

**Twin Hills Union School District
Board of Trustees Regular Meeting
October 12, 2023
Agenda**

October 12, 2023

Location: Apple Blossom MUR

OPEN SESSION 4:30pm, CLOSED SESSION 4:40pm, OPEN SESSION 5:00pm

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.twinhillsusd.org.

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

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| 2. Approval of Agenda | Action | 4:32 |
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|---|--------|------|
| 3. Approval of Minutes of the Regular Meeting of September 14, 2023 | Action | 4:33 |
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| 4. Open Session - Public Comment | 4:35 |
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Members of the Public are entitled to speak on matters not on the agenda 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.

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| 5. Closed Session | 4:40 |
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- 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.

Public Meeting will be closed (in person and Zoom)

- B. Closed Session to Consider and/or take action upon the following items:
- a. Personnel
- C. Return to Open Session and report on any action in Closed Session

**Twin Hills Union School District
Board of Trustees Regular Meeting
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6. Consent Action 5:00
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 Quarterly Uniform Complaint Reports for April – June 2023 and July --September 2023
7. Contracts Action 5:05
A. National Academy of Athletics
a. Funding Source: General Fund
b. The Rationale of Contract: The PE teacher at AB took over the 3rd Grade open position. This contract will enable teachers to have their prep and adhere to Elementary grades (1-6), required to have a minimum of 200 minutes each ten school days, which is required by law.
8. Administrative Reports 5:10
A. Twin Hills School District, Anna-Maria Guzman, Ed.D., Superintendent
B. Maura DuVall, Principal, Orchard View School
C. Karina Haedo, Principal, SunRidge School
D. Jessica Romero, Director of Student Services:
July 2023 Summer School
E. Monthly Financial Report, Patty Nosecchi, Business Manager:
2023-24 Budget Approval Letter from SCOE
9. Board Reports 5:20
10. Revised District Goals Action 5:25
11. Request Approval of Overnight field trips Action 5:40
A. SunRidge, Chantal Kovash, Grade 4, Fort Ross Conservancy, CA 11/16-17/23
12. Public Comments Via Zoom: Action 5:45
The public will be able to continue viewing and listening to the Board meeting online via the Zoom platform but can no longer make public comments while online.
13. Adjournment 5:50

Zoom instructions

Dr. Anna-Maria Guzman, Twin Hills USD is inviting you to a scheduled Zoom meeting.

Topic: October Board Meeting

Time: Oct 12, 2023 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting <https://twinhillsusd-org.zoom.us/j/85085070860>

Meeting ID: 850 8507 0860

**Twin Hills Union School District
Board of Trustees Regular Meeting
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Agenda**

One tap mobile [+16892781000](tel:+16892781000),[85085070860](tel:+16892781000)# US [+17193594580](tel:+17193594580),[85085070860](tel:+17193594580)# US --- Dial by your location • +1 689 278 1000 US • +1 719 359 4580 US • +1 253 205 0468 US • +1 253 215 8782 US (Tacoma) • +1 301 715 8592 US (Washington DC) • +1 305 224 1968 US • +1 309 205 3325 US • +1 312 626 6799 US (Chicago) • +1 346 248 7799 US (Houston) • +1 360 209 5623 US • +1 386 347 5053 US • +1 408 638 0968 US (San Jose) • +1 507 473 4847 US • +1 564 217 2000 US • +1 646 876 9923 US (New York) • +1 646 931 3860 US • +1 669 444 9171 US • +1 669 900 6833 US (San Jose)
Meeting ID: 850 8507 0860

**TWIN HILLS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
September 14, 2023
MINUTES**

1. The Board Meeting was called to order at 4:30 pm by President Ost.
 - A. Flag salute
 - B. Roll Call: Trustee Bechtel via Zoom from Los Angeles CA
2. Motion to approve agenda by Trustee Harding and Second by Trustee Beck with deletion of item 7.D. Approved 5-0.
3. Motion to approve the minutes of the Regular meeting of August 10, 2023, by Trustee Moise and Second by Trustee Harding. Approved 5-0.
4. Open Session.
5. Motion to approve consent items by Trustee Moise and Second by Trustee Beck. Approved 5-0.
6. Motion to approve contracts by Trustee Beck and Second by Trustee Harding. Approved 5-0.
7. Administrative reports including Erin Elliott, Principal, Apple Blossom, LCAP safety goal update and Shawn Whitestone, Principal, Twin Hills CMS, LCAP absenteeism, safety and testing goal updates.
8. Board Reports.
9. District goal reading and discussion, updates to be presented at a later meeting.
10. Request approval of overnight field trips by Trustee Beck and Second by Trustee Harding. Approved 4-0.
11. Motion to approve 2022-23 Unaudited Actuals and final budget updates by Trustee Moise and Second by Trustee Beck. Approved 4-0.
12. Motion to approve Resolution #2023-569: 2022-23 GANN Limit Calculation and 2023-24 Projection by Trustee Moise and Second by Trustee Harding. Approved 4-0.
13. Public Hearing on 2023-24 Textbook Sufficiency.
14. Motion to approve Resolution #2023-570: 2023-24 Textbook Sufficiency by Trustee Beck and Second by Trustee Moise. Approved 4-0.
15. Motion to approve Resolution #2023-571: Revolving Cash Account Signers by Trustee Moise and Second by Trustee Beck. Approved 4-0.
16. Adjournment 6:15pm.

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

AUGUST 1 THROUGH SEPTEMBER 30, 2023

Date Received	Donor	Amount	Purpose
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District 53, Fund 01: Apple Blossom Elementary School /General District

09/19/23	Various Families	\$650.00	Teacher Designated Funds
09/28/23	Various Families	\$830.00	Teacher Designated Funds
<u>Total</u>		<u>\$1,480.00</u>	

District 53, Fund 03: Twin Hills Charter Middle School

09/28/23	Various Families	\$75.00	Teacher Designated Funds
<u>Total</u>		<u>\$75.00</u>	

District 53, Fund 09: Orchard View Charter School

<u>Total</u>		<u>\$0.00</u>	
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District 53, Fund 12: Apple Blossom After School Program

<u>Total</u>		<u>\$0.00</u>	
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District 21, Fund 09: SunRidge Charter School

09/01-30/23	Various families	\$32,454.98	Pledges/specialty pgm 2023-24
<u>Total</u>		<u>\$32,454.98</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 October 12, 2023 board meeting.

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1982237	09/01/2023	Jacobsen-McCarthy, Michelle	11,760.00
1982238	09/01/2023	Alhambra	59.95
1982239	09/01/2023	Alhambra	63.91
1982240	09/01/2023	Mountain Fresh Spring Water	17.50
1982241	09/01/2023	T-Mobile	60.00
1982242	09/01/2023	T-Mobile	88.20
1982243	09/01/2023	ODP Business Solutions, LLC	3,441.40
1982244	09/01/2023	California History Teachers	448.20
1982245	09/01/2023	Precision Wireless Service	1,720.09
1982246	09/01/2023	TCI	289.00
1982247	09/01/2023	The Davey Tree Expert Company	17,250.00
1982248	09/01/2023	West County Transport. Agency	1,816.39
1982249	09/01/2023	World of Carpets	2,037.80
1983494	09/08/2023	Best Buy Business Advantage Account	1,162.06
1983495	09/08/2023	Revolution Foods PBC	3,100.00
1983496	09/08/2023	Clever Inc.	993.60
1983497	09/08/2023	Correa, Karen	81.66
1983498	09/08/2023	Recology Sonoma Marin	995.87
1983499	09/08/2023	Recology Sonoma Marin	500.23
1983500	09/08/2023	Alhambra	60.93
1983501	09/08/2023	Fishman Supply Company	2,477.84
1983502	09/08/2023	Harding, Jeff	20.00
1983503	09/08/2023	SHI International Corp.	2,500.00
1983504	09/08/2023	New Answermet, Inc.	22.00
1983505	09/08/2023	Moise, John	20.00
1983506	09/08/2023	ODP Business Solutions, LLC	2,035.35
1983507	09/08/2023	IXL Learning	2,320.00
1983508	09/08/2023	Sebastopol Hardware Center	170.17
1983509	09/08/2023	Sien, Jeremiah	12.84
1983510	09/08/2023	Sill, Kathy	24.00
1983511	09/08/2023	Stehling, Stefan	900.00
1983512	09/08/2023	Steinberg, Korin	143.76
1983513	09/08/2023	Aeries Software Inc. dba Eagle Software	7,577.16
1983514	09/08/2023	TimberMoon, Amanda	57.64
1983515	09/08/2023	Walsh, Colleen	32.76
1983516	09/08/2023	Edlio LLC Collections	1,237.50
1983517	09/08/2023	Zoom Video Communications Inc.	7,500.00
1984800	09/15/2023	ATT	335.53
1984801	09/15/2023	ATT	27.31
1984802	09/15/2023	ATT	114.26
1984803	09/15/2023	ATT	165.77
1984804	09/15/2023	ATT	28.59
1984805	09/15/2023	ATT	28.59
1984806	09/15/2023	Shaw, Brianna	25.00
1984807	09/15/2023	Kyocera Document Solutions Northern CA , Inc.	260.42
1984808	09/15/2023	CTR for Mathematics & Teaching	600.00
1984809	09/15/2023	Elliott, Erin	53.29
1984810	09/15/2023	Friedman's Home Improvement	946.05
1984811	09/15/2023	Ives Pool	300.00

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 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1984812	09/15/2023	Redwood Lock, Inc.	502.98
1984813	09/15/2023	Mobile Modular Mgmt Corp.	1,770.00
1984814	09/15/2023	ODP Business Solutions, LLC	3,392.25
1984815	09/15/2023	Pace Supply Corp.	414.07
1984816	09/15/2023	Terminix Processing Center	77.00
1984817	09/15/2023	Weeks Drilling & Pump Co.	950.00
1984818	09/15/2023	Zoo-phonics, Inc.	1,658.88
1986132	09/22/2023	ACSA	1,810.50
1986133	09/22/2023	Revolution Foods PBC	13,456.95
1986134	09/22/2023	Kyocera Document Solutions Northern CA , Inc.	435.52
1986135	09/22/2023	Kyocera Document Solutions Northern CA , Inc.	631.48
1986136	09/22/2023	Petaluma Learning&Guidance Ctr	20,000.00
1986137	09/22/2023	Department Of Justice	275.00
1986138	09/22/2023	Alhambra	45.94
1986139	09/22/2023	DuVall, Maura	186.99
1986140	09/22/2023	EverBank, N.A.	332.01
1986141	09/22/2023	Follett School Solutions, Inc.	4,138.53
1986142	09/22/2023	Jones, Melissa	24.58
1986143	09/22/2023	Lambert, Annielyn	15.96
1986144	09/22/2023	Screenecastify, LLC	850.00
1986145	09/22/2023	Newsela, Inc.	5,500.00
1986146	09/22/2023	Scholastic Inc.	2,076.71
1986147	09/22/2023	School Specialty, LLC	570.66
1986148	09/22/2023	Howard Ind., Inc.	5,462.50
1986149	09/22/2023	Sien, Jeremiah	29.10
1986150	09/22/2023	Sill, Kathy	57.98
1986151	09/22/2023	Weeks Drilling & Pump Co.	2,614.29
1986152	09/22/2023	West County Transport. Agency	924.11
1986153	09/22/2023	Wingard, Grace	20.00
1986816	09/27/2023	Accrediting Commssn Fr Schools	1,190.00
1986817	09/27/2023	BMO Bank N.A.	3,761.04
1986818	09/27/2023	Kyocera Document Solutions Northern CA	197.54
1986819	09/27/2023	Shura, Samantha	2,010.00
1986820	09/27/2023	Alhambra	147.38
1986821	09/27/2023	Harmony Farm Supply	35.09
1986822	09/27/2023	Kelly-Moore Paint Co Inc	530.94
1986823	09/27/2023	Morgan, Amy	25.00
1986824	09/27/2023	Pacific Gas & Electric	168.69
1986825	09/27/2023	Associated Plumbing Tech	409.00
1986826	09/27/2023	Royer, Stacy	20.00
1986827	09/27/2023	Shaw, Brianna	25.00
1986828	09/27/2023	Shilla, Jenni	20.00
1986829	09/27/2023	FHEG Santa Rosa Junior College	1,242.72
Total Number of Checks			92
			153,889.01

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	57	110,883.85

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 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
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Fund Recap

Fund	Description	Check Count	Expensed Amount
03	Charter School: Twin Hills	28	12,534.42
09	Charter School Fund: Orchrdr Vw	16	10,025.08
12	Child Development Fund	7	3,495.88
13	Cafeteria Fund	4	16,949.78
Total Number of Checks		92	153,889.01
Less Unpaid Tax Liability			.00
Net (Check Amount)			153,889.01

Total Expenditures September 2023

Total Vendor Warrants, September 30, 2023	\$	153,889.01
Payroll: September 10, 2023 Supplemental		88,979.01
Payroll: September 30, 2023 Regular		615,625.26
Total PR & Expenditures	\$	858,493.28

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 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1982071	09/01/2023	Blick Art Materials	589.67
1982072	09/01/2023	County Of Sonoma	79.00
1982073	09/01/2023	Decker, Inc. School Fix	95.75
1982074	09/01/2023	Gosling, Maria	256.49
1982075	09/01/2023	Kovash, Chantal	130.56
1982076	09/01/2023	McKenzie, Laurie	371.25
1982077	09/01/2023	Morris, Rose	125.69
1982078	09/01/2023	ODP Business Solutions, LLC	622.87
1982079	09/01/2023	H & M Landscape Materials	765.84
1982080	09/01/2023	Sequoia Landscape Materials	2,381.38
1982081	09/01/2023	Mr. Rooter Plumbing	462.75
1982082	09/01/2023	Thomasson, Theresa	380.06
1982083	09/01/2023	Wells Fargo Vendor Fin Serv	393.30
1983275	09/08/2023	Andy's Produce Market	448.65
1983276	09/08/2023	Recology Sonoma Marin	657.24
1983277	09/08/2023	Fishman Supply Company	1,405.99
1983278	09/08/2023	Gosling, Maria	185.47
1983279	09/08/2023	Harmony Farm Supply	370.21
1983280	09/08/2023	Nasco	469.96
1983281	09/08/2023	ODP Business Solutions, LLC	841.86
1983282	09/08/2023	Prosser, Sasha	285.90
1983283	09/08/2023	Russell, Katharine	251.88
1983284	09/08/2023	Sauter, Jonathan	70.88
1983285	09/08/2023	Sebastopol Hardware Center	703.44
1983286	09/08/2023	Aeries Software Inc. dba Eagle Software	1,824.93
1984693	09/15/2023	Allen, Trisha	203.46
1984694	09/15/2023	Allison, Esther	30.54
1984695	09/15/2023	ATT	248.40
1984696	09/15/2023	Douglas, Sarah	20.00
1984697	09/15/2023	Fircrest Market	266.19
1984698	09/15/2023	Friedman's Home Improvement	282.60
1984699	09/15/2023	Gosling, Maria	150.90
1984700	09/15/2023	Marconcini, Diana	25.00
1984701	09/15/2023	Tel Con Communications	279.77
1984702	09/15/2023	Scholze, Sarah	25.00
1984703	09/15/2023	Terminix Processing Center	131.00
1984704	09/15/2023	Kyocera Document Solutions	204.30
1986044	09/22/2023	Blick Art Materials	1,638.58
1986045	09/22/2023	Brown Sheep Co. Inc.	207.01
			Unpaid Tax 16.81
			Expensed Amount 223.82
1986046	09/22/2023	Revolution Foods PBC	9,598.00
1986047	09/22/2023	Cascade Yarns, Inc.	357.50
			Unpaid Tax 33.07
			Expensed Amount 390.57
1986048	09/22/2023	Copperfield's Books	506.92
1986049	09/22/2023	Damkoehler, Abel	25.00
1986050	09/22/2023	Department Of Justice	81.00

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 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1986051	09/22/2023	Follett School Solutions	2,069.27
1986052	09/22/2023	Gosling, Maria	33.65
1986053	09/22/2023	McKenzie, Laurie	166.27
1986054	09/22/2023	Mercurius USA	2,689.44
1986055	09/22/2023	Prosser, Sasha	176.23
1986056	09/22/2023	Pellascini, Richard L.	17,864.88
1986536	09/27/2023	BMO Bank N.A.	786.80
1986537	09/27/2023	Eberly, Natalie	25.00
1986538	09/27/2023	PG&E	828.03
Total Number of Checks			53
			53,091.76

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	53	53,141.64
	Total Number of Checks	53	53,141.64
	Less Unpaid Tax Liability		49.88
	Net (Check Amount)		53,091.76

Total Expenditures September 2023

Total Vendor Warrants, September 30, 2023	\$	53,091.76
Payroll: September 10, 2023 Supplemental		10,729.48
Payroll: September 30, 2023 Regular		167,617.71
Total PR & Expenditures	\$	231,438.95

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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Includes Purchase Orders dated 09/01/2023 - 09/30/2023 ***				Board Meeting Date October 12, 2023	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-00186	Stehling, Stefan	1ABS	PO #7572 - AB GARDEN PROGRAM	01-5830	22,500.00
P24-00187	Zoom Video Communications Inc.	9DSO	PO #7564 - ZOOM EDUC ANNUAL	01-5840	7,500.00
P24-00209	THTR Productions LLC	2THS	PO #7553 - TH DRAMA CLUB SRVCS	03-5830	9,700.00
P24-00211	Scarola, Russell	3OVS	PO #7491 - OV IC ART/SCI	09-5830	7,000.00
P24-00215	Shura, Samantha	7DSW	PO #7597 - OT SERVICES	01-5811	25,000.00
P24-00220	Redwood Pediatric Therapy Associates Inc.	7DSW	PO #7596 - SR PT/OT SRVCS	01-5811	12,000.00
P24-00221	Roberts Mechanical & Elect Inc	1ABS	PO #7578 - AB HAVC INSTAL	14-5630	6,875.00
P24-00222	Roberts Mechanical & Elect Inc	1ABS	PO #7579 - AB HVAC EQUIP	14-6400	9,996.64
Total Number of POs			8	Total	100,571.64

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	4	67,000.00
03	Charter School: Twin Hills	1	9,700.00
09	Charter School Fund: Orchrdr Vw	1	7,000.00
14	Deferred Maintenance Fund	2	16,871.64
Total			100,571.64

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

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Includes Purchase Orders dated 09/01/2023 - 09/30/2023 ***				Board Meeting Date October 12, 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

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Twin Hills USD

Monthly Personnel Report

October 12, 2023

Certificated

Additions:

Changes:

- Smith, Snowma – SR Teacher – Maternity Leave starting late January through end of 2023-24 school year.
- Romero, Jessica – District Special Education Coordinator – Request 40% Leave of Absence effective 10/16/2023
- Nealeigh-Hughes, Diana – THCMS Teacher – Request continued Leave of Absence through 11/9/2023, then part time leave of absence 11/13-17/2023. Potential return to full FTE 11/27/2023

Separations:

Classified

Additions:

- Wingard, Grace – AB SPED Instructional Assistant
- Morgan, Amy – AB Full Inclusion Instructional Assistant
- Petersen, Amanda – AB Learning Loss Recovery Instructional Assistant

Changes:

- White, BD – SR Child Care Assistant requested reduction in days and hours worked for school schedule

Separations:

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: 10/12/2023

Date reported to County Superintendent of Schools via website: 10/13/2023

Scoe.org: Sonoma County Office of Education

5340 Skylane Blvd., Santa Rosa, CA 95403

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, 2024

☒ July 1 – September 30, 2023

☐ April 1 – June 30, 2024

☐ October 1 – December 31, 2023

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: 10/12/2023

Date reported to County Superintendent of Schools via website: 10/13/2023

Scoe.org: Sonoma County Office of Education

5340 Skylane Blvd., Santa Rosa, CA 95403

National Academy of Athletics
1260 N Dutton Ave Suite 239 Santa Rosa, CA 95401
Main office (707) 791-7593
Cell phone (707) 849-4910

10/2/2023

Erin Elliott, Principal
Twin Hills Union School District
700 Watertrough Road
Sebastopol, CA 95472

I have attached an estimate/schedule of the days and hours of work necessary for providing Physical Education - Fitness Through Fundamentals services during the 2023-24 school year. Please let me know as soon as possible if any of this information conflict with other planned activities.

I will charge a rate of \$62 per hour consistent with my status as an independent contractor. I acknowledge that as an independent contractor, I am not entitled to employee benefits, workers' compensation coverage, sick leave or participation in any retirement plan. If required, I am responsible for all supply, fingerprinting costs, Proof of COVID Vaccination status, TB testing costs and proof of personal liability insurance. I understand I will not be reimbursed for these costs.

I am responsible for completing the Mandated Reporter Training for California (EDU) and SB1343 Anti-Harassment Training within six weeks of start of work. I understand I am required to provide the Twin Hills Union School District with proof of completion of the training. The online training option can be accessed at <https://www.publicschoolworks.com/Portal/Portal.php?di=2323&dia=mpojv> .

I will send you an invoice at the end of each month for the services outlined in this contract reflecting actual services provided. I understand that my last invoice must be submitted no later than the last day of necessary work, June 6, 2024. Payments will be received a minimum of two weeks after invoices are received by the District Office. I understand I will not be paid until all information is provided, including a W-9.

I estimate that I will work a total of 900 (6 hours per day,) hours during the year for a total contract of \$55,800. I understand that I will not be paid for any scheduled hours that I need to cancel for any reason. I understand that any changes to the agreed upon times or dates included in this agreement must be approved by the site Principal. Either party may cancel this agreement with at least 14 days written notice. Please indicate your acceptance of this contract by your signature below and return one copy to me. I look forward to working with your students and staff during the coming year.

Sincerely,

Taylor Spooner

Name

Date 10/2/2023

I accept the schedule and terms proposed above.



10/2/2023

Erin Elliott, Principal

Date

TWIN HILLS UNION SCHOOL DISTRICT

SUPERINTENDENT'S MONTHLY ENROLLMENT REPORT 2023-24

For the October 12, 2023 board meeting

ENROLLMENT MO/YR	2016-17		2017-18		2018-19		2019-20		2020-21				2021-22			
	Sep 16	Jun 17	Sep 17	Jun18	Sep18	Jun19	Sep19	Jun20	Sep20	Jan 21	Apr21	Jun21	Sep21	Jan 22	Apr22	Jun22
Apple Blossom	431	423	406	399	416	404	396	408	355	348	344	343	322	319	317	317
Twin Hills CMS	330	309	269	262	281	267	246	240	225	219	220	219	207	210	210	206
Sub Total	761	732	675	661	697	671	642	648	580	567	564	562	529	529	527	523
Orchard View	234	228	236	237	236	226	228	233	247	245	229	227	222	224	219	219
SunRidge	276	279	283	281	275	276	282	279	272	268	263	261	213	220	221	221
Total	1,271	1,239	1,194	1,179	1,208	1,173	1,152	1,160	1,099	1,080	1,056	1,050	964	973	967	963

ENROLLMENT MO/YR	2022-23								2023-24			
	Aug 22	Oct 22	Nov 22	Dec22	Jan23	Mar23	Apr23	Jun23	Aug 23	Sep 23	Oct 23	Estimate @ AB*
Apple Blossom	295	298	299	299	302	300	299	298	288	289		285
Twin Hills CMS	204	203	201	201	199	198	198	198	205	207		205
Sub Total	499	501	500	500	501	498	497	496	493	496	0	490
Orchard View	216	216	215	212	211	214	212	212	226	227		240
SunRidge	241	239	238	238	226	230	230	230	235	234		251
Total	956	956	953	950	938	942	939	938	954	957	0	981

*AB = Adopted Budget



Sonoma County

Office of Education

5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 | scoe.org

September 12, 2023

Anna-Maria Guzman, Ed.D., Superintendent
Twin Hills Union School District
700 Watertrough Road
Sebastopol, CA 95472

Dear Dr. Guzman,

In accordance with Education Code Section 42127, the Sonoma County Superintendent of Schools (County) has reviewed the Twin Hills Union School District's (District) 2023-24 Adopted Budget to determine if it complies with the Criteria and Standards for financial stability and allows the District to meet its financial obligations for the budget and two subsequent years.

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2023-24 year, as well as the 2023-24 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption, along with the County's approval of the District's 2023-24 Local Control and Accountability Plan (LCAP). Based on our analysis, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget as adopted by the District Board of Trustees (Board).

Adopted Budget

As adopted by the District's Governing Board, the 2023-24 budget reflects an ending fund balance in the General Fund, which includes the District and its conversion charter school, of \$3,674,720; comprised of \$3,072,757 in unrestricted fund balance and \$601,963 in restricted fund balance. The minimum state reserve level of 4% for a district of your size has been met. In 2023-24, the General Fund reports unrestricted deficit spending of -\$581,839. Even though the District meets minimum reserve requirements, the County Office remains concerned about on-going deficit spending. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The District is projecting an unrestricted ending fund balance of \$2,774,947 in 2024-25 with unrestricted deficit spending of -\$297,810 and \$2,535,692 in 2025-26 with unrestricted deficit spending of -\$239,255. The minimum state reserve reported as met in both years.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2023-24 fiscal year are settled.

Amie R. Carter, Ed.D. | Sonoma County Superintendent of Schools

Board of Education | Gina Cuclis, Herman G. Hernandez, Steven Herrington Ph.D., Peter Kostas, Andrew Leonard



Sonoma County

Office of Education

5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 | scoe.org

Charter Schools

The District reports Orchard View Charter School outside of the General Fund. The board approved Adopted Budget Report included Fund 09 for the Charter. The 2023-24 ending balance in Fund 09 reported is \$259,279 with an increase to the fund balance of \$50,093.

Sunridge Charter School reported in Org. 21, Fund 09 and the board approved the Adopted Budget Report included Fund 09 for the Charter. The 2023-24 ending balance in Fund 09 reported is \$662,588 with deficit spending of -\$268,499.

Summary

Our Office appreciates the preparation and timely submittal of your Adopted Budget Report. A technical review will be communicated to the business office. The First Interim Report is due to our office no later than December 15, 2023. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Sarah Lampenfeld

Sarah Lampenfeld
Director, External Fiscal Services

c:

Patty Nosecchi, District Chief Business Official
Amie R. Carter, Ed.D., County Superintendent of Schools
Greg Medici, SCOE Deputy Superintendent, Business Services

Amie R. Carter, Ed.D. | Sonoma County Superintendent of Schools

Board of Education | Gina Cuclis, Herman G. Hernandez, Steven Herrington Ph.D., Peter Kostas, Andrew Leonard

2023-24 Annual Standard Reminders ~ All Districts

Collective Bargaining Disclosure

SCOE Business requests copies of collective bargaining disclosures 10 days prior to board approval. If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. **Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.**

Submission of Studies, Reports, Evaluations and/or Audits

Education Code Sections 42127 and 42127.6 require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into the analysis of budgets, interim reports, and the District's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g. reports done by Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your District.

SB740

Please note that a SB740 funding determination may be required when a charter school offers instructional time in a non-classroom-based setting. Charter schools that do not submit a request by the due date may not receive a funding determination, and could have their State apportionment associated with its non-classroom-based ADA reduced to zero. SB740 regulations, instructions and form can be found at:

<https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>

Requirements for Debt Management Policy and Practices

Effective January 1, 2017, (per Senate Bill (SB) 1029, Hertzberg) issuers must certify on the **Report of Proposed Debt Issuance** (<http://www.treasurer.ca.gov/cdiac/reporting.asp>) that they have:

- ✚ Adopted local debt policies concerning the use of debt; and
- ✚ The proposed debt issuance is consistent with those policies.

The issuer's **local debt policies** must include (A) through (E), below:

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D. Policy goals related to the issuer's planning goals and objectives.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

FCMAT has prepared a Fiscal Alert which provides a **sample Debt Management Policy** which is located at <http://fcmat.org/fcmat-fiscal-and-legal-alerts/>.

SB 1029 contains a declaration that state and local agencies should adopt comprehensive written debt management policies pursuant to the recommendation of the Government Finance Officers Association (GFOA). The GFOA is a national association of government finance professionals with a shared mission to promote excellence in state and local government financial management. The GFOA provides **best practices** and a link to the ***Debt Issuance Checklist: Considerations When Issuing Bonds*** at <http://www.gfoa.org/debt-management-policy> (bottom of the webpage).

California Debt and Investment Advisory Commission's (CDIAC) website contains the necessary reporting forms and fees which can be found at the website <http://www.treasurer.ca.gov/cdiac/reporting.asp>. CDIAC's guidance regarding SB1029 is located at <http://www.treasurer.ca.gov/cdiac/> by clicking on "Guidance on 1029 Implementation with SB1029" on the left side of the webpage. Some of its guidance is noted below:

Government Code 8855(i) requires any issuer of public debt to provide a *Report of Proposed Debt Issuance* to the California Debt Investment and Advisory Commission *no later than 30 days before the sale* of such debt.

Government Code section 8855(k) ~ Effective January 1, 2017, state and local issuers are required to submit an ***annual debt transparency report*** for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

Minimum annual debt transparency report information and additional requirements/stipulations apply. Please see the Guidance from CDIAC for more detailed information.

Reporting Requirements for Proposed Debt Issuances

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of ***any proposed debt issuance***, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of

the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

AB 2551 enhances transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after AB 2274 adds reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of *any* proposed debt issuance, which **would include refinancing and other secondary issuances. The provisions of AB 2551 will be required for any local bond elections after January 1, 2015.**

Reporting Requirements for Non-Voter-Approved Debt

Education Code Section 17150 requires school districts to notify the County Superintendent of Schools and County Auditor at least 30 days prior to the governing boards' approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). Under the new law, the district must provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district's capacity to repay the debt obligation, based on the information provided.

Additional Standard Reminders for School Districts with Qualified or Negative Certifications

Debt Issuance

The statutory requirements for debt issuance for school districts with qualified or negative interim report certifications are specifically addressed by E.C. Section 42133(a), and read as follows:

"A school district that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments that do not require the approval of the voters of the district, nor may the district cause an information report regarding the debt instrument to be submitted pursuant to subdivision (e) of Section 149 of Title 26 of the United States Code, unless the county superintendent of schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. A school district is deemed to have a qualified or negative certification for purposes of this subdivision if, pursuant to this article, it files that certification or the county superintendent of schools classifies the certification of that fiscal year to be qualified or negative."

E.C. Section 15140 (b) notes that a district that has received a qualified or negative certification in its most recent interim report, may not issue and sell bonds on its own behalf pursuant to this chapter without further action of the board of supervisors or officers of that county or of any other county in which a portion of the school district or community college district is located.

Collective Bargaining

Government Code Section 3540.2 provides added oversight related to the collective bargaining process. Any school district with a Qualified or Negative certification under Education Code Section 42131 **shall allow the county office of education at least ten working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representative, before it is ratified.** The school district shall provide the county office with all information relevant to yield an understanding of financial impact of that agreement. The county superintendent shall notify the school district, county board of education, district superintendent, governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement would endanger the fiscal well-being of the school district.

Per Government Code 3540.2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.

THUSD Mision Vision and Goals

Vision

Our Vision is a community where all children feel loved, respected, welcomed, and encouraged to develop to their fullest potential.

Mission

Our mission is to work together to build a safe, respectful, and nurturing environment focused on maximizing each child's sense of well-being and acquisition of skills for life and learning.

Goals

1. Academics

Each of our four schools is conducive to learning in its unique way.

We have implemented effective teaching methods such that the academic progress of our students improves annually and compares favorably to neighboring districts. The curriculum offers arts and enrichment opportunities comparable to or greater than neighboring districts.

~~The academic progress of our students improves annually and compares favorably to neighboring Districts. The curriculum offers arts and enrichment opportunities comparable to or greater than neighboring districts.~~

2. School Culture

~~Our students' social and emotional learning improves annually and compares favorably to neighboring districts and County-wide. Students feel safe and supported to learn and grow. Nourishing food is available, and the facilities are well-maintained, comfortable, and appropriate for learning.~~

Our students' social and emotional learning improves annually and compares favorably to neighboring districts and county-wide. Students feel safe and supported to learn and grow. Nourishing food is available; physical activity is promoted. Facilities are well-maintained, comfortable, and appropriate for learning. Students of all demographic, language, and ability groups are supported.

3. Enrollment

The number of children enrolled at the four schools remains stable or increases.

Attendance rates meet or exceed county-wide rates.

4. Work Culture

~~Our teachers and staff are very satisfied with their working conditions and the support they receive.~~

Our teachers and staff are very satisfied with their working conditions and the support they receive so that we can maintain a steady workforce and they can be more effective educators

5. Finances

The District operates in a financially sustainable manner. The District's administrative services are cost-effective and reflect best practices among similar-sized Districts. The District incorporates emerging best practices on an ongoing basis, leading to annual increases in the percentage of revenue spent in the classroom.

6. Community Engagement

Engage with parents, community members, and stakeholders to build support and trust. Prioritize efforts to involve the community in decision-making and communication

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 Chantal Kovash CLASSES INVOLVED Grade 4
DATE OF FIELD TRIP 11/16 → 11/17 ALTERNATE DATE 12/14 # OF STUDENTS 26
DESCRIPTION/DESTINATION Fort Ross Conservancy
CORRELATION WITH SUBJECT MATTER BEING STUDIED (Attach a copy of your lesson plan detailing activities to be presented before and after the field trip):
Local and State History
CSS 4.1, 4.2, 4.3 Social Studies, 4-ESS1-1, W-4.7
ESS1
DEPARTURE TIME: 9:00 AM 11/16/23 RETURN TIME: 3:00 PM 11/17/23
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
Deidra W.
4. NAME(S) OF CHAPERONE(S) Natalie E., Gavin W., Jillian H., Danny B., Sean S., Kelly D., Brau R
5. COST OF TRANSPORTATION: P.V. COST TO STUDENTS: approx. 100.
6. DATE SUBMITTED TO PRINCIPAL/DIRECTOR: 8/31/23
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: 8/30/23

TWIN HILLS UNION SCHOOL DISTRICT
FILED TRIP PERMISSION FORMSUNRIDGE SCHOOL
7285 Hayden Ave
Sebastopol, CA 95472Date 8/30/23

My child, _____, has permission to go with
the _____ class under the supervision of the sponsoring
teacher to visit _____ on _____, 20__.

Departure Time: 9:00 AM Thursday 11/16/23Place: Fort Ross ConservancyReturning Time: 3:00 PM Friday 11/17/23Transportation by: Private VehicleCost to students: aprox \$100.-

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
Agenda Item #11 - A : Page 2 of 6

TWIN HILLS UNION SCHOOL DISTRICT
FIELD TRIP INFORMATION LETTER

Dear Parents,

On Thursday, November 16 → Friday, November 17, 2023
 (day & date) our class, along with

✓ will visit Fort Ross Conservancy
 (other classes) (destination)

In Jenner, CA. by Private Vehicle.
 (city) (transportation)

Our class will depart from SunRidge School. at 9:00 AM
 (time)

This visit is in conjunction with our class study of Local & State History
CSS 4.1, 4.2, 4.3 Social Studies, EESI W-4.7, ESSI 1-1
 (describe curricular area being studied)

Special items for the field trip:

- 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.

#1 Fort Ross ELP Schedule - Sample

- 7:30** Students and parents arrive at school. Load cars/buses. Drive to Reef Campground. At this time, restrooms are not available at Reef. Consider stopping at the State Park public restrooms in Jenner.
- 10:00** Arrive at the Reef Campground. Eat a light snack.
- Parents with cars - Please try to wait for all cars to arrive; then, leave together. If, however, a car has not arrived for a lengthy time, do not wait. Drive cars to the fort with as little delay as possible. Please let the ELP Instructor know you have arrived and he or she will provide you with instructions on where to unload all of your gear inside the fort gate, and instructions for the day's activities. Return cars to the upper parking lot at the west end near the windmill, return promptly to the fort to greet students as they arrive from their hike to the fort.
- Teacher, students and parents without cars will hike along the bluffs to the fort.
- If you have any issues, the **Fort Ross Visitor Center office phone is 707-847-3437**.
- 10:30** Fort Ross ELP Instructor will greet the walkers outside the fort. Quick bathroom / water break. Brief talk, and fort tour as time allows.
- 11:30** Eat lunch.
- 12:00** Trade Talk with ELP Instructor.
- 12:30** Work in groups at assigned tasks.
- 4:00** Clean up and return ALL ELP gear as necessary to ELP Closet or Fur Warehouse closet. Set up personal gear in sleeping areas, wash hands, and get ready for dinner. Get warm clothes and eating utensils as needed for dinner & evening activities.
- 4:30** Everyone gather promptly at tables for evening instructions by the ELP Instructor.
- 5:00** Eat dinner. All students stay seated until the entire group is done. Write in journals, sketching, or quiet game play. Scrape food remains in compost bucket. Explorers Activity Group is kitchen clean up crew.
- 5:30** Teacher takes all students to view the windmill and to bluff tops for sunset observation. Parents stay behind to continue cleanup and socialize.
- 6:00** Mail call. Students write letters to loved ones.
- 6:30** Students share experiences in the chapel.
- 7:00** Storytelling and/or music in chapel.

- 8:00** Night hike if time allows.
- 8:20** Get ready for bed. Use bathrooms.
- 9:00** Lights Out. First watch - Cooks Activity Group.
- 11:00** Second watch – Artisans Activity Group.
- 12:30** Third watch – Clerks Activity Group.
- 2:00** Fourth watch – Farmers & Gatherers Activity Group.
- 3:30** Fifth watch – Hunters Activity Group.
- 5:00** Sixth watch - Explorers Activity Group.
- 6:00** Quiet time in the fort. Read or write in your Journal.
- 7:00** Cooks start breakfast.
- 7:30** Entire class – Rise and shine. Breakfast.
- 8:00** Clean up. Pack personal gear, put inside fort wall by oceanside gate.
- 8:30** Morning responsibilities. Each group takes turn at Trade Store & Treasure Hunt.
- 10:00** Morning hike to the cemetery, beach, or orchard.
- 11:00** Dancing.
- 11:30** Share experiences, eat lunch, Parents drive cars to fort to pack gear.
- 12:30** Final Goodbyes! You are welcome to stay at Metini / Fort Ross until 3:00 NK .

Please inform the ELP Instructor if you wish to visit the Visitor Center on your way home

Fort Ross State Historic Park



Our Mission

The mission of California State Parks is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.



California State Parks supports equal access. Prior to arrival, visitors with disabilities who need assistance should contact the park at (707) 847-3286. If you need this publication in an alternate format, contact Interp@parks.ca.gov.

CALIFORNIA STATE PARKS

P.O. Box 942896

Sacramento, CA 94296-0001

For information call: (800) 777-0369

(916) 653-6995, outside the U.S.

711, TTY relay service

www.parks.ca.gov



SaveTheRedwoods.org/csp

Fort Ross State Historic Park

19005 Highway 1

Jenner, CA 95450

(707) 847-3286

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*In 1812, Russian and
Alaskan explorers and
traders established
Fort Ross at Metini,
a centuries-old Kashaya
Pomo coastal village.*

