

**Twin Hills Union School District  
Board of Trustees Regular Meeting  
February 22, 2024  
Agenda**

**February 22, 2024 @ Apple Blossom MUR**

**MEETING STARTS 4:30 PM – CLOSED SESSION 4:35 TO 4:50 PM**

**OPEN SESSION 4:50 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 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 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 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. Special Meeting January 10, 2024
  - B. Regular Meeting January 11, 2024
  - C. Special Meeting January 12, 2024
  - D. Special Meeting February 12, 2024
4. Closed Session 4:35
  - A. Public Comment: At this time members of the public may express opinions or make statements regarding items in the Closed Session. Action may not be taken on statements or testimony made regarding any item not on the Agenda. In the interest of time, there will be a limit of two minutes placed on each individual making a statement. Comments for closed session are limited to ten minutes per item.
  - B. Closed Session to Consider and/or take action upon the following items:
    - a. Public Employee – Discipline/Dismissal/Release (Govt. Code sections 54957 and 44929.21)
  - C. Return to Open Session and report on any action in Closed Session

**Twin Hills Union School District  
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5. Open Session 4:50

**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 4:55  
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
7. Administrative Reports 5:00  
A. District, Anna-Maria Guzman, Ed.D., Superintendent:  
Proposed Budget Adjustments  
B. All Site Principals:  
Review of the Mid-Year Update to the 2023-24 LCAP  
C. District Financial Report, Patty Nosecchi, Business Manager:  
SCOE Approval Letter 1<sup>st</sup> Interim 23-24
8. Board of Trustees Reports 5:30
9. Request Approval of Budget Updates Action 5:35
10. Public Hearing on Initial THTA Proposal to the Public Hearing 5:40  
To the District 2024-25
11. Acknowledgment of Receipt of Initial District Proposal Acknowledge 5:50  
To THTA for 2024-25

**Twin Hills Union School District  
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Agenda**

- |                                                                               |        |      |
|-------------------------------------------------------------------------------|--------|------|
| 12. Request Approval of Overnight Field Trips                                 | Action | 5:55 |
| A. Apple Blossom, 5 <sup>th</sup> Grade, Westminster Woods, March 4 – 6, 2024 |        |      |
| B. SunRidge, 5 <sup>th</sup> Grade, Jug Handle Creek Farm, May 8 – 10, 2024   |        |      |
|                                                                               |        |      |
| 13. Adjournment                                                               |        | 6:00 |

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

Topic: February Board Meeting

Time: Feb 22, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://twinhillsusd-org.zoom.us/j/84882180810>

Meeting ID: 848 8218 0810

One tap mobile

+13462487799,,84882180810# US (Houston)

+13602095623,,84882180810# US

Dial by your location • +1 346 248 7799 US (Houston) • +1 360 209 5623 US • +1 386 347 5053 US • +1 408 638 0968 US (San Jose) • +1 507 473 4847 US • +1 564 217 2000 US • +1 646 876 9923 US (New York) • +1 646 931 3860 US • +1 669 444 9171 US • +1 669 900 6833 US (San Jose) • +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)

Meeting ID: 848 8218 0810 Find your local number: <https://twinhillsusd-org.zoom.us/j/84882180810>

**TWIN HILLS UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING  
January 10, 2024  
MINUTES**

1. The Board Meeting was called to order at 4:35 pm by President Ost.
  - A. Roll Call. All present.
  - B. Flag Salute
2. Motion to approve Agenda by Trustee Beck and Second by Trustee Moise. Approved 4-0.
3. Open Session.
4. Interview of Candidates for open Board seat.
5. Motion to appoint Rebecca Houghton to the Board by Trustee Harding and Second by Trustee Moise Approved 4-0.
6. Closed session. Returned with no action to report.
7. Adjournment 6:30pm.

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 REGULAR MEETING  
January 11, 2024  
MINUTES**

1. The Board Meeting was called to order at 4:30 pm by President Ost.
  - A. Flag salute
  - B. Roll Call: Trustee Houghton absent
2. Item removed.
3. Motion to approve agenda including removing item 2 by Trustee Moise and Second by Trustee Harding. Approved 4-0.
4. Motion to approve the minutes of the Regular meeting of December 14, 2023, by Trustee Beck and Second by Trustee Harding. Approved 4-0.
5. Open Session.
6. Motion to approve consent items by Trustee Harding and Second by Trustee Moise. Approved 4-0.
7. Acknowledge Receipt of Initial THTA Proposals for 2024-25 by Trustee Moise and Second by Trustee Beck. Approved 4-0.
8. Motion to approve 2022-23 Audit Report by Trustee Beck and Second by Trustee Moise. Approved 4-0.
9. Motion to approve Overnight field trip for SunRidge, Mark Quirt, Mendocino Woodlands, by Trustee Beck and Second by Trustee Moise. Approved 4-0.
10. Motion to approve 2024 Board Meeting Calendar by Trustee Beck and Second by Trustee Moise. Approved 4-0
11. Motion to extend Suspension of Developer Fees through 6/30/24 by Trustee Moise and Second by Trustee Beck. Approved 4-0.
12. Closed Session. Returned with no action to report.
13. Adjournment at 6:15pm.

Respectfully submitted,

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

Approved:

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John Moise, Board Clerk

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Michael Ost, Board President

**TWIN HILLS UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING  
January 12, 2024  
MINUTES**

- A. The Board Meeting was called to order at 1:00 pm by President Ost.
  - 1. Roll Call. All present. Pledge of Allegiance
  - 2. Public comment on Closed Session agenda
- B. Closed session.
- C. Reconvened to open session with no action to report.
- D. Adjournment 2:40pm.

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  
BOARD OF TRUSTEES SPECIAL MEETING  
February 12, 2024  
MINUTES**

- A. The Board Meeting was called to order at 4:05 pm by President Ost.
  - 1. Roll Call. All present. Pledge of Allegiance
  - 2. Public comment on Closed Session agenda
- B. Closed session.
- C. Reconvened to open session with no action to report.
- D. Adjournment 6:30pm.

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

JANUARY 1 THROUGH JANUARY 31, 2024

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

01/24/24	Studenttreasures	\$100.00	* Grant: Behler
01/18/24	Rotary Club of Sebastopol	\$765.00	* Teacher Mini Grants: Reynolds, Walsh
<u>Total</u>		<u>\$865.00</u>	

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

<u>Total</u>		<u>\$0.00</u>	
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**District 53, Fund 09: Orchard View Charter School**

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

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

12/25/23-01/25/24	Various families	\$27,519.98	Pledges/specialty pgm 2023-24
<u>Total</u>		<u>\$27,519.98</u>	


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

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

Donations marked \* have not yet been deposited to SCOE.

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

For the February 22, 2024 board meeting.

Checks Dated 01/01/2024 through 01/31/2024			Board Meeting Date February 22, 2024
Check Number	Check Date	Pay to the Order of	Check Amount
2005031	01/05/2024	Kyocera Document Solutions Northern CA	66.19
2005032	01/05/2024	Alhambra	56.44
2005033	01/05/2024	T-Mobile	140.00
2005034	01/05/2024	T-Mobile	88.23
2005035	01/05/2024	School & College Legal Services of Calif.	873.08
2005036	01/05/2024	North Bay Security Group, LLC	1,000.00
2005037	01/05/2024	ODP Business Solutions, LLC	2,438.10
2005038	01/05/2024	Pacific Gas & Electric	2,124.65
2005039	01/05/2024	Rental Place LLC, The	736.16
2006534	01/12/2024	Augment Media dba Family Life	150.00
2006535	01/12/2024	Apple Blossom Student Body	565.91
2006536	01/12/2024	ATT	342.90
2006537	01/12/2024	ATT	28.05
2006538	01/12/2024	ATT	118.09
2006539	01/12/2024	ATT	172.57
2006540	01/12/2024	ATT	29.25
2006541	01/12/2024	ATT	29.25
2006542	01/12/2024	Revolution Foods PBC	22,028.05
2006543	01/12/2024	Kyocera Document Solutions Northern CA , Inc.	260.42
2006544	01/12/2024	Kyocera Document Solutions Northern CA	2,939.82
2006545	01/12/2024	Recology Sonoma Marin	995.87
2006546	01/12/2024	Recology Sonoma Marin	500.23
2006547	01/12/2024	Shura, Samantha	4,630.00
2006548	01/12/2024	Alpha Analytical Laboratories	527.00
2006549	01/12/2024	Alhambra	62.92
2006550	01/12/2024	Reyff Electric Co, Inc.	19,260.00
2006551	01/12/2024	Employment Development Dept.	915.82
2006552	01/12/2024	Acco Brands USA LLC	391.47
2006553	01/12/2024	Mobile Modular Mgmt Corp.	1,770.00
2006554	01/12/2024	ODP Business Solutions, LLC	176.10
2006555	01/12/2024	Terminix Processing Center	77.00
2006556	01/12/2024	Sebastopol Hardware Center	62.23
2006557	01/12/2024	Sill, Kathy	64.58
2006558	01/12/2024	Aeries Software Inc. dba Eagle Software	5,274.50
2007753	01/19/2024	CA Poets in the Schools	800.00
2007754	01/19/2024	Cirimele, Terri	51.45
2007755	01/19/2024	PresenceLearning, Inc.	3,306.46
2007756	01/19/2024	Alhambra	122.40
2007757	01/19/2024	Friedman's Home Improvement	730.24
2007758	01/19/2024	Hatcher, Catharyn L.	600.00
2007759	01/19/2024	Roberts Mechanical & Elect Inc	2,146.71
2007760	01/19/2024	Houghton Mifflin Harcourt Publishing Co.	1,723.64
2007761	01/19/2024	Redwood Lock, Inc.	104.31
2007762	01/19/2024	Komrij, Jacqueline	210.83
2007763	01/19/2024	O'Rourke Electric Inc	862.00
2007764	01/19/2024	ODP Business Solutions, LLC	412.49
2007765	01/19/2024	Renaissance Learning, Inc.	843.20
2007766	01/19/2024	West County Transport. Agency	6,689.33
2007767	01/19/2024	Wills, Cheryl	7.90
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 01/01/2024 through 01/31/2024

Board Meeting Date February 22, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2009249	01/26/2024	Amplify Education, Inc.	16,570.00
2009250	01/26/2024	BMO Bank N.A.	1,507.36
2009251	01/26/2024	Behler, Calli	140.77
2009252	01/26/2024	Blick Art Materials	150.64
2009253	01/26/2024	Kyocera Document Solutions Northern CA , Inc.	435.52
2009254	01/26/2024	Kyocera Document Solutions Northern CA , Inc.	631.48
2009255	01/26/2024	Alhambra	56.44
2009256	01/26/2024	DuVall, Maura	42.47
2009257	01/26/2024	EverBank, N.A.	332.01
2009258	01/26/2024	Brady Industries, LLC	4,167.54
2009259	01/26/2024	Houghton, Rebecca	20.00
2009260	01/26/2024	Loughran, Lisa	85.54
2009261	01/26/2024	O'Kane, Kari	77.16
2009262	01/26/2024	Rodriguez, Consuelo	20.00
2009263	01/26/2024	Steinberg, Korin	319.35
2009264	01/26/2024	Thomson Reuters - West	138.88
2009265	01/26/2024	Vivacity Tech PBC	32.78
2009266	01/26/2024	Weeks Drilling & Pump Co.	1,028.14
2009267	01/26/2024	West So. Cty. Union Hs Dist.	201,652.00
2009268	01/26/2024	Willis, Cheryl	286.42
2009269	01/26/2024	Woodwind Brasswind	450.00
Total Number of Checks			70
			<b>315,650.34</b>

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	42	239,856.91
03	Charter School: Twin Hills	25	28,898.71
09	Charter School Fund: Orchrdr Vw	13	6,105.18
12	Child Development Fund	4	288.99
13	Cafeteria Fund	2	22,060.55
14	Deferred Maintenance Fund	1	18,440.00
Total Number of Checks		70	315,650.34
Less Unpaid Tax Liability			.00
Net (Check Amount)			<b>315,650.34</b>

Total Expenditures January 2024

Total Vendor Warrants, January 31, 2024	\$	315,650.34
Payroll: January 10, 2024 Supplemental		13,600.53
Payroll: January 31, 2024 Regular		605,799.92
Total PR & Expenditures	\$	<b>935,050.79</b>

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.

## ReqPay12b

## Board Report

Checks Dated 01/01/2024 through 01/31/2024

Board Meeting Date February 22, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2004936	01/05/2024	Kovash, Chantal	27.13
2004937	01/05/2024	PG&E	3,006.38
2004938	01/05/2024	Prosser, Sasha	256.29
2004939	01/05/2024	Ronan, Marcela	138.43
2004940	01/05/2024	Sebastopol City of	2,155.10
2004941	01/05/2024	Sebastopol City of	575.45
2006328	01/12/2024	ATT	256.86
2006329	01/12/2024	Revolution Foods PBC	10,683.75
2006330	01/12/2024	Recology Sonoma Marin	657.24
2006331	01/12/2024	Employment Development Dept.	250.39
2006332	01/12/2024	FarmTek	978.26
2006333	01/12/2024	Fialk, Jennifer	6.49
2006334	01/12/2024	Harmony Farm Supply	45.27
2006335	01/12/2024	Mercurius USA	164.33
2006336	01/12/2024	ODP Business Solutions, LLC	551.49
2006337	01/12/2024	Prosser, Sasha	453.44
2006338	01/12/2024	Singleton-Morrisseau, Jamie	159.98
2006339	01/12/2024	Wells Fargo Vendor Fin Serv	393.30
2007550	01/19/2024	Andy's Produce Market	572.78
2007551	01/19/2024	Kyocera Document Solutions Northern CA	987.04
2007552	01/19/2024	Department Of Justice	32.00
2007553	01/19/2024	Pellascini, Richard L.	17,864.88
2009095	01/26/2024	Allen, Trisha	105.30
2009096	01/26/2024	BMO Bank N.A.	19.95
2009097	01/26/2024	Colby-Sereano, Heather	170.72
2009098	01/26/2024	Fialk, Jennifer	65.74
2009099	01/26/2024	Brady Industries, LLC	2,251.90
2009100	01/26/2024	Flinn Scientific Inc.	99.23
2009101	01/26/2024	Gosling, Maria	130.73
2009102	01/26/2024	Haedo, Karina	514.24
2009103	01/26/2024	Roberts Mechanical & Elect Inc	583.43
2009104	01/26/2024	Oberti-Rinn, Beatrice	496.50
2009105	01/26/2024	Pence, Lexie	379.03
2009106	01/26/2024	PG&E	2,752.98
2009107	01/26/2024	Smith, Snowma	79.63
2009108	01/26/2024	Terminix Processing Center	131.00
2009109	01/26/2024	Thomasson, Theresa	58.11
2009110	01/26/2024	Kyocera Document Solutions	204.30
Total Number of Checks			38
			48,259.07

## Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	38	48,259.07
Total Number of Checks		38	48,259.07
Less Unpaid Tax Liability			.00
Net (Check Amount)			48,259.07

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.



## ReqPay12b

## Board Report

Checks Dated 01/01/2024 through 01/31/2024

Board Meeting Date February 22, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
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*Total Expenditures January 2024*

Total Vendor Warrants, January 31, 2024	\$	48,259.07
Payroll: January 10, 2024 Supplemental		5,200.11
Payroll: January 31, 2024 Regular		158,456.96
Total PR & Expenditures	\$	211,916.14

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.

ERP for California

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Includes Purchase Orders dated 01/01/2024 - 01/31/2024 \*\*\*

Board Meeting Date February 22, 2024

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-00029	Brady Industries, LLC	7DSW	PO #7374 - AB/TH CUSTODIAL SUPLS	01-4370	15,000.00
				01-4390	1,000.00
				01-4400	1,000.00
				03-4370	7,000.00
P24-00329	Reyff Electric Co, Inc.	2THS	PO #7722 - THCMS GYM LIGHTS	03-5870	500.00
				14-6200	11,560.00
P24-00330	Reyff Electric Co, Inc.	2THS	PO #7724 - THCMS GYM LIGHTS LABOR FOR REPLACEMENT	03-5870	320.00
				14-6200	6,880.00
Total Number of POs			3	Total	43,260.00

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	1	17,000.00
03	Charter School: Twin Hills	3	7,820.00
14	Deferred Maintenance Fund	2	18,440.00
Total			43,260.00

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

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ReqPay11a

Board Report with Fund/Object

Includes Purchase Orders dated 01/01/2024 - 01/31/2024 \*\*\*

Board Meeting Date February 22, 2024

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-00004	Brady Industries	4HAY	PO #7215 - SR CUSTODIAL SUPPLIES	09-4370	5,900.00
				09-5630	100.00
P24-00047	Tombe Realty, Inc.	4HAY	PO #7338 - SR LEASE PYMT	09-5600	178,648.80
Not new: Update to name of vendor only		Total Number of POs		2	
				Total	184,648.80

## Fund Recap

Fund	Description	PO Count	Amount
09	General Fund (charter Schools)	2	184,648.80

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**

### **February 22, 2024**

#### **Certificated**

##### Additions:

##### Changes:

- McKenna, Karen - AB Teacher 40% Leave of Absence in 2024-25
- Singleton-Morrisseau, Jamie – SR TK/K Teacher 100% Leave of Absence in 2024-25
- Komrij, Jacqueline – AB Teacher STRS Reduced Workload in 2024-25

##### Separations:

- Arrowsmith, Barbara – TH Teacher retirement effective 6/8/2024
- Fialk, Jennifer – SR 40% Teacher, does not wish to return to this position in 2024-25.

#### **Classified**

##### Additions:

- Rodriguez, Consuelo – AB & THCMS Custodian 1.0 FTE
- Daw, Tanessa – SR Substitute Instructional Assistant
- Martinelli, Gianna – ABASP Childcare Assistant

##### Changes:

##### Separations:

- Fialk, Jennifer – SR Kindergarten IA and Specialty Instructor, does not wish to return to this position in 2024-25.

# TWIN HILLS UNION SCHOOL DISTRICT

## SUPERINTENDENT'S MONTHLY ENROLLMENT REPORT 2023-24

For the February 22, 2024 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							Estimate @ AB*
	Aug 22	Oct 22	Nov 22	Dec22	Jan23	Mar23	Apr23	Jun23	Aug 23	Sep 23	Oct 23	Nov23	Dec23	Jan24		
Apple Blossom	295	298	299	299	302	300	299	298	288	289	289	288	288	293		285
Twin Hills CMS	204	203	201	201	199	198	198	198	205	207	206	208	207	208		205
Sub Total	499	501	500	500	501	498	497	496	493	496	495	496	495	501		490
Orchard View	216	216	215	212	211	214	212	212	226	227	228	227	227	226		240
SunRidge	241	239	238	238	226	230	230	230	235	234	235	238	238	239		251
Total	956	956	953	950	938	942	939	938	954	957	958	961	960	966		981

\*AB = Adopted Budget

# Monitoring Goals, Actions, and Resources for the 2023-24 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2023-24 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Twin Hills Union School District: Apple Blossom School	Erin Elliott Principal	eelliott@twinhillsusd.org 707-823-1041

## Goal 1

### Goal Description

**To provide every student including students with disabilities with the opportunity to attain increasing levels of achievement that prepares them for success with district curriculum that is rigorous, aligned with Common Core State Standards, and meets 21st century learning goals. Provide strong, inclusive instructional leadership that uses data in decision-making.**

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
CAASPP	Grades 3-5 ELA 65% Met or Exceeded Standard; Math 47% Met or Exceeded Standard. Hispanic students: ELA 60% Met or Exceeded Standard, Math 48 % Met or Exceeded Standard.	70% At or Above Grade Level in ELA, grades 3-5. 59% At or Above grade level in Math.	75% At or Above Grade Level in ELA, grades 3-5. 62% At or Above grade level in Math.  Reported out on May 1	NA. We have not yet completed the CAASPP for the 23-24 school year.	Increase by 5% number of students Met or Exceeded standard.
ELPAC/Reclassification Rate	Baseline: 32% increased one or more levels on ELPAC.	37% increase in one or more levels on ELPAC	40% increase in one or more levels on ELPAC	3 students have the potential to be reclassified as RFEP. 3 total students	Increase by 5% number of students increasing one level on the

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
	.		No Students were re-classified in 22/23.	(25%) showed growth in their overall ELPAC scores from one year to the next by one level.	
Highly Qualified Teachers	Baseline: 100% of teachers are highly qualified.	100% of teachers are highly qualified	100% of teachers are highly qualified. This is measured by Human Resources Department.	100% of teachers are highly qualified. This is measured by Human Resources Department.	Maintain 100% of teachers as highly qualified. Measured and maintained by HR dept.
Standards Aligned Instructional Materials, Teacher Survey, Parent Survey	100% of students have standards aligned instructional materials. 100% of teachers state they agree or strongly agree that Students have access to state standards across all disciplines	100% of students have standards-aligned instructional materials. 100% of teachers state they agree or strongly agree that Students have access to state standards across all disciplines	100% of students have standards-aligned instructional materials. 100% of teachers state they agree or strongly agree that Students have access to state standards across all disciplines	100% of students have standards-aligned instructional materials. 100% of teachers state they agree or strongly agree that Students have access to state standards across all disciplines	Maintain 100% of materials are standards aligned.
Physical Fitness Test	Baseline: 2019 Assessment 75% on average are in the Healthy Fitness Zone	77% on average are in the Healthy Fitness Zone	79% on average are in the Healthy Fitness Zone. Reported on 5/1	NA. We have not yet completed the Physical Fitness Test for the 23-24 school year.	Increase by 5% number of students in Healthy Fitness Zone.
Course Access including EL	All students have access to core academic subjects (English, Math, NGSS, Social Studies) and music, art, PE, library.	All students have access to core academic subjects (English, Math, NGSS, Social Studies) and music, art, PE, and library.	All students have access to core academic subjects (English, Math, NGSS, Social Studies) and music, art, PE, and library. 100% of EL's have access to CA content Standards and access to ELD standards.	All students have access to core academic subjects (English, Math, NGSS, Social Studies) and music, art, PE, and library. 100% of EL's have access to CA content Standards and access to ELD standards.	Maintain 100% of students have access to core academic subjects measured by Williams.
UPC access to intervention and support.	Unduplicated students and students with special needs have support programs as identified in Actions and Services.	Unduplicated students and students with special needs have support programs as identified in Actions and Services.	Unduplicated students and students with special needs have support programs as identified in Actions and Services. Measured by CAASPP scores and classroom diagnostics.	Unduplicated students and students with special needs have support programs as identified in Actions and Services. Measured by CAASPP scores and classroom diagnostics.	Maintain high quality support programs as identified in Actions and Services for UPC and students with special needs.
Common Core State Standard Implementation, Teacher staff meeting input and Parent Survey	100% of ELA/ELD, Math, and NGSS CCSS fully implemented as documented by teacher	100% of ELA/ELD, Math, and NGSS CCSS fully implemented as documented by teacher	100% of ELA/ELD, Math, and NGSS CCSS fully implemented as documented by teacher	100% of ELA/ELD, Math, and NGSS CCSS fully implemented as documented by teacher	Maintain 100% of ELA/ELD, Math, and NGSS and CCSS fully implemented as

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
	survey or input at staff meeting. An EL Instructional Assistant, 1.0 FTE, hired to support EL access to core ELA and ELD standards.	surveys or input at staff meeting. EL IA remains.	survey or input at staff meeting. EL IA remains.	survey or input at staff meeting. EL IA remains.	documented by teacher input via survey or staff meeting. EL IA remains.
Other Local Outcomes			Local data indicate that 68% of students in grades 3-5 are proficient in Reading, based on the STAR Renaissance research-based assessment. English Language Arts were strengths in both spring 2022 and spring 2023 assessments.	Local data indicate that 81% of students in grades 3-5 are proficient in Reading, based on the STAR Renaissance research-based assessment given in January 2023. In the new STAR Early Literacy Assessment given for the first time in 1st and 2nd grades, 74% of students are proficient in Reading. In STAR Math, 79% of students in grades 3-5 are proficient.	

#### Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	<b>Highly Qualified Teachers</b> 1.1 Highly Qualified teachers in all classrooms	No	Fully Implemented	100% of all teachers are highly qualified as per Human Resources Department.		\$1,602,693.00	\$883,842
1.2	<b>Reading Intervention Teacher</b> 1.2 ELA RtI leveled support program for intervention and challenge to meet individual student learning goals.	Yes	Fully Implemented	We have a 1.0 RtI teacher who works with all grade levels to support struggling students during school wide WIN (What I Need) designated times.		\$87,142.00	\$48,758

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.3	<b>Special Education Teacher/IAs</b> 1.3 Provide support services for students with disabilities and other students not meeting standards. 1.2 FTE special education teacher and three instructional assistants, depending upon enrollment.	No	Fully Implemented	We have a .8 special education teacher and a .4 special education teacher. We also have 3 instructional assistants. 2 are fully special education and one is shared with intervention.		\$204,946.00	\$106,877
1.4	<b>Grade level collaborative planning</b> 1.4 Grade Level collaborative planning will occur weekly, and once a trimester may include a half day of release time.	No	Not Implementing	Grade levels do not currently meet every Wednesday as we rotate the Wednesday Meeting Schedule. Usually 1 meeting is a grade level meeting. 1 meeting is a cross grade level meeting. 1 meeting is a staff meeting. The last meeting is a professional development meeting. The month usually follows this pattern. We have not used any of the half day meeting release times.		\$10,628.00	\$5,485
1.5	<b>Math Support via Online Programs</b> 1.5 Dreambox, IXL and other online math programs for all students including SWD.	No	Fully Implemented	Yes. All students have access to different math programs - Dreambox, IXL and Prodigy.		\$6,000.00	\$5,637
1.6	<b>Reading Support via Online programs</b>	No	Fully Implemented	We use Lexia in Kindergarten and up.		\$2,500.00	\$2,300

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	1.6 Lexia Reading program to support emerging readers will be available to all students and support EL and struggling readers.						
1.7	<b>Enrichment Programs</b> 1.7 Provide art, music and other enrichment classes. We are bringing back a garden assistant this year. PE was included in item 1.1 at adopted budget since it was a teacher. for this update we hired a company to provide PE so that is now included here.	No	Fully Implemented	We offer art, music for 3-5, music for TK-2 and PE. We also offer garden for all with a garden teacher, but do not have an additional garden assistant. We work with the National Academy of Athletics for our PE program.		\$164,852.00	\$93,123
1.8	<b>Professional Development</b> 1.8 Teachers will develop and implement units/lesson development with Common Core State Standards using existing curriculum and exploring new adoptions, Professional development will continue to support this work.	No	Fully Implemented	Teachers are using the Common Core State Standards in their curriculum. We are currently working toward looking at new curriculums in ELA and Social Science.		\$29,465	\$4,781
1.9	<b>1:1 Chromebooks for All Student</b> 1.9 Provide and implement technology devices and use technology in learning and producing student work. Will use carryover so there is nothing budgeted yet.	No	Fully Implemented	All students have access to chromebooks in K-5 and ipads in TK/K (when appropriate). We also have the ability to loan chromebooks to all students if families are		\$0.00	

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
				interested and if requested.			
1.10	<b>Instructional Materials</b> 1.10 Provide standards aligned instructional materials.	No	Fully Implemented	Williams Quarterly		\$47,149.00	\$45,313
1.11	<b>Counselor</b> 1.11 Counseling services to provide a wide array of service to students, teachers, and staff to support the accelerated learning of students who are not proficient and to support social emotional learning including Toolbox and Peaceful Playground. Updated to all students for 23-24 as we recover from COVID.	No	Fully Implemented	We have a .6 counselor 3 days a week and a .2 counselor 1 day a week. We have an ERMHS counselor for students with IEPs 1 day a week and we have staff trained to do SEL work with classes and our PIP (Primary Intervention Program) Program as needed to support students in need.		\$61,871.00	\$29,831
1.12	<b>Instructional Assistants</b> 1.12 Provide instructional assistant for support services to underachieving students in math and ELA including SWD. 23-24 updated to all students due to the need as we recover from COVID.	No	Partially Implemented	We have IAs in classrooms to support all academics.		\$59,693.00	\$26,995
1.13	<b>EL Coordinator</b> 1.13 EL Instructional Assistant, 1FTE to support EL access to core ELA and ELD standards. Supervises after school primary homework club with Lexia Reading.	Yes	Partially Implemented	We have an EL Coordinator that is shared with the middle school who supports our EL students and helps all		\$75,948.00	\$42,636

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	Translate for IEPs and parent conferences.			staff with communication home.			
1.14	<b>Redesignated EL student support.</b> 1.14 Redesignated EL students receive the same rigorous instructional program that is offered to all students. Monitor achievement and differentiate as needed.	Yes	Fully Implemented	Yes. RFEP students are in the same rigorous instructional program as all students. We do monitor their progress.		\$0.00	
1.15	<b>Math Intervention Program</b> 1.15 Math Instructional Support Teacher at 0.6 FTE not currently in the budget. This teacher would support grade level math achievement and work with classroom teachers to support small groups.	No	Not Implementing	We do not have Math Intervention this year.		\$0.00	
1.16	<b>Technology IA</b> 1.16 Technology IA maintains devices, provides technical support to teachers and staff, and assists students in the computer lab.	No	Not Implementing	We do not currently have this position.		\$13,267.00	\$6,830
1.17	<b>Reading and Intervention Coordinator</b>	Yes	Fully Implemented	Our Intervention Teacher also holds this role.		\$59,268.00	\$32,505

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	1.17 Reading support and Coordination of SSTs and referrals for struggling learners.						
1.18	<b>After School Learning Extension</b> 1.18 After school homework clubs and tutoring will be available for primary and intermediate students to help with learning recovery including SWD (Due to COVID, plans updated annually).	No	Planned	Currently not happening, but would like to soon.	n/a	\$0.00	

## Goal 2

### Goal Description

To create and sustain a safe, supportive, and respectful environment for all students, including students with disabilities, teachers, staff, and parents.

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Youth Truth Survey	84 of students stated they felt safe at school all or most of the time.  (Baseline Less than 1%) and Expulsions (Baseline 0%)	80% of students show belonging and safety occurred most of the time. Suspensions are a total of 6.5 days which is below 1%. There were no expulsions.	82% of students show belonging and safety occurred most of the time. Suspensions are a total of 5 days which is below 1%. There were no expulsions.	At the time of completing this survey, we have not yet received the YouthTruth Survey Report.	90% of students state they feel safe at school or the Youth Truth Survey. Less than 1% suspensions and 0% expulsions.
Youth Truth Survey	Using 2020 survey data from when students were in school time to create a baseline: 80% of parents, including parents of	88% of parents surveyed showed importance of relationship, belonging and participation.	89% of parents surveyed showed importance of relationship, belonging and participation.	At the time of completing this survey, we have not yet received the YouthTruth Survey Report.	Increase parent participation in conferences and activities to 90%.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
	<p>unduplicated students and students with exceptional need, attend conferences, open house, and back to school night as reported on the parent survey. 81.8% of parents stated they agree or strongly agree that Apple Blossom School encourages parent participation.</p> <p>The 2022 Survey matched these results with 86% of parents said they will attend the activities stated above when the continue and 86% state parent participation is encouraged.</p>				
FIT Survey	All ratings are good.	All ratings are good.	All ratings are good.	All ratings are good.	Maintain Good FIT ratings.
Attendance including Chronic Absenteeism.	Using 2019-20 data for more accurate Baseline: 96.78% Chronic Absenteeism: 2.9%	97.5% Chronic Absenteeism: 2.5%	Using 2022-2023 data for more accurate Baseline: 96.78% Chronic Absenteeism: 2.7%		Maintain attendance above 96% and reduce chronic Absenteeism to below 2%.
Parent Input/Parent Participation			<p>The following groups participated in surveys and/or feedback sessions of meaningful input for the understanding of needs and solutions to make informed decisions: School Administrators and Teachers, Classified Staff, parents from site council where engagement occurred routinely and purposefully throughout the school year and was considered before finalizing the LCAP. Students and their parents/guardians frequently interact with</p>	<p>We have not completed any formal feedback sessions specific to the LCAP. We have held three Principal Iced Tea with Me Sessions for drop in time with the with parents and the Principal. We have received feedback from parents via the YouthTruth Survey, but have not yet received the Report.</p>	<p>Increase parent participation and voice to 90%</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
			<p>teachers and classified support staff. ELAC parents voices were given special attention to address the needs of their students.</p> <p>83% of parents/guardians feel empowered to play a meaningful role in decision making at school.</p> <p>73% of parents responded to 2023 YouthTruth Family Survey.</p> <p>82% of Spanish speaking parents/guardians including high poverty elementary schools felt included in planning school activities.</p> <p>79% of parents of students with disabilities feel empowered to play a meaningful role in decision making at school.</p>		

#### Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	<b>Social Emotional Learning (SEL) Support Programs.</b> 2.1 Continue to provide SEL programs and implement with fidelity: Toolbox; Lifeskills and Peaceful playground.	No	Partially Implemented	We have continued to implement all of the programs except for Soul Shoppe and Peaceful Playground. We did not do Peacemakers this year.		\$0.00	
2.2	<b>Attendance</b>	No	Partially Implemented	We have been monitoring attendance		\$2,300.00	\$2,223

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	2.2 Monitor student attendance, send truancy letters, and support families.			and sending out letters every trimester about attendance policies and procedures. We've included attendance information in monthly newsletters as well. We will start formal truancy letters soon.			
2.3	<b>Social Emotional Support - PrimaryPIP</b> 2.3 Continue to offer PIP program to students K-3. Classified Salary/Benefits Resource 9050 funded 50% by contribution from unrestricted and 50% from ELO funding, Resource 7426.	No	Fully Implemented	Yes.		\$33,705.00	\$14,543
2.4	<b>Parent Outreach</b> 2.4 Continue parent and community volunteer program with outreach, to all parents, at ELAC, and at IEP meetings.	No	Partially Implemented	We have not been as consistent with ELAC this year, but we have started the Principal Iced with Me - Monthly meetings with parents and teachers.		\$19,300.00	\$10,044
2.5	<b>Custodial Services</b> 2.5 Provide Custodial Services. Site and grounds maintenance not included.	No	Fully Implemented	Yes. We have an amazing custodial team that takes pride in our campus and keeping up with the necessary cleaning routines.		\$308,976.00	\$164,451
2.6	<b>Student Safety</b> 2.6 Provide Campus Supervision	No	Fully Implemented	We have yard duty at recess and lunch, and		\$84,717.00	\$38,342

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
				during morning drop off, on the yard and after school. While we have yard duty during each time, we could use more in certain locations at different times of day.			

# Monitoring Goals, Actions, and Resources for the 2023-24 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2023-24 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Twin Hills Charter Middle School	Shawna Whtiestine Principal	swhitestine@twinhillsusd.org 707-823-7446

## Goal 1

### Goal Description

To provide every student with the opportunity to attain increasing levels of achievement that prepares them for success with district curriculum that is rigorous, aligned with Common Core State Standards, and meets 21st century learning goals. Provide strong, inclusive instructional leadership that uses data in decision-making.

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
CAASPP	ELA 38.5 points above standard. Math 0.5 points below standard in 2019.	No CAASPP Assessment in 20-21 school year to compare;	CAASPP Assessment in 2022 shows that THCMS remains at 38% above standard. Math is now 4 points below standard.	2023 CAASPP Assessment shows that 73.7% of THCMS students are proficient or above in ELA; 57.4% are proficient or above in Math.	Maintain ELA at 40 points above standard. Increase Math to 20 points above standard.
Common Core Standards Implementation, Parent/Teacher Input	100% ELA/ELD, Math, and Science fully implemented.	Remained 100% fully implemented		Remain 100% fully implemented	Maintain 100% ELA/ELD, Math, and NGSS fully implemented.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
ELPAC/Redesignation	Establish ELPAC Baseline	ELPAC scores were maintained during distance learning in 20-21 school year.		ELPAC Scores were maintained and zero students were reclassified.	Once established, increase baseline by 5%.
# of Highly Qualified Teachers	100% Highly Qualified Teachers appropriately assigned.	100% highly qualified teachers		100% highly qualified teachers	Maintain 100% highly qualified and appropriately assigned teachers.
Standards Aligned Instructional Materials/Inventory, teacher survey	100% of students will have access to standards aligned instructional materials.	100% of students will have access to standards aligned instructional materials.		100% of students will have access to standards aligned instructional materials.	Maintain 100% of students have access to standards aligned instructional materials.
Physical Fitness Testing	85% on average test in healthy fitness zone in 2019.	No Physical Fitness Testing Assessment in 20-21 school year to compare	85% on average test in healthy fitness zone in 2022.	Only participation percentages were shared in 2023. We had 100% participation in 3 of the 5 tests. 98% in the other 2 testing categories.	Increase by 5% number of students test on average, in healthy fitness zone.
Course Access, class schedules, teacher survey, parent survey	100% of students have access to a broad course of study.	100% of students have access to a broad course of study.		100% of students have access to a broad course of study.	Maintain 100% of students have access to a broad course of study.
Drop Out Rate	0% Dropout Rate	0% Dropout Rate		0% Dropout Rate	Maintain 0% dropout rate.

### Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	<b>Highly Qualified Teachers in all classrooms.</b> 1.1 Highly Qualified teachers in all classrooms	No	Fully Implemented	In Progress	In Progress	\$1,192,491.00	\$650,864
1.2	<b>Provide Academic Support Programs</b> 1.2 Support Programs include: Renew; Academic Support; Study Hall.	No Yes	Fully Implemented	In Progress	In Progress	\$0.00	

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.3	<b>Special Education Services</b> 1.3 Provide intervention services for students with disabilities and other students not meeting standards. 2 special education teachers. 3 Instructional Assistants. Will only showing amount of the supplemental dollars used, no way to separate out in this format.	No Yes	Fully Implemented	In Progress	In Progress		
1.4	<b>Collaborative Team Planning Time</b> 1.4 Grade Level and department collaborative planning	No	Fully Implemented	In Progress	In Progress	\$7,308.00	\$3,962
1.5	<b>Elective Courses</b> 1.5 Continue to provide a broad selection of elective courses.	No	Fully Implemented	In Progress	In Progress	\$230,622.00	\$128,603
1.6	<b>Professional Development to support Curriculum Planning and Student Engagement</b> 1.6 Teachers will develop and implement units/lesson development with Common Core State Standards using existing curriculum and exploring new adoptions, Professional development will continue to support this work.	No	Partially Implemented	In Progress	In Progress	\$15,961.00	\$3,200

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.7	<b>Technology to Support Learning</b> 1.7 Implement technology to access information and produce work.	No	Fully Implemented	In Progress	In Progress	\$13,000.00	\$594
1.8	<b>Standards Aligned Instructional Materials</b> 1.8 Provide standards aligned instructional materials.	No	Fully Implemented	In Progress	In Progress	\$51,168.00	\$5,208
1.9	<b>Intervention Classes for Extra Support in ELA and Math</b> 1.9 Continue to provide intervention program for students below proficient in reading and math. Intervention classes provided by teachers. This is the amount of supplemental grant funding only, there is no way to separate out in this format.	Yes	Fully Implemented	In Progress	In Progress	\$71,523.00	\$33,950
1.10	<b>Rigorous Instructional Program with Support for Redesignated English Learners.</b> 1.10 Provide to RFEP ELs a rigorous instructional program that is offered to all students including support programs. Monitor achievement and differentiate as needed.	Yes	Partially Implemented	In Progress	In Progress		

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.11	<b>Increased Counselor Time and Advisory Program</b> 1.11 0.8% Counselor. Actual cost for counselor \$104,374, 50% paid by LCFF funds. The amount paid using Supplemental Funds is shown. The balance paid using Base LCFF funds is not shown. Also not shown is the 50% paid for using State Learning Recovery Block Grant funds.	Yes	Fully Implemented	In Progress	In Progress	\$52,180.00	\$28,692

## Goal 2

### Goal Description

To create and sustain a safe, supportive, and respectful environment for students, teachers, staff, and parents.

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Youth Truth Survey	75% feel connected to school  81% of parents feel like their child is safe from violence at school.	According to 21-22 Youth Truth Survey:  57% feel connected to school.  81% of parents who completed the survey feel connected to the school.	According to 22-23 Youth Truth Survey:  51% of students feel connected to school.  85% of parents feel like their child is safe from violence at school.	Youth truth Survey is not released yet.	Increase to 80%, number of students who feel connected to school as reported on Youth Truth Survey or Healthy Kids Survey.  Maintain parent report of 80% believe students are safe and connected to school.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Suspension/Expulsion Rate	Suspension Rate 1.4% Expulsion Rate = 0	During the 20-21 school year there was less than 1% suspension rate and 0% expulsion rate	5% suspension rate during the 21-22 school year and 0% expulsion rate		Return to suspension rate below 2% and maintain 0% expulsion rate.
Parent Involvement/parent survey	75% of parents attend school activities and events as measured on parent survey.	Due to COVID restrictions, parents were not permitted on campus for the majority of the school year.	61% of parents feel connected and empowered to make decisions regarding their child's school  Attendance increased at Back to School Night, Showcase, and other school events	Survey provided in February 2024 shows that 90% of parents agree that THCMS provides a high quality education and prepares their child for high school.  The same survey shows that 80% of parents believe that THCMS encourages parent involvement.	Increase to 80%, number of parents who participate and are involved in school activities as reported on parent survey.
FIT Rating	FIT Rating Good	FIT Rating Good		FIT Rating Good	Maintain Good FIT Rating.
Attendance and Chronic Absenteeism.	96.5% Attendance Rate Chronic Truancy 0% Dropout rate 0% Chronic Absenteeism: 7.1%	Data from 21-22 School Year: 94% daily attendance rate Less than 1% Chronic Truancy	Data from 22-23 School Year: 93% Daily Attendance Rate 23% Chronis Truancy		Increase attendance rate above 96% and 0% chronic truancy and dropout rate.
Promotion Statistics	Rate of student completion of 8th grade with no more than 8% not meeting all promotion criteria.	No promotion criteria was established to due to unknown levels of learning loss during distance learning.	No promotion criteria was established to due to unknown levels of learning loss during distance learning.	Promotion criteria was reinstated in 2022-2023. 99% of students met promotion criteria.	Reinstate promotion expectations and maintain 100% meeting expectations.
Drop Out Rate	0% Drop out rate	0% Drop out rate	0% Drop out rate	0% Drop out rate	Maintain 0% dropout rate.

**Actions & Measuring and Reporting Results**

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	<b>Safe School Enviornment.</b> 2.1 Continue to provide a safe school environment with existing character building and support programs such as reward activities, teacher mentoring of students and safe schools programs.	No	Partially Implemented	In Progress	In Progress		
2.2	<b>Monitor students attendance.</b> 2.2 Monitor student attendance and complete SARB process as needed.	No	Fully Implemented	In Progress	In Progress	\$1,500.00	\$1,532
2.3	<b>Parent Volunteer Program, Outreach, ELAC, Parent Council.</b> 2.3 Continue parent and community volunteer program, outreach, and education, ELAC, Education activities, Site Council.	No	Fully Implemented	In Progress	In Progress	\$15,005.00	\$7,278
2.4	<b>Custodial Services</b> 2.4 Provide Custodial Services	No	Fully Implemented	In Progress	In Progress	\$174,806.00	\$93,252
2.5	<b>Campus Supervision</b> 2.5 Provide Campus Supervision	No	Fully Implemented	In Progress	In Progress	\$54,435.00	\$27,190

# Monitoring Goals, Actions, and Resources for the 2023-24 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2023-24 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Orchard View School	Maura DuVall Director	mduvall@twinhillsusd.org 7078234709

## Goal 1

### Goal Description

To provide every student with the opportunity to attain increasing levels of achievement that prepares them for success in the 21st century with district curriculum that is rigorous, aligned with Common Core State Standards, and meets 21st century learning goals.

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
CAASPP	Grades 3-8 & 11 ELA 64% met or exceeded standard Grades 3-8 & 11 Math 47% met or exceeded standard	No CAASPP assessment in the 2021-2022 year.	Grades 3-8 & 11 ELA 64% met or exceeded standard Grades 3-8 & 11 Math 46% met or exceeded standard	No new data	Increase by 5% number of students Met or Exceeded standard.
CELDT/ELPAC	0% of CELDT testers (based on 1 student) increased by one CELDT level annually	There were no English Learners in the academic year 2021-2022.	There were no English Learners tested.	1 student new to school	Increase by 5% number of students increasing one level on the ELPAC.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Highly Qualified Teachers	100% of teachers are highly qualified	100% of teachers are highly qualified during the 2021-2022 school year.	100% of teachers are highly qualified during the 2022-23 school year.	100% of teachers are highly qualified during the 2023-24 school year.	Maintain 100% of teachers as highly qualified.
Standards Aligned Instructional Materials Parent Survey	100% of students have access to standard aligned instructional materials	100% of students had access to standard aligned instructional material during the 2021-2022.	100% of students had access to standard aligned instructional material during the 2022-23 school year.	100% of students have access to standard aligned instructional material during the 2023-24 school year.	Maintain 100% of materials are standards aligned.
Foreign Language and/or culture instruction Schedule of classes, online licenses.	100% of students in grades 6-7 have access to foreign languages online (Rosetta Stone, Edgenuity) and students in grade 8-12 have access to college prep foreign languages classes online with on-campus support and practice labs.	100% of students in grades 6-7 had access to foreign language online (Rosetta Stone, Edgenuity) and students in grade 8-12 had access to college prep foreign language classes online with on campus support.	100% of students in grades 6-12 had access to foreign language courses online (Rosetta Stone, Edgenuity) and students in grade 8-12 had access to Span 1 on campus.	100% of students in grades 6-12 have access to foreign language courses online through Edgenuity and students in grade 5-12 had access to Spanish classes on campus.	Maintain 100% access to foreign language instruction access for students in grades 6-12.
Access to full course of study Class schedules and course lists	100% of students will have access to a full course of study.	100% of students had access to a full course of study.	100% of students had access to a full course of study.	100% of students have access to a full course of study.	Maintain 100% access to a full course of study.
Academic Support in Math and ELA. Online licenses, schedule of classes/tutorials	The school will provide access to academic support in Math and ELA for all students.	Teachers provide support to individual support as needed in Math and ELA.	Students have access on on-campus Math classes for grades 4-12 and tutorials are offered after classes. High school students have access to on-campus classes for ELA. Courses and tutoring is available through Edgenuity.	Students have access on on-campus Math classes for grades 5-12 and tutorials are offered after classes. High school students have access to on-campus classes for ELA. ELA tutorial for students in grades 6-7 offered on campus. Courses and tutoring is available through Edgenuity.	Maintain 100% access to academic support in math and ELA.
CSU and UC course requirements A-G Portal	All high school students have access to course work that meets the	All high school students had access to course work that meets the	All high school students had access to course work that meets the	All high school students have access to course work that meets the	Maintain 00% access to course work that meets the requirements for CSU and UC.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
	requirements for CSU and UC.	requirements for CSU and UC.	requirements for CSU and UC.	requirements for CSU and UC.	
Digital Literacy and Technology Annual evaluations, Parent Survey	All students will have access to technology devices and instruction.	All students had access to technology devices.	All students had access to technology devices and instruction.	All high school students have access to course work that meets the requirements for CSU and UC. YouthTruth survey completed Jan. 2023	Maintain 100% access to technology devices and instruction.

#### Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	<b>Highly Qualified Teachers</b> 1. 1 Highly Qualified teachers in all classrooms	No	Fully Implemented	100% of teachers are highly qualified during the 2023-24 school year.		\$1,522,210.00	\$833,938
1.2	<b>Academic Support</b> 1. 2. Continue to provide Academic Support Programs including: Dreambox Lab; Math Tutorial; Study Hall; one to one instruction; college counseling (see 1.9 and 3.1), subject matter one to one support through Edgenuity.	No	Partially Implemented	Math tutorials being offered on campus to all students in grades 5-12. Study Hall offered to students in 8-12. College counseling offered by Supervising Teachers.		\$22,684.00	\$12,037
1.3	<b>Special Education Support</b> 1.3. Continue to provide intervention services for students with disabilities and other students not meeting standards. The total cost is estimated at over \$150,000, this form will not allow both regular LCFF and Supplemental grant funds on the same action item, the	Yes	Fully Implemented	All students with disabilities offered services.		\$49,338.00	\$24,670

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	amount shown is supplemental funding only.						
<b>1.4</b>	<b>Curriculum Planning</b> 1.4. Continue to provide grade level curriculum and course planning including a-g classes.	No	Partially Implemented	a-g classes will be updated during the window provided.		\$4,271.00	
<b>1.5</b>	<b>Enrichment Courses</b> 1.5. Continue to provide a broad selection of enrichment courses including ELA, math, science, technology, creative arts, foreign language and culture.	No	Fully Implemented	All students have access to a broad selection of enrichment courses.		\$232,959.00	\$124,814
<b>1.6</b>	<b>Curriculum Development</b> 1.6. Teachers will continue to develop and implement units/lesson development with Common Core State Standards using existing curriculum and exploring new adoptions, Professional development will continue to support this work.	No	Partially Implemented	All teachers are currently developing units and lessons.		\$4,500.00	\$385
<b>1.7</b>	<b>Technology</b> 1.7. Continue to provide access to technology and increase instruction in technology and digital citizenship.	No	Fully Implemented	All students have access to Chromebooks and Hotspots. All teachers are incorporating		\$18,500.00	\$7,562

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
				technology instruction into their classes.			
1.8	<b>Curriculum/Instructional Materials</b> 1.8. Continue to provide standards aligned instructional materials.	No	Fully Implemented	All curriculum is standards based.		\$67,254.00	\$14,531
1.9	<b>Online Math</b> 1.9. Provide Edgenuity and Dreambox online courses with tutoring services for math.	Yes	Fully Implemented	Edgenuity tutoring offered on demand. Teachers using IXL rather than Dreambox.		\$55,581.00	\$35,391
1.10	<b>Homework Support</b> 1.10. Provide homework support through Sonoma County One Card, Edgenuity. Cost not in adopted budget.	No	Fully Implemented	Students have access to support through Edgenuity.		\$5,000.00	\$4,963
1.11	<b>Instructional Program</b> 1.11 Provide rigorous instructional program that is offered to all students. Monitor achievement and differentiate as needed. Cost included in regular program.	No	Fully Implemented	All students receive rigorous instructional program which is monitored and differentiated by Supervising Teachers.			

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.12	Maintain a-g course offerings approved by CSU and UC	No	Fully Implemented	All a-g courses are available to students.			

## Goal 2

### Goal Description

To create and sustain a safe, supportive, and respectful environment for students, teachers, staff, and parents.

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Suspension Rates	Blue Level (100%)	The school remained in the blue level.	The school remained in the blue level.	The school suspension rate increased 1.3 percent and has dropped to yellow.	Maintain Blue Level suspension rating.
Parent Survey Student Survey Anti-bullying survey.	95% rate OVS 4 or above on a scale of 1-5 (5 being the highest) as a safe and welcoming environment. 90% of students in grades 6-11 report that there is no bullying at OVS. # Suspensions (Baseline 0% and Expulsions (Baseline 0%	in the 2021-2022 school year, students, on average, rated culture as 96% positive on the Youth Truth Survey. Parents rated school culture as 66% positive on the same survey. Suspensions and Expulsions remain at 0%.	Elementary School Students: the degree to which students experience an orderly, respectful classroom environment fell to a 60% average of 3-5th and 6-8th grade students. Secondary School Students: the degree to which students believe that their school fosters a culture of respect and fairness dropped to 66%. Family: the degree to which families believe their school fosters shared goals, respect, fairness, and diversity rose to 93%. Staff: the degree to which staff believe that their school fosters a culture of	YouthTruth results to be analyzed in March.	Maintain high rating for a safe and welcoming school. Maintain suspensions and expulsions below 1%

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
			shared vision, respect, and effective communication rose to 100%.		
Parent Survey School Enrollment	100% of parents are involved in the homeschooling of their students.	100% of parents are involved in the homeschool of their students in the 2021-2022 school year.	100% of parents are involved in the homeschool of their students in the 2022-23 school year.	Parents remain involved in the education model.	Maintain 100% parental involvement.
FIT Survey	Good	FIT rating is good.	FIT rating is good.	Test to be administered in March	Maintain FIT rating of Good
Attendance	99.17% attendance	Attendance rate in the 2021-2022 school year was at 97.6%	Attendance rate for Months 1-9 in the 2022-23 school year was at 97.5%	Attendance rate for Months 1-5 is 96.95%	Maintain attendance rate of above 95%
Graduation Rate	Blue Level (100%) Middle School Drop out rates: 0% High School drop out rates: 0% High School Graduation Rates: 100%	In 2021-2022, the graduation rate remained in the blue level and the drop out rates remained at 0%.	In 2022-23, the graduation rate remained in the blue level at 97.1%	To be monitored.	Maintain Blue Level graduation rate.

#### Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	<b>Behavior Guidelines</b> 2.1. Continue to communicate clear expectations for school behavior and expectations for on-site class and meeting norms.	No	Fully Implemented	Behavior guidelines have been updated to add use of Generative AI and a Study Hall Contract.			
2.2	<b>Student Attendance</b> 2.2. Continue to monitor student attendance.	No	Fully Implemented	Attendance is monitored and reported.		\$3,820.00	\$3,822

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.3	<b>Stakeholder Involvement</b> 2.3. Continue parent and community involvement in Advisory Board meetings and WASC Committees. Develop more opportunities for parents to interact with each other and school staff.	No	Fully Implemented	Parent participation has grown significantly this year by increasing meetings to twice monthly.		\$3,400.00	\$1,676
2.4	<b>Custodial Services</b> 2.4. Continue to provide custodial services	No	Fully Implemented			\$36,550.00	\$20,301
2.5	<b>Campus Supervision</b> 2.5. Continue to provide campus supervision	No	Fully Implemented			\$11,712.00	\$6,186
2.6	<b>Citizenship</b> 2.6. Continue to provide resources for students and parents about cyberbullying and becoming good digital citizens.	No	Partially Implemented				

### Goal 3

#### Goal Description

**To encourage all students to become Independent Learners who strive to expand their own intellectual growth, explore school and career opportunities, set goals and manage time effectively.**

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
College and Career Awareness Staff agenda notes College and Career Survey	75% of classes include college and career awareness	75% of classes include college and career awareness	100% of high school classes include college and career awareness. 75% of K-8 classes include college and career awareness.	3 College and Career sessions provided.	Maintain 75% of classes include college and career awareness.
Academic Counseling School Calendar Counselor's blog	100% of students in grades 8-12 have access to a college and career counselor.	100% of students in grades 8-12 continue to have access to a college and career counselor.	100% of students in grades 8-12 continue to have access to a college and career counselor.	College and career counseling provided by Supervising Teachers.	Maintain 100% of students in grades 8-12 have access to a college and career counselor
Textbook Assistance SRJC Course enrollment records, signed contracts	100% of all students in grades 10 and 12 have access to textbook assistance for SRJC concurrent enrollment classes.	All students in grades 10-12 have access to textbook assistance for SRJC concurrent enrollment classes.	All students in grades 10-12 have access to textbook assistance for SRJC concurrent enrollment classes.	All students in grades 10-12 have access to textbook assistance for SRJC	Maintain 100% of students in grades 10-12 have access to textbook assistance for SRJC concurrent enrollment classes.
Community Involvement Class schedules, special event committee reports. Professional Development surveys.	100% of students will have access to community involvement projects for students such as the Conversations in Common, Green Team, Book Club, on-campus enrichment, field trips.	All students continued to have access to community involvement projects in the 2021-2022 school year.	All students continued to have access to community involvement projects in the 2022-23 school year.	All students continued to have access to community involvement projects	Maintain 100% access to community
CTE Courses SRJC Concurrent Enrollment records, Edgenuity enrollment, Class schedules	100% of students in grades 9-12 access to CTE courses at the SRJC, on campus, and through Edgenuity	100% of students in grades 9-12 continue to have access to CTE courses at the SRJC, on campus and through Edgenuity in the 2021-2022 school year.	100% of students in grades 9-12 continue to have access to CTE courses at the SRJC, on campus and through Edgenuity in the 2022-23 school year.	100% of students in grades 9-12 continue to have access to CTE courses at the SRJC	Maintain 100% access to CTE courses for students in grades 10-12
Student Communication Parent Survey Student Survey	100% of students have access to student/teacher communication portals through the existing website and Google Classrooms.	In the 2021-2022 school year, all students have access to student/teacher communication portals through the existing	In the 2022-23 school year, all students have access to student/teacher communication portals through the existing	All students have access to student/teacher communication portals through the existing website and Google Classrooms and Aeries.	Maintain 100% access for teacher/student communication.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
		website and Google Classrooms.	website and Google Classrooms and Aeries.		

#### Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	<b>College and Career Counseling</b> 3.1. College Counselor (cost in progress)	No	Partially Implemented	Supervising Teachers providing college and career counselors until position is filled.			
3.2	<b>College and Career Outreach</b> 3.2. Continue to provide outreach for first generation college students and targeted college and career counseling.	No	Partially Implemented	Supervising Teachers work with families to provide college and career outreach.			
3.3	<b>Textbook Assistance SRJC Dual Enrollment</b> 3.3. Continue to provide text book assistance for students in grade 10-12 concurrently enrolled in college level classes at the Santa Rosa Junior College	No	Fully Implemented	All students in grades 10-12 receive textbook assistance.		\$10,000.00	\$1,243
3.4	<b>Community Involvement</b> 3.4. Continue to provide community involvement projects for students such as the composting program and Green Team.	No	Fully Implemented	All high school students have access to community involvement projects.			

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.5	<b>CTE Courses</b> 3.5 Provide students in grades 9-12 access to CTE courses at the SRJC	No	Fully Implemented	85 students have signed up for CTE classes at the SRJC.			
3.6	<b>ADA Compliant Website</b> Provide parents and students access to information, links to digital support, assignments, student handbook, and contacts via an ADA complaint website.	No	Fully Implemented	New website is available to parents and students.		\$3,000.00	\$3,043



## **Monitoring Goals, Actions, and Resources for the 2023-24 Local Control and Accountability Plan (LCAP)**

This template is intended for internal monitoring purposes only. The 2023-24 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
SunRidge Charter School	Karina Haedo Principal	khaedo@twinhillsusd.org 707-824-2844

## Goal 1

Goal Description
To provide every student, including unduplicated students and students with disabilities, with the opportunity to attain increasing levels of achievement that prepare them for success with curriculum that is aligned with the Common Core State Standards and the core principles of Public Waldorf Education.

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
CAASPP	2019 Grades 3-8 ELA: 69% Met or Exceeded Standard Grades 3-8 Math: 46% Met or Exceeded Standard	CAASPP scores not yet available	2022 Grades 3-8 ELA: 68.5% Met or Exceeded Standards Grades 3-8 Math: 43.2% Met or Exceeded Standards.	CAASPP Scores not yet available	Increase by 5% number of students who Met or Exceeded Standard
Highly Qualified Teachers	100% of teachers are highly qualified	100% of teachers are highly qualified	100% of our teachers are highly qualified.	100% of our teachers are highly qualified.	Maintain 100% of teachers as highly qualified.
Standards Aligned Instructional Materials, Teacher Survey, Parent Survey Student Survey	Public Waldorf Education utilizes a variety of instructional materials including standards aligned instructional materials including social studies and math textbooks purchased in the 2020-21 school year.	Public Waldorf Education utilizes a variety of instructional materials including standards aligned instructional materials including social studies and math textbooks purchased in the 2020-21 school year.	Public Waldorf Education utilizes a variety of instructional materials including standards aligned instructional materials including social studies and math textbooks purchased in the 2020-21 school year.	Public Waldorf Education utilizes a variety of instructional materials including standards aligned instructional materials including social studies and math textbooks purchased in the 2020-21 school year.	Maintain high quality standards- aligned curriculum.
Physical Fitness Test	2019 Assessment: 92% of 5th graders and 89% of 7th graders scored in the Healthy Fitness Zone.	Data for the 2022 indicates participation rates only.	2023 Assessment: 70% of 5th graders and 86% of 7th graders scored in the Healthy Fitness Zone.	Physical Fitness Test Scores not yet available	Maintain high number of students in the Healthy Fitness Zone.
Course Access	All students have access to core academic subjects: (English, Math, Science, and Social Sciences) and music, fine and practical arts, movement, Spanish, gardening, and library.	All students have access to core academic subjects: (English, Math, Science, and Social Sciences) and music, fine and practical arts, movement, Spanish, gardening, and library.	All students have access to core academic subjects: (English, Math, Science, and Social Sciences) and music, fine and practical arts, movement, Spanish, gardening, and library.	All students have access to core academic subjects: (English, Math, Science, and Social Sciences) and music, fine and practical arts, movement, Spanish, gardening, and library.	Maintain 100% of students have access to core academic subjects.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
UPC access to intervention and support.	Unduplicated students and students with special needs have support programs as identified in Actions and Services.	Unduplicated students and students with special needs have support programs as identified in Actions and Services.	Unduplicated students and students with special needs have support programs as identified in Actions and Services.	Unduplicated students and students with special needs have support programs as identified in Actions and Services.	Maintain and increase high quality support programs as identified in Actions and Services for UPC and students with special needs.
Common Core	Common Core State Standard Implementation in Spring of 2022	Providing a baseline with the CAASPP 2022 scores not yet available. Professional development did not occur due to COVID.	Teachers are develop and implementing units and lesson development with Common Core State Standards using existing curriculum and exploring new materials.	Teachers are develop and implementing units and lesson development with Common Core State Standards using existing curriculum and exploring new materials.	Maintain and increase knowledge and practice of integrating CCSS/NGSS as documented by teacher input via survey or staff meeting and professional development.

#### Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	<b>Highly Qualified Teachers</b> 1.1 Highly Qualified teachers in all classrooms	No Yes	Partially Implemented	93% of teachers are highly qualified teachers. 7% are in the process of receiving their credential and have enrolled in a credentialing program.		\$1,185,951.00	\$643,078
1.2	<b>1.0 FTE Intervention Teacher</b> 1.2 Add an intervention teacher to coordinate and provide reading and math interventions and SST process.	No	Partially Implemented	Resource specialist is at a 0.4 FTE to provide intervention and credentialed math teacher is 0.2 FTE so the level of implementation is at 60%		\$44,826.00	\$21,267
1.3	<b>Special Education Teacher</b> 1.3 Provides support services for students with disabilities and other students not meeting standards in conjunction with the intervention teacher and a special education assistant.	No Yes	Fully Implemented	Special education assistant (0.2 FTE) and (0.6 FTE) special education teacher provide support for students		\$97,275.00	\$36,919

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
				with disabilities or students not meeting standards 100% of time.			
1.4	<b>Departmental team collaborative planning</b> 1.4 Team planning will occur monthly and may include 2-3 half days of release time annually.	No	Fully Implemented	20% of Full-time faculty meetings are dedicated to collaborative meeting and planning.		\$14,155.00	\$8,965
1.5	<b>School Learning Extension</b> Provide small group instruction and individual tutoring through before and/or after school support sessions, including support for students in special education program. Continue 40% RTI reading and math support.	No Yes	Partially Implemented	School learning extension program was provided 10% of academic calendar year.		\$118,152.00	\$61,491
1.6	<b>Enrichment Program</b> 1.6 Provide fine and practical art, music, movement, Spanish, gardening, and other enrichment classes.	No	Partially Implemented	Enrichment program currently includes music, movement, Spanish, manual arts, gardening and woodshop.		\$261,168	\$143,830
1.7	<b>Professional Development</b> 1. 7 Teachers will develop and implement units and lesson development with Common Core State Standards using existing	No	Fully Implemented	100% of teachers implement units and lesson development with Common Core State Standards using existing		\$6,961.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	curriculum and exploring new materials. Professional development and collaboration time will continue to support this work.			curriculum and exploring new materials. Professional development and collaboration time in weekly meetings supports planning for teachers.			
<b>1.8</b>	<b>Technology Education and Chromebooks</b> 1.8 Provide and implement technology devices and technology training for learning and producing student work, including Cyber Civics program, in grades 6-8.	No	Fully Implemented	100% students in grades 6-8 engage in digital literacy training.		\$17,800.00	\$180
<b>1.9</b>	<b>Counselor</b> 1.9 Continue .4 FTE Counselor position (shared with district)	No	Fully Implemented	1.0 Counselor position implemented at district level 80% at SunRidge		\$62,512.00	\$6,162
<b>1.10</b>	<b>Instructional Assistants</b> 1.10 Provide instructional assistant support for underachieving students in Math and ELA	No Yes	Fully Implemented	There are five instructional assistants for eight classes		\$58,791.00	\$30,337
<b>1.11</b>	<b>Technology Coordinator</b> 1.11 Technology Coordinator maintains devices, provides technical support to teachers and staff, and provides educational use updates. Paid at district level then charter pays to district through MOU.	No	Fully Implemented	100% implementation of technology coordinator paid at district level through MOU			

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures

## Goal 2

### Goal Description

To create and sustain a safe, supportive, and respectful environment for all students, including unduplicated students and students with disabilities, teachers, staff, and parents.

## Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Parent Survey	May 2021 Youth Truth Survey data was not available.	January 2022 Youth Truth survey data indicates 88% of parents feel the school is a safe place to learn.	January 2023 Youth Truth survey data indicates 78% of parents feel the school is a safe place to learn.	Youth Truth Survey data not yet available	Address and create a high rate of parent confidence in site safety.
Suspension Rate	0% baseline for suspensions and expulsions	5 students were suspended in the 2021-22 for a total of 5.5 days 2.5% suspension rate.	2 students were suspended in the 2021-2022 for a total of 3 days 1.7% suspension rate.	0% of students have been suspended in the 23/24 academic year	Maintain low rate of suspension and 0% expulsions.
Student Surveys	Youth Truth Survey data for 2021 was not available. 2020 data indicated that 81% of 5th grade students and 76% of 8th grade students felt safe at school.	January 2022 Youth Truth survey data indicates 90% of students feel the school is a safe place to learn.	January 2023 Youth Truth survey data indicates 65% of students feel the school is a safe place to learn.	Youth Truth Survey data not yet available	Address and create a high rate of student confidence in site safety.
FIT Survey	All ratings are good.	N/A No testing due to COVID	All rating are "GOOD"		Maintain positive FIT ratings.
Attendance including Chronic Absenteeism	2019-20 Attendance: 94% Chronic Absenteeism: 16.7%	2020-21 Attendance: 97.8%	2021-22 Attendance: 90.4% Chronic Absenteeism: 31.4%	2022-2023 Attendance: 93.4% Chronic Absenteeism: 33.4%	Increase attendance to 95% and reduce chronic absenteeism by 5%.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
		Chronic Absenteeism: 5.1%			
Faculty Survey	Youth Truth Survey data for 2021 was not available. 2020 data indicated that 92% of staff responding indicated the school was an emotionally safe place for children; 17% reported feeling that students are not respectful of staff; 75% reported that the school site and grounds were a safe place for children; 83% grounds and facilities are clean and well maintained	January 2022 Youth Truth Staff Survey indicates:  94% feel there are clear rules for students against hurting other people  94% feel safe from harm while at school  88% feel adults at school try to stop bullying and harassment	January 2023 Youth Truth Staff Survey indicates:  79% feel there are clear rules for students against hurting other people  100% feel safe from harm while at school  95% feel adults at school try to stop bullying and harassment	Youth Truth Survey data not yet available	Continue to provide SEL and other supports to maintain safe and positive learning environment.

#### Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	<b>Social Emotional Learning</b> 2.1 Continue to provide SEL and good choice programs, including Cyber Civics and Suicide Prevention education. Continue student buddy program.	No	Fully Implemented	100% of student engage in SEL curriculum, Suicide Prevention education, Cyber Civics and student buddy program.		\$4,850.00	\$3,450
2.2	<b>Attendance</b> 2.2 Monitor student attendance, send truancy letters, and support families to attend school consistently.	No	Fully Implemented	Parent education implementation through articles in the school newsletter, Truancy letters, and follow up SART meetings.		\$1,825.00	\$1,825

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.3	<b>Parent Outreach</b> 2.3 Continue parent and community volunteer program with outreach to parents of UPC students as well as students with disabilities, parent council members, and at SST/504/IEP meetings.	No	Fully Implemented	Parent council has been reestablished. Monthly open forum community meetings are held. SST meetings with 100% parent attendance. 100% parent attendance at IEP meetings.		\$15,200.00	\$10,461
2.4	<b>Custodial Services</b> 2.4 Provide custodial services, site and grounds maintenance.	No Yes	Fully Implemented	1.0 FTE site maintenance person hired and 0.8 FTE custodial position.		\$210,750.00	\$110,324



January 12, 2024

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

Dear Dr. Guzman,

In accordance with Education Code Section 42131, a review of Twin Hills Union School District's (District) First Interim Report for Fiscal Year 2023-24 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2023-24 First Interim Report as Positive. After a review of the financial data provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. Therefore, the County concurs with the District's positive certification.

**State Budget**

The State is facing significant economic challenges, as outlined in the Legislative Analyst's Office Fiscal Outlook. The State's revenues have fallen short of projections, resulting in a substantial budget problem and a multibillion-dollar deficit. The Fiscal Outlook indicates that revenue estimates are at their weakest performance level since the Great Recession, though it stops short of predicting a recession. Rather, the LAO's projections indicate a flattening of revenues before slowly growing again in later years. On January 10, 2024, Governor Newsom released his proposals to address the revenue shortfalls and their impacts on education. While the likelihood of a recession is now low, it is clear the booming economy spurred by federal stimulus dollars has ended. The latest economic conditions, coupled with the completion of one-time federal and state COVID relief funding and declining Cost-of-Living-Adjustments (COLAs), highlight the importance of Local Educational Agencies (LEAs) avoiding structural deficit spending while maintaining adequate reserves. With the latest COLA projections for 2024-25 and 2025-26 of 0.76% and 2%, respectively, LEAs may need to have other budget solutions to address revenue shortfalls and ensure its minimum state reserve requirement is met in the current and subsequent years.

**First Interim and Multi-Year Projection (MYP)**

The District's First Interim Report MYP, which includes its conversion charter, projects unrestricted deficit spending of -\$656,966, -\$431,864, and -\$432,343 in 2023-24, 2024-25, and 2025-26, with the State minimum reserve for economic uncertainty of 4% met in all years. Deficit spending is of concern to the County and the elimination of structural deficit spending is critical in order to maintain required reserve levels. Therefore, we urge the District to review and monitor revenues and expenditures, embrace best practices, and budget to live within your means.

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

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



**Sonoma County**

Office of Education

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

Over the last several years, LEAs have received an influx in one-time federal and state revenues to address the learning loss created by the COVID pandemic. In the current and subsequent years, these funding sources will expire. Therefore, the County reminds districts to engage in strategic financial planning to ensure spending deadlines are met and these funds continue to be spent on one-time expenditures.

### **Collective Bargaining**

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

### **Charter Schools**

The District reports Orchard View Charter School outside of the General Fund. The board approved First Interim Report included Fund 09 for the Charter. The 2023-24 ending balance in Fund 09 reported is \$288,343 with a decrease to the fund balance of -\$102,809.

Sunridge Charter School reported in Org. 21, Fund 09 and the board approved the First Interim Report included Fund 09 for the Charter. The 2023-24 ending balance in Fund 09 reported is \$800,703 with a decrease to the fund balance of -\$399,392.

### **Summary**

Our Office appreciates the preparation and timely submittal of your First Interim report. A technical review will be communicated to the business office. The Second Interim Report is due to our office no later than March 15, 2024. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

*Sarah Lampenfeld*

Sarah Lampenfeld  
Director, External Fiscal Services

cc:

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

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

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

## **2023-24 Annual Standard Reminders ~ All Districts**

### **Collective Bargaining Disclosure**

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

### **Submission of Studies, Reports, Evaluations and/or Audits**

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

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

### **SB740**

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

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

### **Requirements for Debt Management Policy and Practices**

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

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

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

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

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

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

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

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

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

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

#### **Reporting Requirements for Proposed Debt Issuances**

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

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

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

#### **Reporting Requirements for Non-Voter-Approved Debt**

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

## **Additional Standard Reminders for School Districts with Qualified or Negative Certifications**

### **Debt Issuance**

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

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

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

### **Collective Bargaining**

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

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

## BUDGET TRANSFERS

January, 2024 - Page 1 of 1		REVENUE		EXPENDITURES		NET CHANGE TO FUND BALANCE	
BR/BT #	GENERAL BUDGET CATEGORY	BUDGET INCREASE	BUDGET DECREASE	BUDGET INCREASE	BUDGET DECREASE	INCREASE (DECREASE)	ADDITIONAL INFORMATION
		Increases FB	Decreases FB	Decreases FB	Increases FB		
District 53, Fund 01							
BR 28	Rev/Exp: Federal + Other State + Local/ Salaries + Benefits + Supplies + Services	8,638	1,252	35,947	6,241	(22,320)	Update Res1100+2600+3010+3310+4035+6053+6266 +6300+6762+9052+9090: Adjust necessary expenses for 2nd interim. Reduce lottery revenue and expenses. Increase Walk/Jog revenue and expenses. Set up RESIG Safety funds and corresponding expenses.
	Totals	8,638	1,252	35,947	6,241	(22,320)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 03 Twin Hills Charter Middle							
BR 27	Rev/Exp/ FB: Other State + Local / Salaries + Benefits + Supplies + Services		249	9,050	9,299	0	Update Res1100, Res6300, Res7435: Upated lottery revenue and expenses. Update expenses in Res7435 based on actual expenses.
	Totals	0	249	9,050	9,299	0	Net Increase/(Decrease) to Fund Balance
District 53, Fund 08: Student Body: All Schools							
	Totals	0	0	0	0	0	Net Increase/(Decrease) to Fund Balance
District 53, Fund 09: Orchard View							
BR 26	Rev/Exp/ FB: Other State + Local / Salaries + Benefits + Supplies + Services	4,000	249	23,000	25,312	6,063	Update Res1100, Res6300, Res6762, Res9010, Res7435: Upated lottery and donation revenue and expenses. Increase expenses in Res6762 for enrichment and decrease expenses in Res7435 for counseling costs.
	Totals	4,000	249	23,000	25,312	6,063	Net Increase/(Decrease) to Fund Balance
District 53, Fund 12: Child Development							
BR 24	Rev/ FB: Local	22,000				22,000	COVID stipends received.
	Totals	22,000	0	0	0	22,000	Net Increase/(Decrease) to Fund Balance
District 53, Fund 13: Cafeteria							
BR 25	Exp: Sallaries + Benefits + Meals + Supplies			2,324	2,324	0	Update meal program expenses due to Summer School and to tighten for 2nd Interim.
	Totals	0	0	2,324	2,324	0	Net Increase/(Decrease) to Fund Balance
District 53, Fund 14: Deferred Maintenance							
BR 23	Exp/FB: Services			28,900		(28,900)	Increase for THCMS Gym lighting and FIT reporting.
	Totals	0	0	28,900	0	(28,900)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 17: Reserve for Other Than Capital Outlay							
	Totals	0	0	0	0	0	Net Increase/(Decrease) to Fund Balance
District 53, Fund 20: Reserve for Postemployment Benefits							
	Totals	0	0	0	0	0	Net Increase/(Decrease) to Fund Balance
District 53, Fund 21: Bond (Measure M)							
	Totals	0	0	0	0	0	Net Increase/(Decrease) to Fund Balance
District 53, Fund 25: Capital Facilities							
	Totals	0	0	0	0	0	Net Increase/(Decrease) to Fund Balance
District 53, Fund 40: Capital Outlay							
	Totals	0	0	0	0	0	Net Increase/(Decrease) to Fund Balance
District 21: SunRidge							
	Totals	0	0	0	0	0	Net Increase/(Decrease) to Fund Balance

For the February 22, 2024 board meeting

For the February 22, 2024 board meeting

## Twin Hills Teachers' Association

### Written Notice of Intent to Negotiate

To: Twin Hills Board of Trustees

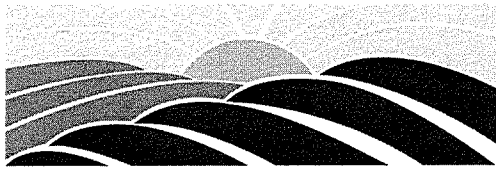
From: Twin Hills Teachers' Association

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.



# Twin Hills School District

**Agenda Item #11**  
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](http://www.twinhillsusd.org)

February 22, 2024

To: Members of the Public  
Twin Hills Teachers Association

From: Anna Maria Guzman, Ed.D., Superintendent  
Twin Hills Union School District

RE: Initial Contract Proposal for Successor Agreement

In accordance with the Rules and Regulations of the Public Employment Relations Board (PERB) and the provisions of Article 26 of the current collective bargaining agreement (CBA) between the Twin Hills Union School District (District) and Twin Hills Teachers Association (THTA), the following serves as the District's initial openers for changes to the existing CBA for the 2024-25 school year.

## **ARTICLE 9 – CLASS SIZE**

The District has an interest in modifying 9.1 regarding Orchard View School Teachers teaching more than one class.

## **ARTICLES 10, 18, 19**

The District has an interest in modifying notification dates in each of these articles.

## **CALENDAR 24-25**

The District has an interest in all four schools having the same calendar.

The District looks forward to continuing a collaborative problem solving approach to negotiating.



## Field Trip Checklist

Form E 6153 (1)

### TO BE COMPLETED:

Requesting Teacher's Name: Mckenna Classes/Teacher's Involved: 5th Grade (2 classes) Mckenna/Miller/Drean

Date of Trip: 3/4 - 3/6 Alternate Date: \_\_\_\_\_ # of Students/Adults: 42/9

Destination/Description of Trip: Westminster Woods

Correlation with subject matter being studied: See attached

Departure Time: 9:30 am 3/4 Return Time: 1:00 pm 3/6

Lunches Needed: Ø Snacks Needed: Ø

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 (Teacher: 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)
- I WILL take 2 epipens on the field trip from the nurse/office staff ☒ (Yes/NO)

Transportation will be by: (Check Mode Below)

- ☒ District School Bus (This date MUST cleared w/West County Transportation) See Initial
- ☐ Private Vehicle (Drivers must be cleared and approved through the district) \_\_\_\_\_ Initial (Not the Preferred Method)
- ☐ Charter Bus (I have completed the Charter Bus Checklist - E 6153 (5) & attached) \_\_\_\_\_ Initial

Name of Chaperones: See Attached

Cost of Transportation: \$280.00 Cost to Students: \$120.00

Calendar: After administrative approval, I will write the date, time and destination on the calendar.

Date Submitted to the Principal: September 12 Approved: ☒ Yes ☐ No

Principal's Signature: [Signature] Date: 9/14/23

Remarks:

To be completed and returned to the principal at least two (2) weeks prior to the proposed field trip.

CC: Bus Supervisor, Cafeteria, School Secretary, District Office

Administrative Regulations December 1982, September 1988, October 2023

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Westminster Woods is nestled in 200 acres of a coastal redwood forest with Dutch Bill Creek, a Coho salmon habitat, flowing through the campus. Students will have unique, hands-on learning opportunities to explore our local watershed and study forest ecology. They will develop observation skills while conducting investigations in the redwoods.



# Apple Blossom School

## Twin Hills Union School District

700 Watertrough Road, Sebastopol, CA 95472 ♦ 707-823-1041 ♦ Fax 707-823-8946

Anna-Maria Guzman, Superintendent ♦ Erin Elliott, Principal

### Field Trip Pricing Update

February 5, 2024

Hello 5th Grade Families,

After completing the various fundraisers for our Outdoor Education Trip to Westminster Woods, we are happy to inform you that the overall price has gone from \$170 per student to **\$120 per student**. This is a savings of \$50 per student. We accept cash or checks. If you are writing a check, please make it payable to Apple Blossom School.

**Your Field Trip Permission Form and Payment will be due on Friday, February 23rd.**

Please return this form to your student's teacher by February 14th informing them of your payment method.

Please mark the appropriate box:

☐ We will pay the full amount, \$120, on February 23rd

☐ We will pay the \$120 over three payments

\_\_\_\_ \$40 on February 23rd, \_\_\_\_ \$40 on March 1st, \_\_\_\_ \$40 on April 1st

☐ We will pay the \$120 over two payments

\_\_\_\_ \$60 on February 23rd, \_\_\_\_ \$60 on March 1st

If you are wanting to help put money toward another student's trip or are in need of assistance, please contact your student's teacher directly.

Thank you,

*Courtney Diedrich*

Courtney Diedrich

*Karen McKenna*

Karen McKenna

*Carrie Miller*

Carrie Miller

# 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 Mea Colby-Sereano CLASSES INVOLVED 5<sup>th</sup>  
 DATE OF FIELD TRIP May 8-10 ALTERNATE DATE \_\_\_\_\_ # OF STUDENTS 28  
 DESCRIPTION/DESTINATION Jug Handle Creek Farm, Caspar, CA  
Mendocino Botanical Gardens, Ecological Stream Course  
 CORRELATION WITH SUBJECT MATTER BEING STUDIED (Attach a copy of your lesson plan detailing activities to be presented before and after the field trip):  
Subjects being studied are in the letter, and itinerary is attached.

DEPARTURE TIME: 8:00 5/8/24 RETURN TIME: 3:30 5/10/24

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) John Kirchman, Shawn Headley, Jillian Horton, Lexie Pence, Nathan Knuth Patrick Norton, Carly Sneed

5. COST OF TRANSPORTATION: \$50 per car for gas COST TO STUDENTS: \$170.50 per student for total trip costs.

6. DATE SUBMITTED TO PRINCIPAL/DIRECTOR: 2/15/24

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: 2/15/24

February 8, 2024

Dear Twin Hills USD Board Members:

I would like to request permission for my 5<sup>th</sup> grade class of 28 students at SunRidge School to participate in a Jug Handle Creek Farm/Botany Field Trip in Caspar, CA May 8 - 10, 2024. This field trip will be the culmination of a second 3 weeklong Botany unit this year.

We will study some ecology, food webs, geology and botany. Several informational and narrative writing assignments will be woven into this unit. We will have the experience of identifying fungi, lichen, algae, ferns, horsetails, conifers and plants. We will hike the ecological staircase and learn about how soil content affects how plants grow, and how the land changes over time.

We will visit the Mendocino Botanical Gardens where a naturalist will teach us to identify plant families and what their needs are. We will do a community service restoration project at Jug Handle Creek Farm. We will also attend a class by a Jug Handle State Park naturalist who will teach us about California native plants, where they grow, and their importance to the environment.

This is a 3 day/ 2 night trip. We will stay at Jug Handle Creek Farm, which is indoor lodging. 8 parent chaperone drivers will accompany me and my 28 students. I have attached the costs for the trip and our itinerary.

Yours truly,

Ms. Colby-Sereano  
5<sup>th</sup> Grade Teacher

**Jug Handle Creek Farm  
Caspar, CA (707) 964-4630  
Overnight Botany Field Trip**

May 8 – May 10, 2024  
SunRidge 5<sup>th</sup> Grade

**Wednesday, May 8, 2024. (Day 1)**

- 7:30 Arrive at school
- 8:00 Depart from school in chaperone vehicles
- 9:30 Arrive at Hendy State Park for snack and play
- 11:45 Arrive at Van Damme State Park to eat lunch and hike the Fern Canyon Trail
- 3:00 Check into Jug Handle Creek Farm
- 3:30 Snack and Community Circle
- 4:00 Work Exchange
- 5:45 Group 1 works on dinner, the rest work in botany journals
- 6:30 Dinner
- 7:00 Group 2 washes dishes. Rest of class begins preparation on skits.
- 7:30 Evening Activities – Skits
- 8:30 Get ready for bed
- 9:00 Lights out.

**Thursday, May 9, 2024. (Day 2)**

- 6:45 Group 3 gets up and sets out breakfast
- 7:15 The rest of the students get up and get dressed
- 7:30 Breakfast
- 8:00 Group 4 sets out items for bag lunches
- 8:15 Everyone makes and packs their own lunch for the day
- 8:30 Group 3 and 4 clean up

- 9:00 Depart for MacKerricher State Park – Bring morning snack
- 11:30 Return to Jug Handle for work exchange
- 1:00 Lunch
- 1:30 Afternoon activities with naturalist (Ecological Staircase)
- 5:15 Wash up and Group 2 helps with dinner prep. The rest work in their journals
- 6:00 Dinner
- 7:00 Group 1 cleans up: the rest are working on botany journals
- 8:00 Evening Activities – campfire
- 9:30 Bed time
- 9:45 Lights out

### **Friday, May 10, 2024 (Day 3)**

- 7:00 Group 4 gets up and sets out breakfast
- 7:30 The rest of the students get up
- 8:00 Breakfast
- 8:30 Group 3 sets out items for bag lunches
- 8:45 Everyone makes and packs their lunch for the day
- 9:00 Groups 3 and 4 clean up and then join rest of the class to pack up gear and clean the farmhouse
- 10:30 Depart Jug Handle Farm House
- 11:00 Explore Botanical Gardens
- 12:30 Lunch at Botanical Gardens
- 1:00 Depart
- 3:00 – 3:30 Return to SunRidge