature of Parent or Guardian

Jehanne Hale
8th Grade Teacher
(707) 227-4663

Dear School Administration,

I am delighted to propose a year-end field trip for our 8th grade Waldorf class to go on a 5-day camping trip exploring Henry Cowell State Park, Monterey Bay, Elkhorn Slough, and Santa Cruz. This trip will give the whole class an opportunity to be together for an extended amount of time. They will explore, learn, discover, connect, and reflect together. It would provide a unique and memorable educational experience for our students while aligning with California state standards.

One of the most important aspects to keep in mind when planning an 8th grade trip is the pedagogic value. How can a trip enhance the education of the students, both as individuals and as a class? How can a trip hold meaning and purpose for students, so that weeks and months and years later, they may reflect upon the significant role it played in their learning, and in their growth as a person? What kind of trip will truly serve this class?

A Waldorf 8th-grade trip is far more than a camping experience. This group has, by and large, been together since they were young children. Some joined the class just a year or two ago, but as a whole they convey a feeling of long-standing relationship with one another. They are fun-loving and creative. They have keen alliances but all look out for each other, they take care of the more vulnerable students in the class. In many ways they are like family. And they are inexorably heading toward the end of their time as a class, the end of their time with me, and, in a certain sense, the beginning of the end of their childhood.

Our proposed itinerary includes a visit to:

- Henry Cowell State Park, where students will meander beneath the coastal giants and participate in a guided nature walk at Mount Madonna.
- The following day, we plan to visit Monterey for a scavenger hunt digging up clues around landmarks, a fun way to experience this historic place.
- We will then go on a hike up to Jack's Peak. short hike. The next day we will take a short hike to Marina State Beach, have a sandcastle building contest on the beach and feel the thrill of gliding over the sandy hills and race down the dunes on sand disks!
- On day four we will take a hands-on course in unique ecology at Elkhorn Slough! We will have a guided tour to get to know what makes this place the perfect habitat for so much wildlife.

These activities align with California state science standards related to the study of watersheds, wetlands, ecosystems and the study of the ocean and its organisms.

To ensure the safety and comfort of our students, we have arranged transportation with Green Tortoise Adventure Travel, a reputable and licensed company. Green Tortoise has their SPAB certificate for their bus and expects to receive their SPAB certificate for their driver within the next 2 weeks. In the event, this certificate is delayed, we have a contingency plan in place where parents will drive the students to Santa Cruz to meet Lyle and Deborah from Green Tortoise, who will still run the camp and activities but adjusted to a stationary campsite in Santa Cruz. Green Tortoise also has all the necessary liability insurance required.

During this trip, we will also be camping in the Santa Cruz area, which will allow our students to experience the outdoors and learn valuable skills such as camping, cooking, and teamwork. We will work with experienced camping professionals to ensure that our students are safe and comfortable throughout the trip.

Overall, this Waldorf year-end field trip would provide a unique and valuable educational experience for our students while aligning with California state standards. We would greatly appreciate your consideration and support for this proposal.

Thank you for your time and consideration.

Sincerely,

Jehanne Hale
8th Grade Teacher
SunRidge Charter School

E 6153 (1)

**TWIN HILLS UNION SCHOOL DISTRICT
FIELD TRIP CHECKLIST**

To be completed and returned to the Principal/Director at least two (2) weeks prior to the proposed field trip

TEACHER TO COMPLETE AND RETURN:

1. TEACHER'S NAME Jehanne Hale CLASSES INVOLVED 8th
DATE OF FIELD TRIP 5/6-5/12/23 ALTERNATE DATE _____ # OF STUDENTS 23
DESCRIPTION/DESTINATION 8th Grade Trip (see attached agenda)

CORRELATION WITH SUBJECT MATTER BEING STUDIED (Attach a copy of your lesson plan detailing activities to be presented before and after the field trip):

NGSS Science standards

Social Emotional Learning

DEPARTURE TIME: 8:30 AM RETURN TIME: 3:00 PM

2. INFORMATIONAL LETTER/PERMISSION NOTE: Develop an informational letter using District form E 6153 (2) as a guideline. Obtain approval from the school principal and attach completed District provided permission form E 6153 (3) and send home.

-COLLECT ALL PERMISSION NOTES (Keep on file until June).

-I HAVE ENCOURAGED PARENTS OF CHILDREN WHO ARE ALLERGIC TO BEE STINGS OR INSECT BITES OR ON MEDICATION TO ATTEND THE FIELD TRIP YES/NO

-I KNOW WHERE THE FIELD TRIP FIRST AID KIT AND MY STUDENT HEALTH PROBLEMS SUMMARY ARE LOCATED AND WILL TAKE EACH ALONG ON THE FIELD TRIP YES/NO

3. TRANSPORTATION WILL BE BY: (check mode below)

☐ DISTRICT SCHOOL BUS (THIS DATE HAS BEEN CLEARED WITH BUS SUPERVISOR YES/NO

☐ OTHER SCHOOL BUS

☐ PRIVATE VEHICLE

☒ CHARTER BUS (I HAVE COMPLETED THE CHARTER BUS CHECKLIST E 6153 (5) YES/NO

☐ WALKING

Can I please get a copy of this?

4. NAME(S) OF CHAPERONE(S) Ms. Hale, 3 parents

5. COST OF TRANSPORTATION: _____ COST TO STUDENTS: _____

6. DATE SUBMITTED TO PRINCIPAL/DIRECTOR: March 7, 2023

7. CALENDAR: AFTER ADMINISTRATIVE APPROVAL, I WILL WRITE THE DATE, TIME, AND DESTINATION ON THE OFFICE SCHOOL CALENDAR.

8. INFORM ALL AFFECTED SPECIALTY TEACHERS (Gardening, Games, Choir, Music, RSP, Handwork, Woodwork and Exploratory Classes) of date and time.

9. INFORM ALL AFFECTED DISTRICT PERSONNEL (SP.ED, Adaptive P.E., Speech, O.T.) of date and time.

PRINCIPAL/DIRECTOR TO COMPLETE:

PRINCIPAL/DIRECTOR'S RECOMMENDATION: APPROVE/DENY

SIGNATURE: [Signature] DATE: 3/14/23

TWIN HILLS UNION SCHOOL DISTRICT
FIELD TRIP INFORMATION LETTER

Dear Parents,

On Mon. May 8 our class, along with
 (day & date)

 will visit the Santa Cruz area
 (other classes) (destination)

In Santa Cruz by Green Tortoise Bus
 (city) (transportation)

Our class will depart from Sun Ridge School at 8:30 am
 (time)

This visit is in conjunction with our class study of botany, biology,
wetlands.
 (describe curricular area being studied)

Special items for the field trip: Please see attached packing list.

- Your child (will/will not) need a sack lunch from home including something to

drink (no glass please).

- Warm clothing, coat, extra socks, hat.

The permission form attached must be completed, signed, and returned to school prior to the field trip. Students without written permission will not be allowed to attend the activity. Supervision and class work will be provided at school.

TWIN HILLS UNION SCHOOL DISTRICT
FILED TRIP PERMISSION FORM

SUNRIDGE SCHOOL
 7285 Hayden Ave
 Sebastopol, CA 95472

Date Mar. 3 / 23

My child, _____, has permission to go with
 the 8th grade class under the supervision of the sponsoring
 teacher to visit the Santa Cruz area on May-8-12, 2023.

Departure Time: 8:30 am

Place: Sunridge School

Returning Time: 3:00 pm

Transportation by: Green Tortoise Bus

Cost to students: _____

I can/cannot (circle one) help as a chaperone.*

In case of emergency, I can be reached by telephone at # _____.

If I am unavailable or time is of the essence, I authorize my son/daughter be taken to
 the nearest medical facility to receive emergency treatment.

My child's doctor is _____, phone# _____.

*My child is/is not (circle one) on special medication.

*My child does/does not (circle one) require and EPI pen.

*My child is/is not (circle one) allergic to bee stings or insect bites. (if yes to any of the
 above, you are encouraged to attend; if you cannot attend, please include written
 instructions on this form).

NOTE: 1) Twin Hills Union School District does not provide student health insurance.
 However, I may contact the school office for information regarding a low cost
 student insurance plan offered through a private company.
 2) Twin Hills Union School District expects responsible behavior from each
 student to, from, and during field trip activity.

 Signature of Parent or Guardian

CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0415(a)

EQUITY

Note: The following **optional** policy addresses district recognition and response to the unique barriers facing each segment of the district's student population.

Pursuant to Education Code 201, California schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and have a responsibility to provide equal educational opportunity to all students. Education Code 51007 requires that all students enrolled in the state's public elementary and secondary schools, regardless of race, creed, color, national origin, gender, gender identity, gender expression, physical disability, geographic location, or socioeconomic background, shall have equitable access to educational programs designed to strengthen technological skills, including, but not limited to, computer education programs. Education Code 220 further prohibits discrimination on the basis of disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any program or activity conducted by the district.

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.

EQUITY (continued)

(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)

Note: Pursuant to 20 USC 6311, states must publish per-pupil expenditures, including personnel expenditures and nonpersonnel expenditures, by school. Districts can analyze this financial data, along with other data sources, to ensure equitable allocation of financial and human resources across the district.

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)

EQUITY (continued)

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: (see next page)

EQUITY (continued)

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

Management Resources continued: (see next page)

EQUITY (continued)

Management Resources: (continued)

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: <https://cue.usc.edu>

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

**Assignment
Certificated Personnel**

BP 4113

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, professional experience, and aptitude qualify them.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

Assignment to Courses/Classes

The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, 44258.3, 44258.7 and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Equitable Distribution of Qualified Teachers

The Superintendent or designee shall ensure that highly qualified and experienced teachers are

equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. He/she shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

(cf. 0520.2 - Title I Program Improvement Schools)

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 4111 - Recruitment and Selection)

(cf. 4114 - Transfers)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

(cf. 6171 - Title I Programs)

Legal Reference:

EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations

80335 Performance of unauthorized professional services

80339-80339.6 Unauthorized certificated employee assignment

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plans

6601-6651 Teacher and Principal Training and Recruiting Fund

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California State Plan to Ensure Equitable Access to Excellent Educators

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual - Updates and Revisions, 2021