

**Twin Hills Union School District  
Board of Trustees Regular Meeting  
November 16, 2023  
Agenda**

**November 16, 2023**

**Location: Apple Blossom MUR**

**OPEN SESSION 4:30 pm**

**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 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 Members 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](http://www.twinhillsusd.org).

- |  |             |
|--|-------------|
| 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 4:33 |
| A. Regular Meeting of October 12, 2023 |             |
| B. Special Meeting of November 4, 2023 |             |
| 4. Open Session - Public Comment       | 4:35        |

The Board will now hear comments from the public on topics outside the agenda. Anyone interested in making a public comment is requested to state their name and indicate if they reside with the Twin Hills District before addressing the Board. Individual comments will be limited to three minutes. Members of the public may also submit written or video-recorded comments to the Superintendent no later than 5:00 p.m. the day before the board meeting and have those comments communicated at this time. The President can limit the time allocated to any specific topic if substantial numbers of people wish to address the Board. Please be advised that the Board may not take action

**Twin Hills Union School District  
Board of Trustees Regular Meeting  
November 16, 2023  
Agenda**

on any item not specifically listed on the agenda. The Board members may ask brief questions for clarification but may not otherwise discuss the issue. The Board values constructive community comments and welcomes your participation in the democratic process; however, comments deemed by the President unrelated to district business or offensive or hateful will be cut off.

Members of the Public are entitled to speak to any item on the agenda immediately after the item is called by the Board President. Everyone can 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. RESIG 2022-23 Public Self-Insurer's Annual Report   |                 |
|  |                 |
| 6. Contracts   | Action 4:45     |
| A. School & College Legal Services of CA   |                 |
| a. Funding Source: General Fund.   |                 |
| b. The rationale of the Contract: This is an annual contract for legal services that includes special education, negotiations, personnel, and public information requests. |                 |
|  |                 |
| 7. Administrative Reports  | 4:50            |
| A. Twin Hills School District, Anna-Maria Guzman, Ed.D., Superintendent  |                 |
| B. Erin Elliott, Principal, Apple Blossom Elementary   |                 |
| C. Shawna Whitestone, Principal, Twin Hills Charter Middle School  |                 |
| D. Monthly Financial Report, Patty Nosecchi, Business Manager  |                 |
|  |                 |
| 8. Acknowledgement of Melissa Bechtel's service to the Board   | 5:00            |
|  |                 |
| 9. Board Reports   | 5:05            |
|  |                 |
| 10. Request Approval of Budget Updates   | Action 5:15     |
|  |                 |
| 11. Youth Truth Update   | Discussion 5:20 |
|  |                 |
| 12. Adjournment  | 5:40            |

*Zoom instructions on page 3*

**Twin Hills Union School District  
Board of Trustees Regular Meeting  
November 16, 2023  
Agenda**

***Zoom Instructions***

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

Topic: November Board Meeting

Time: Nov 16, 2023, 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://twinhillsusd-org.zoom.us/j/86501729631>

Meeting ID: 865 0172 9631

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One tap mobile

+16699006833,,86501729631# US (San Jose)

+16892781000,,86501729631# US

**TWIN HILLS UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
October 12, 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, starting item #5 and ending item #10.
2. Motion to approve agenda by Trustee Beck and Second by Trustee Moise. Approved 4-0.
3. Motion to approve the minutes of the Regular meeting of September 14, 2023, by Trustee Harding and Second by Trustee Beck. Approved 4-0.
4. Open Session.
5. Closed Session. Returned with no action to report.
6. Motion to approve consent items by Trustee Beck and Second by Trustee Harding. Approved 5-0.
7. Motion to approve contract by Trustee Harding and Second by Trustee Moise. Approved 5-0.
8. Administrative reports including Maura DuVall, Principal, Orchard View, LCAP academic goal update. Karina Haedo, Principal, SunRidge absent.
9. Board Reports.
10. Motion to approve District Goals by Trustee Harding and Second by Trustee Beck. Approved 5-0.
11. Motion to approve overnight field trip by Trustee Moise and Second by Trustee Harding. Approved 4-0.
12. Public Comments Via Zoom discussion only, add to November agenda for action.
13. Adjournment 6:12pm.

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  
BOARD OF TRUSTEES SPECIAL MEETING  
November 4, 2023  
MINUTES**

1. The Board Meeting was called to order at 1:05 pm by President Ost.
  - A. Flag salute
  - B. Roll Call
2. Agenda approved.
3. Open Session.
4. Governance Handbook discussion.
5. Adjournment 4:35pm.

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

OCTOBER 1 THROUGH OCTOBER 31, 2023

Date Received	Donor	Amount	Purpose
---------------	-------	--------	---------

**District 53, Fund 01: Apple Blossom Elementary School /General District**

10/13/23	Various Families	\$40.00	Teacher Designated Funds
10/20/23	Various Families	\$60.00	Teacher Designated Funds
<u>Total</u>		<u>\$100.00</u>	

**District 53, Fund 03: Twin Hills Charter Middle School**

10/19/23	Various Families	\$88.00	Teacher Designated Funds
<u>Total</u>		<u>\$88.00</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**

10/27/23	SunRidge Educational Foundation	\$17,470.00	22-23 .20 FTE Math/Science Teacher
10/01-31/23	Various families	\$10,100.00	Pledges/specialty pgm 2023-24
<u>Total</u>		<u>\$27,570.00</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 November 16, 2023 board meeting.

Checks Dated 10/01/2023 through 10/31/2023

Board Meeting Date November 16, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1988890	10/06/2023	Brenden, Samuel	20.00
1988891	10/06/2023	Brenden, Valerie	20.00
1988892	10/06/2023	CA Poets in the Schools	1,000.00
1988893	10/06/2023	CA Refrigeration & Food Equipm ent	1,383.74
1988894	10/06/2023	Jacobsen-McCarthy, Michelle	16,800.00
1988895	10/06/2023	Recology Sonoma Marin	995.87
1988896	10/06/2023	Recology Sonoma Marin	500.23
1988897	10/06/2023	Shura, Samantha	5,050.00
1988898	10/06/2023	Alhambra	46.95
1988899	10/06/2023	Flyers Energy LLC	174.69
1988900	10/06/2023	Hatcher, Catharyn L.	600.00
1988901	10/06/2023	Higgins, Brian	230.82
1988902	10/06/2023	T-Mobile	94.66
1988903	10/06/2023	T-Mobile	88.20
1988904	10/06/2023	Savvas Learning Company LLC	10,911.13
1988905	10/06/2023	New Answernet, Inc.	22.00
1988906	10/06/2023	Petersen, Amanda	20.00
1988907	10/06/2023	Sill, Kathy	129.48
1988908	10/06/2023	Stehling, Stefan	3,000.00
1988909	10/06/2023	Steinberg, Korin	344.75
1988910	10/06/2023	Tantarelli, Mario	25.00
1990360	10/13/2023	95 Percent Group LLC	66.84
1990361	10/13/2023	ATT	323.36
1990362	10/13/2023	ATT	26.11
1990363	10/13/2023	ATT	111.43
1990364	10/13/2023	ATT	161.49
1990365	10/13/2023	ATT	27.10
1990366	10/13/2023	ATT	27.10
1990367	10/13/2023	Brown, Laurie	229.57
1990368	10/13/2023	Revolution Foods PBC	25,333.85
1990369	10/13/2023	Center for the Collab Classrm	3,902.75
1990370	10/13/2023	Kyocera Document Solutions Northern CA , Inc.	260.42
1990371	10/13/2023	Correa, Karen	142.04
1990372	10/13/2023	Department Of Justice	388.00
1990373	10/13/2023	Douglas, Liat	87.42
1990374	10/13/2023	Alpha Analytical Laboratories	538.00
1990375	10/13/2023	Erickson, Elizabeth J.K.	1,500.00
1990376	10/13/2023	Guzman, Anna	56.32
1990377	10/13/2023	Harmony Farm Supply	59.94
1990378	10/13/2023	LACOE	315.99
1990379	10/13/2023	School & College Legal Services of Calif.	35.00
1990380	10/13/2023	Barcodes LLC	512.05
1990381	10/13/2023	Starfall Education Foundation	355.00
1990382	10/13/2023	Map of the Month	80.00
			Unpaid Tax 5.95
			Expensed Amount 85.95
1990383	10/13/2023	Mystery Science Inc.	5,240.55
1990384	10/13/2023	Mobile Modular Mgmt Corp.	1,770.00
1990385	10/13/2023	North Bay Security Group, LLC	1,000.00

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.

ESCAPE ONLINE

Page 1 of 3

Checks Dated 10/01/2023 through 10/31/2023

Board Meeting Date November 16, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1990386	10/13/2023	ODP Business Solutions, LLC	3,480.23
1990387	10/13/2023	Pace Supply Corp.	580.18
1990388	10/13/2023	Terminix Processing Center	77.00
1990389	10/13/2023	Associated Plumbing Tech	2,785.95
1990390	10/13/2023	Rocheleav, Tamera	7.86
1990391	10/13/2023	Scarola, Russell	1,850.00
1990392	10/13/2023	Sill, Kathy	36.01
1990393	10/13/2023	Riverside Community Care, Inc.	300.00
1990394	10/13/2023	Sebranek, Inc.	279.64
1990395	10/13/2023	THTR Productions LLC	9,700.00
1990396	10/13/2023	Twin Hills Usd Afterschool Pgm	3,642.78
1991880	10/20/2023	BMO Bank N.A.	2,465.28
1991881	10/20/2023	Kyocera Document Solutions Northern CA , Inc.	435.52
1991882	10/20/2023	Kyocera Document Solutions Northern CA	1,704.80
1991883	10/20/2023	Copperfield's Books	488.51
1991884	10/20/2023	Alhambra	101.87
1991885	10/20/2023	Employment Development Dept.	714.41
1991886	10/20/2023	EverBank, N.A.	332.01
1991887	10/20/2023	Fisher-Tachouet, Robyn	46.38
1991888	10/20/2023	Fishman Supply Company	214.72
1991889	10/20/2023	Friedman's Home Improvement	2,353.34
1991890	10/20/2023	Roberts Mechanical & Elect Inc	17,598.06
1991891	10/20/2023	Redwood Lock, Inc.	128.60
1991892	10/20/2023	Morris, Danielle	20.00
1991893	10/20/2023	ODP Business Solutions, LLC	804.63
1991894	10/20/2023	Reyes, Nancy	25.00
1991895	10/20/2023	Vowel Valley, LLC	1,308.00
Unpaid Tax			102.00
Expensed Amount			1,410.00
1991896	10/20/2023	Weeks Drilling & Pump Co.	1,939.83
1991897	10/20/2023	Zago, Caroline	86.76
1993240	10/27/2023	All About Learning Press, Inc.	1,398.87
1993241	10/27/2023	Amplify Education, Inc.	750.00
1993242	10/27/2023	Christy White, Inc.	7,650.00
1993243	10/27/2023	Alpha Analytical Laboratories	1,367.00
1993244	10/27/2023	Junior Library Guild	343.30
1993245	10/27/2023	SHI International Corp.	2,240.00
1993246	10/27/2023	Read Naturally	2,300.00
1993247	10/27/2023	ODP Business Solutions, LLC	3,876.61
1993248	10/27/2023	Dreambox Learning, Inc.	3,317.00
1993249	10/27/2023	BorderLAN Security	3,787.00
1993250	10/27/2023	Tel Con Communications	285.63
1993251	10/27/2023	Sebastopol Hardware Center	135.84
Total Number of Checks			88
			164,966.47

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	54	89,205.14

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 3



Checks Dated 10/01/2023 through 10/31/2023

Board Meeting Date November 16, 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	27	18,255.85
09	Charter School Fund: Orchrd Vw	19	11,338.84
12	Child Development Fund	5	3,922.58
13	Cafeteria Fund	3	25,480.37
14	Deferred Maintenance Fund	1	16,871.64
Total Number of Checks		88	165,074.42
Less Unpaid Tax Liability			107.95
Net (Check Amount)			164,966.47

*Total Expenditures October 2023*

Total Vendor Warrants, October 31, 2023	\$	164,966.47
Payroll: October 10, 2023 Supplemental		16,124.35
Payroll: October 31, 2023 Regular		614,326.22
Total PR & Expenditures	\$	795,417.04

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 3 of 3

Checks Dated 10/01/2023 through 10/31/2023

Board Meeting Date November 16, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
1988788	10/06/2023	Allen, Trisha	87.84
1988789	10/06/2023	Recology Sonoma Marin	657.24
1988790	10/06/2023	Gosling, Maria	51.46
1988791	10/06/2023	Gibbs, Scott	317.00
1988792	10/06/2023	Thomasson, Theresa	190.18
1988793	10/06/2023	Wells Fargo Vendor Fin Serv	393.30
1990178	10/13/2023	Andy's Produce Market	448.40
1990179	10/13/2023	ATT	239.17
1990180	10/13/2023	Blick Art Materials	1,310.35
1990181	10/13/2023	Revolution Foods PBC	15,899.45
1990182	10/13/2023	Department Of Justice	307.00
1990183	10/13/2023	Gutierrez, Carmen	25.00
1990184	10/13/2023	Halcyon Yarn	179.10
Unpaid Tax			14.57
Expensed Amount			193.67
1990185	10/13/2023	Harmony Farm Supply	322.16
1990186	10/13/2023	ODP Business Solutions, LLC	100.94
1990187	10/13/2023	Prosser, Sasha	190.80
1990188	10/13/2023	School Mate	130.20
Unpaid Tax			12.04
Expensed Amount			142.24
1991693	10/20/2023	Allison, Esther	41.95
1991694	10/20/2023	BMO Bank N.A.	143.99
1991695	10/20/2023	Kyocera Document Solutions Northern CA	796.55
1991696	10/20/2023	Employment Development Dept.	172.40
1991697	10/20/2023	Fishman Supply Company	1,306.71
1991698	10/20/2023	Gosling, Maria	42.43
1991699	10/20/2023	Kovash, Chantal	46.60
1991700	10/20/2023	Mercurius USA	1,773.44
1991701	10/20/2023	ODP Business Solutions, LLC	229.32
1991702	10/20/2023	Precision Wireless Service	2,733.65
Unpaid Tax			18.68
Expensed Amount			2,752.33
1991703	10/20/2023	Pellascini, Richard L.	17,864.88
1991704	10/20/2023	Kyocera Document Solutions	204.30
1993016	10/27/2023	Fircrest Market	282.70
1993017	10/27/2023	PG&E	942.36
1993018	10/27/2023	Sebastopol City of	2,041.69
1993019	10/27/2023	Sebastopol City of	842.13
Total Number of Checks			33
			50,314.69

## Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	33	50,359.98

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 10/01/2023 through 10/31/2023

Board Meeting Date November 16, 2023

Check Number	Check Date	Pay to the Order of	Check Amount
		Total Number of Checks	33
			50,359.98
		Less Unpaid Tax Liability	45.29
		Net (Check Amount)	50,314.69

Total Expenditures October 2023

Total Vendor Warrants, October 31, 2023	\$	50,314.69
Payroll: October 10, 2023 Supplemental		6,029.47
Payroll: October 31, 2023 Regular		167,514.97
Total PR & Expenditures	\$	223,859.13

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

Includes Purchase Orders dated 10/01/2023 - 10/31/2023 ***				Board Meeting Date November 16, 2023	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-00228	Erickson, Elizabeth J.K.	3OVS	PO #7495 - OV IC MUSIC	09-5830	5,000.00
P24-00229	CA Refrigeration & Food Equipm ent	1ABS	PO #7529 - AB CAFET REFRIG	01-5630	13,274.31
P24-00232	North Bay Security Group, LLC	7DSW	PO #7598 - STAFF TRAINING: INTRUDER	01-5830	9,000.00
P24-00243	Fritsch, Tosh	7DSW	PO #7633 - INDV COUNSELING	01-5800	10,000.00
P24-00255	Roberts Mechanical & Elect Inc	7DSW	PO #7634 - AB/OV/TH HVAC REPAIRS	01-5630	8,000.00
				09-5630	2,600.00
P24-00259	West So. Cty. Union Hs Dist.	7DSW	PO #7632 - SPEC ED CONSORT	01-5100	634,912.00
				01-5801	171,064.00
Total Number of POs			6	Total	853,850.31

**Fund Recap**

Fund	Description	PO Count	Amount
01	General Fund	5	846,250.31
09	Charter School Fund: Orchrdr Vw	2	7,600.00
Total			853,850.31

Please note, purchase orders may be for the full school year, such as West So. Cty Union HS Dist Special Education Consortium, or a particular project, such as Roberts Mechanical for HVAC repairs.

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

Includes Purchase Orders dated 10/01/2023 - 10/31/2023 \*\*\*

Board Meeting Date November 16, 2023

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
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\*\*\* 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**

### **November 16, 2023**

#### **Certificated**

Additions:

Changes:

Separations:

#### **Classified**

Additions:

- Reyes, Nancy – AB Substitute Instructional & Yard Assistant
- Morris, Danielle – AB Substitute Instructional & Yard Assistant
- Gutierrez, Carmen - SR Child Care Assistant.

Changes:

- Meyer, Bobbie – THCMS SPED Instructional Assistant – partial to full Leave of Absence starting 2/9/2024 and ending no later than 3/18/24 for personal reasons

Separations:

CYNTHIA M. WILKERSON  
EXECUTIVE DIRECTOR  
CALIFORNIA LICENSE 0736606



(707) 836-0779  
(707) 836-9079 ADMIN. FAX  
(707) 836-8671 BENEFITS FAX  
(707) 836-9479 W/C FAX

October 27, 2023

**MEMORANDUM**

**TO:** District Superintendents, Chief Business Officials, Business Officials, and Workers' Comp. Contacts

**FROM:** Cynthia Wilkerson, Executive Director

**SUBJECT:** 2022-2023 Public Self-Insurer's Annual Report

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**Background**

RESIG is self-funded for workers' compensation claims and retains the liability for all workers' compensation claims for past years. RESIG is required to report to the Department of Industrial Relations (DIR) details of these claims annually. Attached is a copy of the summary portion of the 2022-2023 report.

Member Districts are required to advise their governing board, before December 31, 2023, of the amount of total liabilities reported (Labor Code §3702.6(b)). This total undiscounted amount is \$11,518,134 as of June 30, 2023. RESIG has sufficient funds to pay all of these outstanding liabilities. Member Districts are also required to report whether the funding of these liabilities is in compliance with GASB 10 standards; RESIG's accountants have certified compliance.

This does not require any action by RESIG's Member Districts' Board of Trustees. RESIG recommends that the report be placed on the agenda as an informal item, as part of the superintendent's report, or simply as part of the Consent Calendar to be received and filed.

If you have any questions, please feel free to contact Chris Spencer, RESIG's Workers' Compensation Claims Manager at (707) 836-0779 ext. 114, or myself at ext. 104.



# Public Self Insurers ER Annual Report

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For Fiscal Year 2022-23

September 29, 2023  
Redwood Empire Schools Insurance Group  
5760 Skylane Blvd, Ste 100  
Windsor, CA 95492 9742



State of California

**Employer**

General Information:

<b>Certificate Number</b>	5536	<b>Period Of Report</b>	Annual
<b>(Period) From</b>	07/01/2022	<b>(Period) To</b>	06/30/2023

Master Certificate Holder:

**Name** Redwood Empire Schools Insurance Group

**Address 1** 5760 Skylane Blvd, Ste 100

**Address 2**

**FTIN** 68-0019280

**City** Windsor

**State** CA **Zip** 95492 9742

**State of Incorporation**

Affiliates:

	<b>Full Legal Name</b>	<b>Subsidiaries Affiliate Certificate Number</b>	<b>State</b>
1)	Alexander Valley Union School District	5536-001	
2)	West Sonoma County Union High School District	5536-002	
3)	Bellevue Union School District	5536-003	
4)	Bennett Valley Union School District	5536-004	
5)	Cloverdale Unified School District	5536-005	
6)	Cotati-Rohnert Park Unified School District	5536-006	
7)	Dunham School District	5536-007	
8)	Gravenstein Union School District	5536-008	
9)	Liberty School District	5536-009	
10)	Mark West Union School District	5536-010	
11)	Montgomery School District	5536-011	
12)	Oak Grove Union School District	5536-012	
13)	Old Adobe Union School District	5536-013	
14)	Rincon Valley Union School District	5536-014	
15)	Sebastopol Union Elementary School District	5536-015	
16)	Sonoma County Office of Education	5536-017	
17)	Sonoma Valley Unified School District	5536-018	
18)	Twin Hills Union School District	5536-019	
19)	Waugh School District	5536-020	
20)	Forestville Union School District	5536-021	
21)	Wilmar Union School District	5536-022	
22)	Piner-Olivet Union School District	5536-023	
23)	Windsor Unified School District	5536-026	
24)	Santa Rosa Elementary School District	5536-027	
25)	Santa Rosa High School District	5536-028	

State of California

Subsidiaries: (continued...)

	Full Legal Name	Subsidiaries Affiliate Certificate Number	State
26)	Harmony Union School District	5536-029	
27)	Petaluma City Union School District	5536-030	
28)	Petaluma City Joint Union High School District	5536-031	
29)	Guerneville School District	5536-032	
30)	Two Rock Union School District	5536-033	
31)	Cinnabar School District	5536-034	
32)	Geyserville Unified School District	5536-035	
33)	Monte Rio Union School	5536-036	
34)	Fort Ross School District	5536-037	
35)	Wright Elementary School District	5536-038	
36)	West Side Union School District	5536-039	
37)	Horicon School District	5536-040	
38)	Kenwood Elementary School District	5536-041	
39)	Roseland School District	5536-042	
40)	Kashia School District	5536-043	
41)	West County Transportation Agency	5536-044	
42)	Redwood Empire School Insurance Group	5536-045	
43)	Healdsburg Unified School District	5536-046	
44)	Sebastopol Independent Charter School	5536-047	
45)	Sonoma Charter School	5536-048	
46)	Santa Rosa Education Cooperative	5536-049	
47)	Piner Olivet Charter School	5536-050	
48)	Live Oak Charter School	5536-053	
49)	Woodland Star Charter School	5536-057	
50)	Shoreline Unified School District	5536-0058	

State of California

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder for any affiliate?

None

Any additions to the Self Insurance Program?

None

Employment and wages paid in current fiscal year:

Number of Employees 12,552

Total Wages and Salaries Paid \$787,383,618

Addressed Correspondence For Related Self-Insurance Matters:

Company Name Redwood Empire Schools' Insurance Group

Name Chris Spencer

Title WC Claims Manager

Phone (707) 836-0779

Fax (707) 836-9479

Email Address cspencer@resig.org

Address 1 5760 Skylane Blvd. #100

Address 2

City Windsor

State CA Zip 95492

Web Site

TPA Adjusting Locations:

Has there been a change in TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Have you added any new TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Record Storage:

Are there open and closed claims stored at a location other than the adjusting location? No

Insurance Coverage:

1) During this reporting period, does your company maintain a standard workers' compensation insurance policy to cover any of your California liabilities? No

2) During this reporting period, does your company have a specific excess workers' compensation policy in force to cover any of your California liabilities? Yes

	Insurance Company Name	Policy Number	Policy Issue Date
1)	Safety National	SP4066599	07/01/2022
	Attachment	Safety National Policy.pdf	
	Retention Limit	1,000,000.00	

3) Do you carry an aggregate(stop loss) workers' compensation insurance policy? No

State of California

Certification By Authorized Representative:

**Company Name** Redwood Empire Schools' Insurance Group

**Name** Chris Spencer

**Title** WC Claims Manager

**Phone** (707) 836-0779

**Fax** (707) 836-9479

**Email Address** cspencer@resig.org

**Address 1** 5760 Skyline Blvd. #100

**Address 2**

**City** Windsor

**State** CA **Zip** 95492

**Name of Person Legally Responsible for this Electronic Signature:**

Christopher Spencer ( Date/Time of Signature ) - 09/29/2023 11:19

## Report Location Number:

## Identification of Location

## Certificate Holder

5536-05-157 A

REDWOOD EMPIRE SCHOOLS INSURANCE GROUP at  
SANTA ROSA

Redwood Empire Schools Insurance Group

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2022	To Date-	06/30/2023
		Incurred Liability		Paid To Date		Future Liability	
Date	#	Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2023 reported prior to 2018/19	121	\$3,999,736	\$12,042,509	\$3,462,612	\$7,920,276	\$537,124	\$4,122,233
2) Open and closed Liabilities							
A) All Cases reported in 2018/19	457	\$1,057,176	\$1,574,752	\$934,330	\$1,195,134	\$122,846	\$379,618
2018/19 Cases open	18	\$515,174	\$869,591	\$392,328	\$489,973	\$122,846	\$379,618
B) All Cases reported in 2019/20	368	\$1,083,117	\$4,087,002	\$879,685	\$2,970,140	\$203,432	\$1,116,862
2019/20 Cases open	25	\$648,058	\$3,397,311	\$444,626	\$2,280,449	\$203,432	\$1,116,862
C) All Cases reported in 2020/21	209	\$1,253,781	\$2,001,627	\$656,044	\$1,072,094	\$597,737	\$929,533
2020/21 Cases open	43	\$1,182,586	\$1,769,859	\$584,849	\$840,326	\$597,737	\$929,533
D) All Cases reported in 2021/22	472	\$1,455,657	\$2,046,715	\$931,860	\$1,067,747	\$523,797	\$978,968
2021/22 Cases open	71	\$1,223,880	\$1,651,486	\$700,083	\$672,518	\$523,797	\$978,968
E) All Cases reported in 2022/23	513	\$1,157,309	\$1,922,720	\$531,361	\$542,684	\$625,948	\$1,380,036
2022/23 Cases open	213	\$1,060,401	\$1,739,314	\$434,453	\$359,278	\$625,948	\$1,380,036

	\$ Indemnity	\$ Medical
SUBTOTAL	\$2,610,884	\$8,907,250
TOTAL		\$11,518,134
	\$ Indemnity	\$ Medical
	\$545,170	\$1,409,108

## 3) Estimate Future Liability (Indemnity Plus Medical)

4) Total Benefits Paid During 2022/23 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

## 5) Number of MEDICAL-ONLY Cases Reported in 2022/23

## 6) Number of INDEMNITY Cases Reported in 2022/23

## 7) Total of 5 and 6 (Also entered in 2E above)

## 8) Total Number of open Indemnity Cases (All Years)

## 9) Number of Fatality Cases Reported In 2022/23

10) (a) Number of FY 2022/23 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2022/23

10) (a) Number of non-FY 2022/23 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2022/23

11) Amount from salary continuation payments made pursuant to LC § 4800/4850 that is in excess of the applicable temporary disability rate for the period paid.

12) Amount from salary continuation payments made pursuant to LC § 4800/4850 capped at the temporary disability rate for the period paid.

326
187
513
345
0
6
11
\$0
\$0

## Files Uploaded

ALL Open Indemnity Claims (by reporting and by year) reported and with claims: CA Open Indemnity-2023.xlsx

**Dual Jurisdiction Claims**

Please note that California Labor Code Section 3702.2(b) requires that "... the annual report of a self-insured employer who has self-insured both state and federal workers' compensation liability shall also be set forth (1) amount of all compensation liability incurred, paid-to-date, the estimated future liability under both this chapter and under the federal longshore and Harbor Worker's Compensation Act (33 U.S.C Sec. 901 et seq.), and (2) the identity and the amount of the security deposit securing the employer's liability under state and federal self-insured programs."

Accordingly, please indicate all California exposure on your Self Insurer's Annual Report, and, in addition identify each Claim with dual jurisdiction on Separate List of Open Indemnity Claims. For those claims, indicate the incurred, paid-to-date, and estimated future liabilities for federal exposure. Please also indicate the amount and the type of security deposit securing those claims.

**Instructions To Claims Administrator For Specific Excess Insurance**

The TPA should provide a sum of the unpaid excess carrier excess liability under "Calculation of Specific Excess Coverage Entry for the Annual Reports". In addition, provide a list of claims for which specific excess credit is being claimed. This may be provided as a spreadsheet. Indicate in the list of claims the following information:

The list shall include the name of the claimant, claim number, date of injury, description of injury, carrier name and policy number, policy coverage period, retention level of policy and paid to date in indemnity or medical benefits, and the estimated future liability of the claim minus the total unpaid employer retention, which equals the total unpaid carrier liability, whether the claim has been reported to a carrier, if the claim has been accepted by the carrier, if the carrier has denied any part of the liability of the claim.

Refer to OSIP website for sample format of the Excess Credit Calculation form.

**Calculation Of Specific Excess Coverage Entry For Annual Reports:**

Enter the sum of the total unpaid carrier excess liability claimed from the "Specific Excess Insurance Policy Coverage". If none enter "0".

\$ 862097

**Files Uploaded**

Specific Excess Insurance Policy pages: RESIG Excess Credit Calculation Form 2023.xlsx

**Certification**

**Administrating Agency's Certificate Number** 157

☐ **Or Self Administered**

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgement as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

**Agency Name** REDWOOD EMPIRE SCHOOLS INSURANCE GROUP

**Name** Chris Spencer

**Phone** (707) 836-0779

**Fax**

**Email Address** cspencer@resig.org

**Address 1** 5760 Skylane Blvd., Ste 100

**Address 2**

**City** Windsor

**State** CA **Zip** 95492

**Name of Person Legally Responsible for this Electronic Signature:**

Christopher Spencer ( Date/Time of Signature ) - 09/29/2023 16:16



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority  
serving school and  
college districts  
throughout the state.*

October 11, 2023

5350 Skylane Boulevard  
Santa Rosa, CA 95403

Tel: (707) 524-2690  
Fax: (707) 578-0517  
santarosa@scscal.org  
www.scscal.org

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Kaitlyn A. Schwendeman  
Loren W. Soukup  
Frank E. Zotter

*Of Counsel*  
Robert J. Henry  
Laura J. O'Neill

To: Dr. Anna Maria Guzman, Superintendent  
Twin Hills Union School District

From: Danielle Houck, General Counsel

Subject: RETAINER AGREEMENT FOR LEGAL SERVICES

This memo invites the TWIN HILLS UNION SCHOOL DISTRICT to enter into a Retainer Agreement with SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA ("SCLS") effective July 1, 2023.

As you consider your legal service needs for the coming year, I want to be clear about our commitment to provide you with excellent services. We are entering next school year fully staffed with a great team of experienced attorneys and are excited to provide you with the excellent client service you have come to expect from SCLS.

I welcome your input on how we can best meet your needs, so please do not hesitate to call me.

SCLS is a public agency established via a Joint Powers Authority ("JPA") agreement. As such, SCLS is not a profit-making entity; our goal is to set rates at a level that is competitive and also meets the fiscal needs of our firm. The SCLS JPA Board, comprised of nine clients, carefully considered the increase in fees necessary to address those fiscal needs with continuing to keep rates competitive.

Effective July 1, 2023, we are making three major changes to how we bill clients. First, the hourly rate you pay will be based on the attorney's years of experience. Second, we are adding in an administrative fee to cover rapidly increasing support staff costs, which is waived for any retainer fee deposit purchased. Finally, we are putting in place set rates for client-specific workshops and trainings to assist you with planning.

**Please select and note your retainer amount on the top of page two. This agreement should be signed and returned to us along with a purchase order after the governing board has acted on it. Your district will be invoiced for the full retainer amount. In the event that your district does not use all hours originally retained, the unused portion will be carried over to the next school year. If you have any questions about this or the retainer value that you should select, please do not hesitate to call me.**

We very much look forward to working with you.



**AGREEMENT FOR LEGAL SERVICES  
BETWEEN  
TWIN HILLS UNION SCHOOL DISTRICT  
AND  
SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA**

This Agreement is by and between TWIN HILLS UNION SCHOOL DISTRICT (hereinafter referred to as “Client”) and SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA, a legal service program operating under a Joint Powers Agreement pursuant to California Government Code sections 6500 *et seq.*, (hereinafter referred to as “Counsel”) (each a “Party” and collectively “Parties”). In consideration of the promises and mutual agreements hereinafter contained, Client and Counsel, agree as follows:

1. **Term & Scope of Services.** Client hires Counsel to provide legal and labor relations services and act as its legal representative from July 1, 2023, through June 30, 2027, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of the Board action approving this Agreement are hereby ratified by said Board approval.

Counsel agrees to provide legal services to Client on an as-requested basis and with respect to matters Client refers to Counsel. Counsel shall keep Client informed of significant developments and respond to Client’s inquiries regarding those matters. Client understands that Counsel cannot guarantee any particular results, including the costs and expenses of representation. As required by the California Business & Professions Code, Counsel hereby confirms to Client that it maintains errors and omissions insurance coverage applicable to the professional services to be rendered under this Agreement.

Counsel shall decline any assignment which would result in a conflict of interest or violations of professional ethical standards. In the event Counsel becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Counsel, Counsel will comply with applicable laws and rules of professional conduct.

2. **Client Duties.** Client agrees to be truthful and forthcoming with Counsel, to cooperate with Counsel in protecting Client’s interests, and to keep Counsel fully informed of developments material to Counsel’s representation of Client. Client agrees to abide by this Agreement and to pay Counsel’s bills in a timely manner. Client will assist Counsel in providing information and documents necessary for Counsel’s representation of Client.
3. **Retainer Deposit.** Client agrees to pay Counsel a Retainer Fee Deposit at the time Counsel is hired, which money is to be held in trust in accordance with the Rule 1.15 (Safekeeping Funds and Property of Clients and Other Persons) of the

California Rules of Professional Conduct and the requirements set forth in the California Business & Professions Code sections section 6091.2, 6211, 6212 and 6213 ("Trust Account").

Client agrees to deposit a Retainer Fee of \$ 9,500-.

Counsel will charge all costs, expenses, and fees for legal services performed under this Agreement during each monthly billing cycle against the Retainer Fee Deposit and Client hereby authorizes Counsel to withdraw sums from the Trust Account to pay said costs, expenses, and fees. The Retainer Fee Deposit is fully refundable. In the event Client terminates this Agreement, any money not used for costs, expenses, and fees for legal services will be refunded to Client.

4. **Fees and Billing Practices.** Client shall compensate Counsel for all time spent on Client's matter(s) at the rates specified in the attached Fee Schedule. Actual travel time and time spent attending in-person or remote meetings is charged in accordance with the Fee Schedule. The rates on the Fee Schedule are subject to change with 30 days' written notice to Client.

Counsel shall bill time in an initial minimum increment of two-tenths (0.2) of an hour (i.e., 12-minute minimum) for the first substantive communication to Client of any day and one-tenth (0.1) of an hour thereafter. Agreements for legal fees at rates other than those on the Fee Schedule may be made by mutual agreement for special projects or particular scopes of work. Such agreements shall be reduced to writing and attached as addenda to this Agreement.

Counsel agrees to waive the Administrative Fee for all bills charged to the Retainer Fee Deposit. Once the Retainer Fee Deposit is depleted, subsequent bills will include an Administrative Fee for professional services provided under this Agreement. Client may replenish the Retainer Fee Deposit at any time during this Agreement. The Administrative Fee shall be assessed on each monthly invoice at a rate of 5% of the total invoice as a lump sum reimbursement for incidental costs such as secretarial time, photocopy costs, mileage and on-line research fees which shall not be separately assessed to Client.

Counsel shall issue Client monthly billing statements for fees and costs incurred. Client agrees to pay invoices for fees and costs incurred in excess of the Retainer Fee Deposit within 30 days of receipt.

5. **Costs and Other Charges.** Client agrees to reimburse Counsel for actual and necessary costs, expenses and disbursements incurred while performing legal services under this Agreement. Client authorizes Counsel to retain experts or consultants to perform services and agrees to reimburse Counsel for fees paid to third parties such as court reporters, investigators, process servers, professional experts, and other independent contractors.

Counsel may recommend to Client the employment and association of outside legal counsel in cases and matters that singly or cumulatively require an inordinate amount of time or which require, in the opinion of Counsel, specialized legal services and expertise. In the event Client fails to approve the employment of such outside counsel, Counsel reserves the right to terminate its representation of Client on the specific case or matter involved.

Client shall reimburse Counsel for actual and necessary travel costs of hotel and airfare.

6. **Counsel and Client Communications.** All legal advice provided by Counsel to Client is protected by the attorney-client and work product privileges. Client authorizes Counsel to communicate with Client representatives using telephone, cellular phone, mail, unencrypted email, text, facsimile and other common business communication methods. Client acknowledges and agrees that any such communications may include confidential information unless Client has instructed Counsel otherwise. Accordingly, Client should only provide Counsel with cellular numbers, facsimile numbers and email addresses which are acceptable to Client for receiving confidential communications from Counsel.
7. **Retention of Client Records.** Counsel will maintain Client records for at least ten (10) calendar years. After a file on a matter is closed, Client has a right to request Counsel return the file to Client. Absent such a request, the Counsel shall retain the file on Client's behalf for a period of ten (10) calendar years. Following this period of time, Counsel will contact Client by letter to inform Client that the records will be destroyed unless Client responds within 90 calendar days that Client would like to take possession of the records. Absent Client's timely request to return the records, Counsel may destroy the file.
8. **Discharge and Withdrawal.** Client may discharge Counsel at any time. Counsel may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Counsel's advice on a material matter or any fact or circumstance that would render Counsel's continuing representation unlawful or unethical. When Counsel's services conclude, all unpaid charges will immediately become due and payable.
9. **Miscellaneous.**

**Entire Agreement.** This Agreement with its exhibit supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Client and Counsel acknowledge that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and

that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all Parties hereto.

Severability. Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to either , then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.

Non-Waiver. None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.

Third Party Rights & Assignment. This Agreement shall not create any rights in, or inure to the benefit of, any third party. The terms of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties agree that facsimile signatures of this Contract shall be deemed a valid and binding execution of this Agreement.

**SCHOOL AND COLLEGE LEGAL  
SERVICES OF CALIFORNIA**

By: \_\_\_\_\_  
Danielle M. Houck, General Counsel

Dated: October 11, 2023

**TWIN HILLS UNION SCHOOL DISTRICT**

By: \_\_\_\_\_  
Dr. Anna Maria Guzman, Superintendent

Dated: \_\_\_\_\_

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AGREEMENT FOR LEGAL SERVICES  
Retainer Agreement (v.5/2023)

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA  
FEE SCHEDULE**

**Effective July 1, 2023**

Schools Legal Counsel	\$265 per hour
Assistant General Counsel	\$285 per hour
Associate General Counsel	\$305 per hour
Senior Associate General Counsel & General Counsel Of Counsel	\$325 per hour \$285 - \$375 per hour
Paralegal/Paraprofessional	\$180 per hour

**Costs and Expenses**

Administrative Fee*	5% of total monthly invoice
All other costs	Charged on an actual and necessary basis

**Trainings/Professional Development**

Half-Day Trainings:	\$3,000 for in-person trainings in Sonoma, Mendocino, Humboldt, Marin, Napa, Del Norte and Santa Cruz Counties
	\$2,500 for virtual trainings
Full-Day Trainings:	\$6,000 for in-person trainings in Sonoma, Mendocino, Humboldt, Marin, Napa, Del Norte and Santa Cruz Counties
	\$5,500 for virtual trainings

\*Administrative Fee is a lump sum reimbursement for incidental costs such as secretarial time, photocopy costs, mileage and on-line research fees.

*Note: the Administrative Fee is **waived** for clients with Retainer Fee Deposit.*

# TWIN HILLS UNION SCHOOL DISTRICT

## SUPERINTENDENT'S MONTHLY ENROLLMENT REPORT 2023-24

For the November 16,, 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	289	285
Twin Hills CMS	204	203	201	201	199	198	198	198	205	207	206	205
Sub Total	499	501	500	500	501	498	497	496	493	496	495	490
Orchard View	216	216	215	212	211	214	212	212	226	227	228	240
SunRidge	241	239	238	238	226	230	230	230	235	234	235	251
Total	956	956	953	950	938	942	939	938	954	957	958	981

\*AB = Adopted Budget



## BUDGET TRANSFERS

October, 2023 - Page 1 of 2		REVENUE		EXPENDITURES		NET CHANGE TO FUND BALANCE	ADDITIONAL INFORMATION
BR/BT #	GENERAL BUDGET CATEGORY	BUDGET INCREASE	BUDGET DECREASE	BUDGET INCREASE	BUDGET DECREASE	INCREASE (DECREASE)	
		<i>Increases FB</i>	<i>Decreases FB</i>	<i>Decreases FB</i>	<i>Increases FB</i>		
<b>District 53, Fund 01</b>							
BR 01	Starting Fund Balance	274,012				274,012	Set up by SCOE to revise starting balances after 22-23 close.
BR 02	Carryover/Fund Balance			163,869		(163,869)	Set up all Restricted: Carryover from 22-23.
BR 09	Rev/Exp: LCFF/ Salaries/Benefits +Supplies +Services		79,830	88,913	334,418	165,675	Update Unrestricted Resources: See below.
	LCFF Calculator updated based on current CBEDS enrollment (October 4) and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 285 and 268, now at 1st Interim enrollment/ADA are 289 and 274, net increase to ADA of 6. The 22-23 state adopted budget allowed for a 3 year rolling average to fund ADA resulting in this school being funded on an ADA of 319, which is 45 over actual ADA. Property tax estimated revenue increased by \$100k to \$4.55 million. Basic Aid Supplement funds are estimated to decrease by \$100k. Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses.						
BR 12	Rev/Exp: Other State +Local / Salaries +Benefits + Supplies +Services	426		24,217		(23,791)	Update Restricted Resources: See below.
	Lottery revenue and expenses updated based on new ADA number and dollar amount per ADA at state adopted budget. Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations were updated as were supplies/services as needed based on currently known expenses and to offset changes in salary/benefit costs. Salaries and Benefits for Learning Recovery BG updated. Federal Title 1 and Title 2 revenue and expenses decreased. Local donation revenue and expenses updated.						
BR 13	Rev/Exp: Local/ Contribution/ Services	112,500		213,072		(100,572)	Update Res3310 & Res6500: See below.
	Special Ed SELPA revenue transfer increased due to one time distribution of prior year funding carryover. Contribution from unrestricted increased due to the higher costs from the West County Special Ed Consortium. Salary and benefits updated based on actual payroll.						
BR 14	Rev/Exp: TF/ Services	10,000		50,000		(40,000)	Update Unrestricted increase in TF in from ABASP and add cost for vendor provided PE.
BR 16	Rev/Exp: Other State/ Benefits		12,434		12,434	0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
BT 0x	Fund Balance			5,000		(5,000)	Set up revolving cash balance.
	<b>Totals</b>	<b>396,938</b>	<b>92,264</b>	<b>545,071</b>	<b>346,852</b>	<b>106,455</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 03 Twin Hills Charter Middle</b>							
BR 01	Starting Fund Balance	117,417				117,417	Set up by SCOE to revise starting balances after 22-23 close.
BR 02	Carryover/Fund Balance			55,719		(55,719)	Set up all Restricted: Carryover from 22-23.
BR 08	Rev/Exp: State / Salaries/Benefits +Supplies +Services	16,096		115,685	57,757	(41,832)	Update Unrestricted Resources: See below.
	LCFF Calculator updated with CBEDS enrollment (October 4) and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 205 and 195, now at 1st Interim enrollment/ADA are 206 and 196, net increase in funded ADA of 1. New LCFF Calculator includes a change to EPA funding (Res1400). Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses.						
BR 11	Rev/Exp: Other State +Local / Salaries +Benefits + Supplies +Services	12,572		31,572		(19,000)	Update Restricted Resources: See below.
	Salaries & Benefits for all Certificated, Administrative, and Classified personnel paid with restricted funding are adjusted based on Escape pay calculations. Updated supplies/services as needed based on currently known expenses and to offset increased salary/benefit costs. Donations and THABEF funding updated. Items were budgeted in R6266 Educator Effectiveness and R7435 Learning Recovery BG.						
BR 16	Rev/Exp: Other State/ Benefits	9,493		9,493		0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
	<b>Totals</b>	<b>155,578</b>	<b>0</b>	<b>212,469</b>	<b>57,757</b>	<b>866</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 08: Student Body: All Schools</b>							
BR 01	Starting Fund Balance	7,483				7,483	Set up by SCOE to revise starting balances after 22-23 close.
	<b>Totals</b>	<b>7,483</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,483</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 09: Orchard View</b>							
BR 01	Starting Fund Balance	181,966				181,966	Set up by SCOE to revise starting balances after 22-23 close.
BR 02	Carryover/Fund Balance			45,566		(45,566)	Set up all Restricted: Carryover from 22-23
BR 07	Rev/Exp: LCFF/ Salaries/Benefits +Supplies +Services		123,617	79,041	98,700	(103,958)	Update Unrestricted Resources: See below.
	LCFF Calculator updated with lower ADA based on current CBEDS enrollment and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 240 and 231, now at 1st Interim enrollment/ADA are 230 and 221 net reduction in funded ADA of 10. New LCFF Calculator includes a change to EPA funding (Res1400). Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses.						
BR 10	Rev/Exp: State+Local/ Salaries/Benefits +Supplies +Services	4,902		22,902		(18,000)	Update Restricted Resources: See below.
	Lottery revenue and expenses updated based on new ADA number and dollar amount per ADA at state adopted budget. Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations were updated as were supplies/services as needed based on currently known expenses and to offset changes in salary/benefit costs. Salaries and Benefits for counselor moved to services. Enrichment expenses added to R6762 Art Music IMDBG.						
BR 24	Rev/Exp: Other State/ Benefits	2,941		2,941		0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
	<b>Totals</b>	<b>189,809</b>	<b>123,617</b>	<b>150,450</b>	<b>98,700</b>	<b>14,442</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 12: Child Development</b>							
BR 01	Starting Fund Balance		17,182			(17,182)	Set up by SCOE to revise starting balances after 22-23 close.
BR 06	Rev/Exp: Local/ Salaries +Benefits +Supplies +Services	10,030	9,920	16,024	21,914	6,000	Update revenue, salary with employer costs based on individual pay calcs and expenses to tighten budget.
BT 0x	Fund Balance			4,000		(4,000)	Set up revolving cash balance.
	<b>Totals</b>	<b>10,030</b>	<b>27,102</b>	<b>20,024</b>	<b>21,914</b>	<b>(15,182)</b>	<b>Net Increase/(Decrease) to Fund Balance</b>



## TWIN HILLS UNION SCHOOL DISTRICT

## BUDGET TRANSFERS

October 2023 - Page 2 of 2		REVENUE		EXPENDITURES		NET CHANGE TO	ADDITIONAL INFORMATION
BR/BT #	GENERAL BUDGET CATEGORY	BUDGET INCREASE	BUDGET DECREASE	BUDGET INCREASE	BUDGET DECREASE	FUND BALANCE INCREASE (DECREASE)	
		<i>Increases FB</i>	<i>Decrease FB</i>	<i>Decrease FB</i>	<i>Increases FB</i>		
<b>District 53, Fund 13: Cafeteria</b>							
BR 01	Starting Fund Balance	9,412				9,412	Set up by SCOE to revise starting balances after 22-23 close.
BR 03	FB/Exp: Salaries +Benefits			4,046	1,736	0	Update revenue, salary with employer costs based on individual pay calcs and expenses to tighten budget.
BT 0x	Fund Balance			4,457		(4,457)	Set up revolving cash and inventory balances.
	<b>Totals</b>	<b>11,722</b>	<b>0</b>	<b>8,503</b>	<b>1,736</b>	<b>4,955</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 14: Deferred Maintenance</b>							
BR 01	Starting Fund Balance	21,256				21,256	Set up by SCOE to revise starting balances after 22-23 close.
BR 04	Exp: Services + Facilities			99,300		(99,300)	Update based on expenses known to date, including summer project to add charging stations.
	<b>Totals</b>	<b>21,256</b>	<b>0</b>	<b>99,300</b>	<b>0</b>	<b>(78,044)</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 17: Reserve for Other Than Capital Outlay</b>							
BR 01	Starting Fund Balance		8,473			(8,473)	Set up by SCOE to revise starting balances after 22-23 close.
BR 05	Rev: Other Local	3,000				3,000	Increase interest revenue due to higher interest rates.
	<b>Totals</b>	<b>3,000</b>	<b>8,473</b>	<b>0</b>	<b>0</b>	<b>(5,473)</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 20: Reserve for Postemployment Benefits</b>							
BR 01	Starting Fund Balance		14,122			(14,122)	Set up by SCOE to revise starting balances after 22-23 close.
BR 05	Rev: Other Local	4,000				4,000	Increase interest revenue due to higher interest rates.
BR 15	Transfer: TF from sites				13	13	Update CRSP cost transfer to actual.
	<b>Totals</b>	<b>4,000</b>	<b>14,122</b>	<b>0</b>	<b>13</b>	<b>(10,109)</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 21: Bond (Measure M)</b>							
BR 01	Starting Fund Balance		4,278			(4,278)	Set up by SCOE to revise starting balances after 22-23 close.
BR 05	Rev: Other Local	1,500				1,500	Increase interest revenue due to higher interest rates.
	<b>Totals</b>	<b>1,500</b>	<b>4,278</b>	<b>0</b>	<b>0</b>	<b>(2,778)</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 25: Capital Facilities</b>							
BR 01	Starting Fund Balance		1,996			(1,996)	Set up by SCOE to revise starting balances after 22-23 close.
	<b>Totals</b>	<b>0</b>	<b>1,996</b>	<b>0</b>	<b>0</b>	<b>(1,996)</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 53, Fund 40: Capital Outlay</b>							
BR 01	Starting Fund Balance		2,643			(2,643)	Set up by SCOE to revise starting balances after 22-23 close.
BR 05	Rev: Other Local	1,500				1,500	Increase interest revenue due to higher interest rates.
	<b>Totals</b>	<b>1,500</b>	<b>2,643</b>	<b>0</b>	<b>0</b>	<b>(1,143)</b>	<b>Net Increase/(Decrease) to Fund Balance</b>
<b>District 21: SunRidge</b>							
BR 01	Starting Fund Balance	269,009				269,009	Set up by SCOE to revise starting balances after 22-23 close.
BR 02	FB/Exp: Carryover			83,249		(83,249)	Set up all Restricted: Carryover from 22-23
BR 03	Rev/Exp: LCFF/ Salaries/Benefits +Supplies +Services		148,258		16,891	(131,367)	Update Unrestricted Resources: See below.
LCFF Calculator updated with lower ADA based on current CBEDS enrollment and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 251 and 235, now at 1st Interim enrollment/ADA are 235 and 220 net reduction in funded ADA of 15. Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses.							
BR 04	Exp: Salaries +Benefits + Services			28,670	28,670	0	Update Restricted Resources 3219+7435: Hired .20 Counselor plus Petaluma Learning & Guidance Ctr this updates salary and benefit costs and moves large amount of expense to services.
BR 05	Rev/Exp: Other State +Local / Salaries +Benefits + Supplies +Services		11,798		11,798	0	Update Restricted Resources: See below.
Lottery revenue and expenses updated based on new ADA number and dollar amount per ADA at state adopted budget. Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations were updated as were supplies/services as needed based on currently known expenses and to offset changes in salary/benefit costs. There is a decrease in Specialty/Pledge revenue and costs and an increase to the After School Program revenue and costs.							
BR 06	Exp: Salaries +Benefits +Services			90,200	90,200	0	Update R6500 Special Ed: Delete 1:1 IA position and add SCOE 6-22 costs.
BT 01	Rev/Exp: LCFF/ Salaries+ Benefits	2,035	2,035	2,035	2,035	0	Adjust In-Lieu Property tax and EPA revenue+costs.
BT 02	Exp: Benefits			0	0	0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
BT 0x	Fund Balance			4,000		(4,000)	Set up revolving cash balance.
	<b>Totals</b>	<b>271,044</b>	<b>162,091</b>	<b>208,154</b>	<b>149,594</b>	<b>50,393</b>	<b>Net Increase/(Decrease) to Fund Balance</b>

For the November 16, 2023 board meeting





**Sonoma County**  
Office of Education

# Youth Truth Update

*Context for superintendents and school boards about changes for  
January 2024 surveys*

# What is YouthTruth?

Each year, SCOE, in partnership with many of Sonoma County's school districts, surveys thousands of students, families, and staff members to:

- Better understand how to meet the needs of students and families
- Make sure our schools center the experiences and needs of students and families when crafting educational plans.
- Gather long-term data on how efforts to make students feel safe, loved, and supported may be linked to academic outcomes.



**Sonoma County**  
Office of Education

# Points to remember

- All YouthTruth survey results are anonymous and confidential.
- Site-level data gathered in the survey belongs to your district and cannot be shared outside of a group that includes two people at SCOE and your district's designated point people.
- Students and families have the option to skip any questions if they are not comfortable answering.
- These changes are meant to align the surveys with how our students identify themselves both to improve the data we collect and to allow our students to feel supported in expressing their authentic selves.
- There are three questions where students have additional answers available to them, and one new question.



# Question 1

## Previous question

### How do you describe yourself?

- Boy/man
- Girl/woman
- I prefer to self-describe/identify (optional, please describe \_\_\_\_\_)
- Prefer not to say

## Revised question

### How do you describe yourself?

- Boy/man
- Girl/woman
- Non-binary or gender non-conforming
- I prefer to self-describe/identify (optional, please describe \_\_\_\_\_)
- Prefer not to say

This question appears on the student surveys for middle school and high school students, as well as on family surveys and staff surveys

# Question 2

## Previous question

Are you a ... ?

- Boy
- Girl
- Skip this question

## Revised question

Are you a ... ?

- Boy
- Girl
- Something other than a boy or a girl (optional, please describe \_\_\_\_\_)
- Skip this question

This question appears on the elementary student surveys.

# Question 3

## Previous question

Do you identify as a member of the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual) community?

- Yes
- No
- Prefer not to say

## Revised question

Do you consider yourself to be:

- Straight or heterosexual
- Gay or lesbian
- Bisexual (a person who is attracted to people of the same or other genders)
- Another identity not included above (optional, please describe)
- I am not sure
- Prefer not to say

This question appears on the student surveys for middle school and high school students, as well as on family surveys and staff surveys.

# Question 4

## New question

### Are you transgender?

- Yes
- No
- Prefer not to say

This question appears on the student surveys for middle school and high school students, as well as on family surveys and staff surveys.

# Timeline for THUSD



## **January 2 - 26, 2024**

On Tuesday, January 2nd - the first day of the survey window

Schools will survey as many students, staff, and parents/guardians as possible.

**On Friday, January 26th** - the last day of the survey window - YouthTruth's Whitney Ivie will send an email reminder to school & district contacts with that the survey window is closing end-of-day.

## **February 13, 2024**

YouthTruth's Whitney Ivie will share final feedback reports with school & district contacts by end-of-day.