

**Twin Hills Union School District Board
of Trustees Regular Meeting
January 11, 2024
Agenda**

January 11, 2024 @ Apple Blossom MUR and on Zoom

OPEN SESSION 4:00

CLOSED SESSION approximately 4:30

OPEN SESSION reopens approximately 5:50pm

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 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.

- | | |
|---|-------------|
| 1. Call to Order | 4:00 |
| A. Roll Call / Establishment of Quorum | |
| B. Flag salute | |
| 2. Select and Approve New Board Member: | Action 4:02 |
| A. Vote on New Board Member Candidate | |
| B. New Board of Trustees Oath of Office | |
| 3. Approval of Agenda | Action 4:05 |
| 4. Approval of Minutes: Regular Meeting December 14, 2023 | Action 4:08 |
| 5. Open Session - Public Comment | 4:10 |

PUBLIC COMMENT

The Board values constructive community comments and welcomes your participation in the democratic process. The President may choose to limit comments on any topic if substantial numbers of people wish to address the Board. Public comments deemed by the Board President to be unrelated to district business or are offensive or hateful will not be permitted.

NON-AGENDA ITEMS: Anyone wishing to address the Board on any topic not listed on the agenda should make a request to the Board President at this time. The President will recognize those who desire to speak, allocating each speaker a maximum of 3 minutes. Please be advised that the Board may not discuss a topic not on the agenda although they may ask brief clarifying questions. 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.

AGENDA ITEMS: If you wish to address the Board on a topic listed on the agenda, the Board President will offer an opportunity for public comment following the Board discussion on the topic.

6. Consent Action 4:15
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 Report: October – December 2023
7. Acknowledgement of Receipt of Initial THTA Proposal to the District for 2024-25 Action 4:20
8. Request Approval of 2022-23 Audit Report Action 4:25
9. Request Approval of Overnight field trips: Action 4:30
A. SunRidge, Mark Quirt, Grade 7, Mendocino Woodlands, 05/7-10/24
10. Request Approval of 2024 Board Meeting Calendar Action 4:35
11. Developer Fee Collection, currently expires 2/1/24 Action 4:38
12. Closed Session 4:40
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 Zoom Meeting will be closed**
- B. Closed Session to Consider and/or take action upon the following items:
a. Negotiations
b. Superintendent Evaluation
- Public Zoom Meeting reopens**
- C. Return to Open Session and report on any action in Closed Session
13. Adjournment 5:50

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

Topic: January Board Meeting

Time: Jan 11, 2024 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://twinhillsusd-org.zoom.us/j/88204963271>

Meeting ID: 882 0496 3271

One tap mobile

+16469313860,,88204963271# US

+16694449171,,88204963271# US

Zoom info continued:

Dial by your location

- +1 646 931 3860 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 301 715 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)

Meeting ID: 882 0496 3271

Find your local number: <https://twinhillsusd-org.zoom.us/j/88204963271>

(To be issued by School District and sent to County Superintendent of Schools)

Notice of Appointment of Governing Board Member

Sebastopol (City) California

01/11/2024 (date)

To: Sonoma County Superintendent of Schools

From: Twin Hills USD (District)

THIS IS TO CERTIFY that in accordance with the provisions of the Education Code of California, the Governing Board of the Twin Hills Union School District of Sonoma County, California at a (☒ regular ☐ special) meeting held on January 11, 2024 (date) that _____ (name) of _____ (address) was provisionally appointed to the Governing Board to hold office until the next regularly scheduled election for district governing board members. A copy of the Oath of Office is attached.

Clerk or Secretary of the Governing Board

For County Office Use:

Registration check _____
(date and initials)

Appointment entered in record: _____
(date and initials)

(To be sent by appointee to County Superintendent of Schools)

Oath of Office

(E.C. §200, California Constitution, Article XX, §3)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signed _____

Mailing Address 700 Watertrough Rd, Sebastopol CA 95472

State of California
County of Sonoma

Subscribed and sworn (or affirmed) before me this 11th day of January, 2024

By _____
Signature of Person Administering Oath

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

1. The Board Meeting was called to order at 4:30 pm by President Ost.
 - A. Flag salute
 - B. Roll Call: All present
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 November 16, 2023, by Trustee Moise and Second by Trustee Beck. Approved 4-0.
4. Open Session.
5. Motion to approve consent items by Trustee Harding and Second by Trustee Moise. Approved 4-0.
6. Administrative reports. Orchard View Principal DuVall discussed LCAP goals including, school culture, class scheduling and enrollment. Principal Haedo of SunRidge discussed attendance goals.
7. Board Reports.
8. Motion to approve Site Safety Plans by Trustee Moise and Second by Trustee Beck. Presentation by Bill Welch regarding safety recommendations for each school. Recommendations include:
 1. Walkie Talkies for all staff, immediate communication is vital and work when landlines and cell phones are not working. Having multiple channels allows for clear communications and gives staff the ability to utilize several channels in an emergency.
 2. Dark tinting on windows up to 7 feet high. With the lights off, teachers can see out, but no one can see in. It also keeps rooms cooler in the summer and warmer in the winter. NOT having the tint all the way up on large pane windows allow natural light to come in as well. Replacing blinds and window shades is expensive and on-going. Tinting placed on the inside of the window will last 15-25 years.
 3. Lock Block/strap devices so doors can be locked at all times and quickly be secured in case of an emergency.
13. Item moved here: Presentation by Leif Christiansen of Sonoma Clean Power. Board requested that Dr. Guzman move forward and contract with Sonoma Clean Power.
9. Motion to approve 1st Interim Report with Positive Certification and corresponding budget updates by Trustee Moise and Second by Trustee Harding. Dr. Guzman, Patty Nosecchi, Jeff Harding presented information regarding expense reductions over the next two years. Board requests 3 expense reduction ideas: \$900k, \$1 million, and \$1.2 million. Approved 4-0.
10. Motion to approve Board Governance Handbook by Trustee Beck and Second by Trustee Moise. Approved 4-0.
11. Motion to approve Resolution 2023-572: Annual Developer Fee Report 2022-23 by Trustee Harding and Second by Trustee Moise. Approved 4-0.
12. Annual Reorganization:
 1. Motion to elect Michael Ost as President by Trustee Harding and Second by Trustee Moise. Approved 4-0.
 2. Motion to elect John Moise as Clerk by President Ost and Second by Trustee Beck. Approved 4-0.
 3. Motion to elect John Moise as Board Representative to serve on the Sonoma County Committee On School Reorganization by President Ost and Second by Trustee Harding. Approved 4-0.
 4. Selection of Regular Monthly School Board Meeting Date and Time as 2nd Thursday of month except February and June at 4:30pm by Trustee Moise and Second by Trustee Harding. Approved 4-0.
13. Moved to below Item #8.
14. Closed Session postponed until January.
15. Adjournment at 6:40pm.

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

DECEMBER 1 THROUGH DECEMBER 31, 2023

Date Received	Donor	Amount	Purpose
District 53, Fund 01: Apple Blossom Elementary School /General District			
12/18/23	WESCO (West Sonoma County Youth Soccer League)	\$1,200.00	Field usage support
<u>Total</u>		<u>\$1,200.00</u>	
District 53, Fund 03: Twin Hills Charter Middle School			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 09: Orchard View Charter School			
12/18/23	Stevens Family	\$4,000.00	Math/STEM needs
<u>Total</u>		<u>\$4,000.00</u>	
District 53, Fund 12: Apple Blossom After School Program			
<u>Total</u>		<u>\$0.00</u>	
District 21, Fund 09: SunRidge Charter School			
<u>Total</u>		<u>\$0.00</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 January 11, 2024 board meeting.

Checks Dated 12/01/2023 through 12/31/2023			Board Meeting Date January 11, 2024
Check Number	Check Date	Pay to the Order of	Check Amount
2000002	12/06/2023	Bulk Bookstore	158.42
2000003	12/06/2023	Jacobsen-McCarthy, Michelle	16,660.00
2000004	12/06/2023	Recology Sonoma Marin	995.87
2000005	12/06/2023	Recology Sonoma Marin	500.23
2000006	12/06/2023	Alpha Analytical Laboratories	86.00
2000007	12/06/2023	Alhambra	56.44
2000008	12/06/2023	Erickson, Elizabeth J.K.	1,500.00
2000009	12/06/2023	Major Alarm, Inc.	531.00
2000010	12/06/2023	Greene, Janet	975.00
2000011	12/06/2023	T-Mobile	105.34
2000012	12/06/2023	T-Mobile	88.23
2000013	12/06/2023	Jones, Melissa	277.81
2000014	12/06/2023	New Answermet, Inc.	22.00
2000015	12/06/2023	North Bay Security Group, LLC	1,000.00
2000016	12/06/2023	Pacific Gas & Electric	735.72
2000017	12/06/2023	Stehling, Stefan	2,100.00
2000844	12/08/2023	ATT	365.03
2000845	12/08/2023	ATT	30.36
2000846	12/08/2023	ATT	125.36
2000847	12/08/2023	ATT	184.50
2000848	12/08/2023	ATT	30.81
2000849	12/08/2023	ATT	30.81
2000850	12/08/2023	Shura, Samantha	5,130.00
2000851	12/08/2023	Humphrey, Ann	358.04
2000852	12/08/2023	School & College Legal Services of Calif.	128.10
2000853	12/08/2023	Scarola, Russell	1,200.00
2000854	12/08/2023	Sebastopol Hardware Center	149.94
2000855	12/08/2023	Sien, Jeremiah	50.00
2000856	12/08/2023	Szmidt-Yaconelli, Ondrejka	230.00
2002315	12/15/2023	Brown, Laurie	9.31
2002316	12/15/2023	Kyocera Document Solutions Northern CA , Inc.	260.42
2002317	12/15/2023	Alhambra	47.94
2002318	12/15/2023	Fishman Supply Company	56.44
2002319	12/15/2023	Flyers Energy LLC	168.38
2002320	12/15/2023	Hatcher, Catharyn L.	800.00
2002321	12/15/2023	Redwood Lock, Inc.	98.38
2002322	12/15/2023	Mobile Modular Mgmt Corp.	1,770.00
2002323	12/15/2023	National Academy of Athletics	12,586.00
2002324	12/15/2023	ODP Business Solutions, LLC	828.32
2002325	12/15/2023	Terminix Processing Center	77.00
2002326	12/15/2023	Rosemark, Tracy	33.16
2002327	12/15/2023	Sheedy, Nathan	32.82
2002328	12/15/2023	Sill, Kathy	68.48
2002329	12/15/2023	Steinberg, Korin	208.83
2002330	12/15/2023	Walsh, Colleen	60.36
2002331	12/15/2023	Weeks Drilling & Pump Co.	950.00
2002886	12/20/2023	Foundation for Educational Adm	399.00
2002887	12/20/2023	BMO Bank N.A.	1,068.72
2002888	12/20/2023	Revolution Foods PBC	22,240.35
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.			 Page 1 of 2

Checks Dated 12/01/2023 through 12/31/2023

Board Meeting Date January 11, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2002889	12/20/2023	Kyocera Document Solutions Northern CA , Inc.	435.52
2002890	12/20/2023	DFA - actuaries, LLC	1,000.00
2002891	12/20/2023	Alhambra	97.42
2002892	12/20/2023	EverBank, N.A.	332.01
2002893	12/20/2023	Friedman's Home Improvement	1,683.25
2002894	12/20/2023	School & College Legal Services of Calif.	9,500.00
2002895	12/20/2023	ODP Business Solutions, LLC	663.60
2002896	12/20/2023	Twin Hills Usd Afterschool Pgm	4,078.24
2002897	12/20/2023	Wills, Cheryl	8.14
2003980	12/27/2023	Hayward, Victoria	210.00
2003981	12/27/2023	CA Poets in the Schools	900.00
2003982	12/27/2023	Kyocera Document Solutions Northern CA , Inc.	631.48
2003983	12/27/2023	Fritsch, Tosh	4,765.20
2003984	12/27/2023	Jacobsen-McCarthy, Michelle	15,120.00
2003985	12/27/2023	Erickson, Elizabeth J.K.	3,350.00
2003986	12/27/2023	Greene, Janet	1,050.00
2003987	12/27/2023	National Academy of Athletics	6,045.00
2003988	12/27/2023	ODP Business Solutions, LLC	1,178.58
2003989	12/27/2023	PresenceLearning, Inc.	3,678.19
2003990	12/27/2023	Scarola, Russell	1,450.00
2003991	12/27/2023	Securitas Technology Corp	1,620.01
2003992	12/27/2023	Securitas Technology Corp	200.64
2003993	12/27/2023	Social Studies School Service	212.36
2003994	12/27/2023	Stehling, Stefan	1,800.00
2003995	12/27/2023	Szmidt-Yaconelli, Ondrejka	43.68
2003996	12/27/2023	West Coast Fire & Water	10,894.31
2003997	12/27/2023	Whitestine, Shawna	411.80
2003998	12/27/2023	Zago, Caroline	37.95
Total Number of Checks			77
			146,966.30

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	46	91,981.07
03	Charter School: Twin Hills	23	16,999.53
09	Charter School Fund: Orchrd Vw	17	11,410.98
12	Child Development Fund	4	4,265.31
13	Cafeteria Fund	2	22,309.41
Total Number of Checks		77	146,966.30
Less Unpaid Tax Liability			.00
Net (Check Amount)			146,966.30

Total Expenditures December 2023

Total Vendor Warrants, December 31, 2023	\$	146,966.30
Payroll: December 10, 2023 Supplemental		18,116.04
Payroll: Decvember 31, 2023 Regular		615,601.26
Total PR & Expenditures	\$	780,683.60

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.

ERP for California

Page 2 of 2

Checks Dated 12/01/2023 through 12/31/2023

Board Meeting Date January 11, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
1999719	12/06/2023	ESP & Alarms, Inc dba Edison Security Protection	103.29
1999720	12/06/2023	Recology Sonoma Marin	657.24
1999721	12/06/2023	Gosling, Maria	6.11
1999722	12/06/2023	ODP Business Solutions, LLC	123.01
1999723	12/06/2023	PG&E	421.02
1999724	12/06/2023	Terminix Processing Center	131.00
1999725	12/06/2023	Thomasson, Theresa	495.45
1999726	12/06/2023	Wells Fargo Vendor Fin Serv	786.60
2000631	12/08/2023	Andy's Produce Market	512.21
2000632	12/08/2023	ATT	273.82
2000633	12/08/2023	Fialk, Jennifer	79.29
2000634	12/08/2023	Fircrest Market	525.47
2000635	12/08/2023	Gosling, Maria	84.98
2000636	12/08/2023	Sebastopol Hardware Center	14.96
2002164	12/15/2023	Allison, Esther	35.00
2002165	12/15/2023	Fishman Supply Company	57.90
2002166	12/15/2023	Redwood Lock, Inc.	31.06
2002167	12/15/2023	Thomasson, Theresa	163.70
2002667	12/20/2023	BMO Bank N.A.	213.31
2002668	12/20/2023	Revolution Foods PBC	9,871.05
2002669	12/20/2023	Concoff, Rick	3,812.83
2002670	12/20/2023	Department Of Justice	64.00
2002671	12/20/2023	Friedman's Home Improvement	366.65
2002672	12/20/2023	Gosling, Maria	39.27
2002673	12/20/2023	All-American Printing Services	474.14
2002674	12/20/2023	Thurber, Dale	104.58
2002675	12/20/2023	Pellascini, Richard L.	17,864.88
2002676	12/20/2023	Kyocera Document Solutions	204.30
2002677	12/20/2023	Arch's Glass, Inc.	489.00
2003711	12/27/2023	DeBoer, Kirsten	20.00
2003712	12/27/2023	School Nurse Supply Inc.	211.80
Total Number of Checks			31
			38,237.92

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	31	38,237.92
	Total Number of Checks	31	38,237.92
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		38,237.92

Total Expenditures December 2023

Total Vendor Warrants, December 31, 2023	\$	38,237.92
Payroll: December 10, 2023 Supplemental		2,820.84
Payroll: December 31, 2023 Regular		162,302.64
Total PR & Expenditures	\$	203,361.40

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.

ERP for California

Page 1 of 1

Includes Purchase Orders dated 12/01/2023 - 12/31/2023 ***					Board Meeting Date January 11, 2024
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-00311	Aeries Software Inc. dba Eagle Software	7DSW	PO #7721 - AEIES 2024 COMMUNICATIONS	01-5840	5,274.50
P24-00321	PresenceLearning, Inc.	3OVS	PO #7641 - OV COUNSELING SRVCS	01-5130	9,164.33
				01-5830	25,000.00
P24-00322	Erickson, Elizabeth J.K.	3OVS	PO #7649 - OV IC MUSIC	09-5830	5,400.00
P24-00323	West Coast Fire & Water	2THS	PO #7708 - TH GYM REPAIRS (FIRE)	03-5870	11,000.00
Total Number of POs			4	Total	55,838.83

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	2	39,438.83
03	Charter School: Twin Hills	1	11,000.00
09	Charter School Fund: Orchrdr Vw	1	5,400.00
		Total	55,838.83

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
P24-00243	30,000.00	01-5800	General Fund/Other Svcs & Oper Expenditures	20,000.00
Total PO Changes				20,000.00

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.

ERP for California

Page 1 of 1



Includes Purchase Orders dated 12/01/2023 - 12/31/2023 ***					Board Meeting Date January 11, 2024	
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.

 ERP for California

Page 1 of 1

**Twin Hills USD
Monthly Personnel Report
January 11, 2024**

Certificated

Additions:

- DeBoer, Kirsten – SR Long Term Substitute Teacher (S. Smith)

Changes:

Separations:

- Sudmersen, Esther – SR 20% FTE Counselor– Resigned effective 12/19/2023

Classified

Additions:

Changes:

Separations:

- Donovan, Harriett – AB Instructional and Yard Assistant– Resigned effective 12/22/2023

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

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

Reporting Period:

☐ January 1 – March 31, 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: 01/11/2024

Date reported to County Superintendent of Schools via website: 01/12/2024

Scoe.org: Sonoma County Office of Education

5340 Skylane Blvd., Santa Rosa, CA 95403

Twin Hills Teachers' Association

Written Notice of Intent to Negotiate

To: Twin Hills Board of Trustees

From: Twin Hills Teachers' Association

Date: January 11, 2024

Subject: Written Notice of Intent to Negotiate for the 2024/25 School Year

The Twin Hills Teachers' Association wishes to negotiate the following items for the 2024/25 school year in addition to Salary and Benefits:

- Article 9 Class Size
The Association has an interest in adding language regarding a class size maximum for TK with an assistant.
- Article 12 Teaching Conditions
The Association has an interest in adding language stating that teachers do not have to assist students with toileting.



AUDIT CERTIFICATION

2022-23 FINANCIAL REPORT/AUDIT

District/Charter Name Twin Hills Union School District Sonoma County, California

In accordance with Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before January 31st (or for charter schools pursuant to Education Code section 47605) and

THEREBY, as written verification of said review, the Governing Board reviewed and accepted

on January 11, 2024 the Annual Financial Report as of June 30, 2023.

(Signature) District Superintendent/Charter School Official

01/11/24

Date

Anna Maria Guzman, Ed.D., Superintendent

Printed name

Submit the original signature copy of the Audit Certification by **February 15, 2024** to your SCOE Advisor at:
Business Services
Sonoma County Office of Education
5340 Skylane Boulevard
Santa Rosa, CA 95403

SCOE Use only: reviewed by: _____ date reviewed: _____

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 Mr. Quint CLASSES INVOLVED 7th
DATE OF FIELD TRIP May 7-10 ALTERNATE DATE May 14-17 # OF STUDENTS 15
DESCRIPTION/DESTINATION Mendocino Woodlands

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

Social Emotional Learning, ecology, fostering an
awareness of California's state parks.

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

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

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

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

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

3. TRANSPORTATION WILL BE BY: (check mode below)
☐ DISTRICT SCHOOL BUS (THIS DATE HAS BEEN CLEARED WITH BUS SUPERVISOR YES/NO)
☐ OTHER SCHOOL BUS
☒ PRIVATE VEHICLE
☐ CHARTER BUS (I HAVE COMPLETED THE CHARTER BUS CHECKLIST E 6153 (5) YES/NO)
☐ WALKING

4. NAME(S) OF CHAPERONE(S) TBD

5. COST OF TRANSPORTATION: \$ 400 COST TO STUDENTS: \$250

6. DATE SUBMITTED TO PRINCIPAL/DIRECTOR: Dec 6, 2023

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

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

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

PRINCIPAL/DIRECTOR TO COMPLETE:

PRINCIPAL/DIRECTOR'S RECOMMENDATION: APPROVE/DENY

SIGNATURE: [Signature] DATE: 12/6/23

Dec 6, 2023

From: Mr. Quiet
7th grade teacher

Attention: The board of Twin Hills Union School District

This letter is a request for permission for my 7th grade class field trip to Mendocino Woodlands on May 7-11 2024. There are 15 students in our class. The Mendocino Woodlands State Park is a year-round group camping retreat facility and environmental center nestled in the heart of the Redwood Forest, just Northeast of the town of Mendocino.

California's state parks offer opportunities for students to learn about our natural and cultural history through hands-on experiences and teacher-led hikes and activities. Encompassing a mind-boggling array of natural and cultural resources, Mendocino Woods is a place where lasting school memories are made.

At Least 6 parents will accompany our group

Attached please find an itinerary for our trip

Sincerely,

Mark Quirt

Rough estimate of costs for Mendocino Woodlands Field Trip

3 Nights in Tent cabins with a commercial kitchen \$700/ night x 3 nights =	\$2100
Gas for transportation	\$400
Food	\$500
Total	\$3000

I am asking for \$250 and hope to get back \$2500 or \$3000. This will help as we need desperately to fundraise for our 8th grade trip

-Day 1-

7:30 Arrive at school to load gear

8:30 Depart

11:30 Arrive at Mendocino Woodlands

Lunch

Hike Eagles Ridge

Dinner

Camp fire with songs and games

Day 2

Breakfast

Stream study activity (looking at the stream from a scientific perspective)

Lunch

Hike big tree trail

Dinner

Day 3

Breakfast

Drive to Spring ranch trail

Hike ends in a tide pooling activity

Lunch

Return to camp

Group challenge activities (SEL)

Dinner

Campfire

Day 4

Breakfast

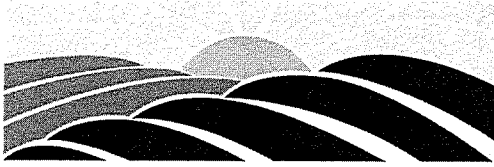
Pack up belongings

Jughandle ecological staircase hike

Lunch at Jug handle beach

Botanical gardens

Drive to school-



Twin Hills School District

Agenda Item #10

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

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

Dates for 2024 Regular Monthly School Board Meetings:

Suggestion: 2nd Thursday of all months except for February*
and June* - no meeting scheduled for July

January 11, 2024

*February 22, 2024

March 14, 2024

April 11, 2024

May 9, 2024

*June 26, 2024 Wednesday 4:30pm
Budget and LCAP Public Hearings

*June 27, 2024 Thursday 4:30pm
Budget and LCAP Approvals

August 8, 2024

September 12, 2024

October 10, 2024

November 14, 2024

December 12, 2024

Meeting Start Time: 4:30 pm

Calendar for Year 2024 (United States)

January Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 3:● 11:● 17:● 25:○	February Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 2:○ 9:● 16:○ 24:○	March Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 3:○ 10:● 17:○ 25:○
April Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1:○ 8:● 15:○ 23:○	May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1:○ 7:● 15:○ 23:○ 30:○	June Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 6:● 14:○ 21:○ 28:○
July Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 5:● 13:○ 21:○ 27:○	August Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4:● 12:○ 19:○ 26:○	September Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 2:● 11:○ 17:○ 24:○
October Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 2:● 10:○ 17:○ 24:○	November Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1:● 9:○ 15:○ 22:○	December Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1:● 8:○ 15:○ 22:○ 30:●

Holidays and Observances:

Jan 1 New Year's Day	May 12 Mother's Day	Nov 5 Election Day
Jan 15 Martin Luther King Jr. Day	May 27 Memorial Day	Nov 11 Veterans Day
Feb 14 Valentine's Day	Jun 14 Flag Day	Nov 28 Thanksgiving Day
Feb 19 Presidents' Day	Jun 16 Father's Day	Nov 29 Black Friday
Mar 17 St. Patrick's Day	Jun 19 Juneteenth	Dec 24 Christmas Eve
Mar 31 Easter Sunday	Jul 4 Independence Day	Dec 25 Christmas Day
Apr 1 Easter Monday	Sep 2 Labor Day	Dec 31 New Year's Eve
Apr 15 Tax Day	Oct 14 Columbus Day	
May 5 Cinco de Mayo	Oct 31 Halloween	