

**Twin Hills Union School District
Board of Trustees Regular Meeting
August 8, 2024
Agenda**

**August 8, 2024 @ The District Office
MEETING STARTS 4:30PM**

ADA Compliance

In compliance with Government Code § 54954.2(a), the Twin Hills Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof.

Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Laurie Brown, Administrative Assistant, Twin Hills Union School District, 700 Watertrough Rd, Sebastopol, CA 95472 Telephone (707) 823-0871.

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

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

- | | |
|---------------------------------------|-----------------|
| 1. Call to Order | 4:30 |
| A. Pledge of Allegiance | |
| B. Roll Call/ Establishment of Quorum | |
|
2. Approval of Agenda |
Action 4:32 |
|
3. Approval of Minutes: |
Action 4:33 |
| A. Regular Meeting June 26, 2024 | |
| B. Regular Meeting June 27, 2024 | |
| C. Special Meeting July 30, 2024 | |
|
4. Open Session |
4:35 |

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.

**Twin Hills Union School District
Board of Trustees Regular Meeting
August 8, 2024
Agenda**

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.

- | | | |
|---|--------|------|
| 5. Consent | Action | 4:40 |
| The following items are presented for overall approval: | | |
| A. Donation Report | | |
| B. Payroll and Expenditures | | |
| a. June 2023-24 | | |
| b. July 2024-25 | | |
| C. Purchase Order Report | | |
| D. Employment: See attached exhibit for details | | |
| E. Williams Settlement Quarterly Report April – June 2024 | | |
| 6. 2024-25 Contracts: | Action | 4:45 |
| A. CSBA Board Policy | | |
| B. North Bay Security Group | | |
| C. University of San Francisco School of Education MOU/Agreement | | |
| 7. Administrative Reports | | 4:50 |
| A. District: Anna-Maria Guzman, Ed.D., Superintendent - Summer school, facilities, enrollment and hiring updates | | |
| B. District Financial Report: Patty Nosecchi, Business Manager - 45 day budget update | | |
| 8. Board of Trustees Reports | | 5:00 |
| 9. Request Approval to create Board Subcommittees and Observer/Liaison Board Member: | Action | 5:05 |
| A. Charter Renewal Subcommittee – observe and partner with charter Schools as they update their charters | | |
| B. Orchard View Subcommittee – address the challenges with staffing And on-campus classes | | |
| C. Personnel Practices Observer/Liaison – investigate personnel practices To ensure they are effective and legally up to date | | |
| D. Negotiations Observer/Liaison – observe labor negotiations to provide The board with an additional perspective | | |
| 10. First Reading, Discussion and Request Approval Board Policy: BP6158 Independent Study | Action | 5:20 |
| 11. Request Approval to suspend collection of Transportation/Bus fees | Action | 5:25 |
| 12. Request Approval of Resolution #2024-584: Education Protection Account Spending Determination: 2023-24 Final | Action | 5:30 |

**Twin Hills Union School District
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Agenda**

- | | | |
|---|--------|------|
| 13. Request Approval of Resolution #2024-585:
Education Protection Account Spending Determination: 2024-25 Budget | Action | 5:35 |
| 14. Request Approval of Consolidate Application 2024-25 Parts 1 & 2 | Action | 5:40 |
| 15. Closed Session | | 5:45 |
| 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. a. Public Employee Performance Evaluation: Superintendent [Gov. Code § 54957] | | |
| C. Return to Open Session and report on any action in Closed Session. | | |
| 16. Adjournment | | 6:15 |

Zoom Information:

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

Topic: August Board Meeting

Time: Aug 8, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://twinhillsusd-org.zoom.us/j/83420215597>

Meeting ID: 834 2021 5597

One tap mobile

+17193594580,,83420215597# US

+12532050468,,83420215597# US

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

Meeting ID: 834 2021 5597

Find your local number: <https://twinhillsusd-org.zoom.us/j/83420215597>

**TWIN HILLS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
June 26, 2024
MINUTES**

1. The Board Meeting was called to order at 3:00 pm by Clerk Moise, President Ost absent.
2. Motion to approve agenda by Trustee Beck and Second by Trustee Houghton. Approved 4-0.
3. Open Session.
4. Public Hearing on 2024-25 Local Control Accountability Plans (LCAP) and Local Performance Indicator Self-Reflection.
5. Public Hearing on 2024-25 Budget including Assigned & Unassigned Ending Fund Balance Reserve Detail.
6. Adjournment 3:04pm.

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
June 27, 2024
MINUTES**

1. The Board Meeting was called to order at 4:30 pm by President Ost.
 - A. Flag salute
 - B. Roll Call: all present
2. Motion to approve agenda moving #9 OV Calendar below Item #5 Consent by Trustee Moise and Second by Trustee Beck. Approved 5-0.
3. Motion to approve the minutes of the Regular meeting of May 16, 2024, Special meetings of June 4 and June 19, 2024, by Trustee Houghton and Second by Trustee Beck. Approved 5-0.
4. Open Session.
5. Motion to approve consent items A, B, F, H by Trustee Harding and Second by Trustee Beck. Approved 5-0.
Motion to approve consent item C by Trustee Harding and Second by Trustee Beck. Approved 5-0.
Motion to approve consent item D by Trustee Beck and Second by Trustee Houghton. Approved 5-0.
Motion to approve consent item E with wording change regarding enrollment in THUSD schools by Trustee Harding and Second by Trustee Moise. Approved 5-0.
Motion to approve consent item G by Trustee Harding and Second by Trustee Houghton. Approved 4-1.
Moved #9 here: Motion to approve 2024-25 Orchard View Calendar by Trustee Beck and Second by Trustee Moise. Approved 5-0
6. Motion to approve 2024-25 Local Control Accountability Plans (LCAP) and Self Reflection for each school by Trustee Harding and Second by Trustee Houghton. Approved 5-0.
Moved #11 here: Motion to approve overnight field trips for SunRidge, 6th Grade, Lassen Volcanic National Park, September 2024, and SunRidge, 8th Grade, Yosemite Nature Bridge, September 2024, by Trustee Moise and Second by Trustee Beck. Approved 5-0
7. Motion to approve 2024-25 Budget including Assigned & Unassigned Ending Fund Balance Reserve Detail [EC 42127(a)(2)(B)(C)] by Trustee Beck and Second by Trustee Harding. Approved 5-0.
8. Motion to approve Deferred Maintenance Funding Transfer by Trustee Harding and Second by Trustee Houghton. Approved 4-1.
9. Moved below #5
10. Motion to approve Art and Music In Schools 23-24 Annual Report by Trustee Beck and Second by Trustee Moise. Approved 5-0.
11. Moved below #6
12. Motion to approve Board By Law #9012 Electronic Communications by Trustee Moise and Second by Trustee Houghton. Approved 5-0.
13. Motion to approve Superintendent and Board Action Plan with Preface by Trustee Houghton and Second by Trustee Moise. Approved 5-0.
14. Closed Session. Returned to Open Session with nothing to report
15. Adjournment at 8:00pm.

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
July 30, 2024
MINUTES**

- A. The Board Meeting was called to order at 4:00 pm by President Ost.
 - 1. Roll Call. All present, Trustee Harding via Zoom. 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 7:30pm.

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

JUNE 21 THROUGH JULY 31, 2024

Date Received	Donor	Amount	Purpose
District 53, Fund 01: Apple Blossom Elementary School /General District			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 03: Twin Hills Charter Middle School			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 09: Orchard View Charter School			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 12: Apple Blossom After School Program			
<u>Total</u>		<u>\$0.00</u>	
District 21, Fund 09: SunRidge Charter School			
06/21/24-06/30/24	Various families	\$12,977.33	Pledges/specialty pgm 2023-24
<u>Total</u>		<u>\$12,977.33</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 August 8, 2024 board meeting.

ReqPay12b

Board Report

Checks Dated 06/01/2024 through 06/30/2024			Board Meeting Date August 8, 2024
Check Number	Check Date	Pay to the Order of	Check Amount
2034662	06/07/2024	Hayashibara, Nancy	300.00
2034663	06/07/2024	Hayward, Victoria	210.00
2034664	06/07/2024	Best Buy Business Advantage Account	1,614.07
2034665	06/07/2024	Eastshore Consulting LLC	1,575.00
2034666	06/07/2024	Chambara, Maxwell	11.18
2034667	06/07/2024	Kyocera Document Solutions Northern CA , Inc.	260.42
2034668	06/07/2024	Jacobsen-McCarthy, Michelle	20,300.00
2034669	06/07/2024	Decker, Ashley	30.00
2034670	06/07/2024	Recology Sonoma Marin	995.87
2034671	06/07/2024	Recology Sonoma Marin	500.23
2034672	06/07/2024	Shura, Samantha	5,527.50
2034673	06/07/2024	Alpha Analytical Laboratories	229.00
2034674	06/07/2024	Alhambra	161.37
2034675	06/07/2024	Alhambra	107.86
2034676	06/07/2024	Mountain Fresh Spring Water	35.00
2034677	06/07/2024	Elsbree, Davida	30.00
2034678	06/07/2024	Erickson, Elizabeth J.K.	3,450.00
2034679	06/07/2024	Major Alarm, Inc.	4,304.55
2034680	06/07/2024	Brady Industries, LLC	4,186.05
2034681	06/07/2024	Flyers Energy LLC	114.72
2034682	06/07/2024	Forslund, Tim	62.00
2034683	06/07/2024	Friedman's Home Improvement	4,213.51
2034684	06/07/2024	Greene, Janet	1,575.00
2034685	06/07/2024	Harmony Farm Supply	108.50
2034686	06/07/2024	Roberts Mechanical & Elect Inc	732.02
2034687	06/07/2024	T-Mobile	160.00
2034688	06/07/2024	T-Mobile	88.29
2034689	06/07/2024	Redwood Lock, Inc.	84.27
2034690	06/07/2024	Kleinschmidt, Heather	30.00
2034691	06/07/2024	Young, Minney & Corr, LLP	7,500.00
2034692	06/07/2024	Lofchie, Jennifer	270.00
2034693	06/07/2024	Loud and Clear Inc.	7,004.84
2034694	06/07/2024	Frog Power Equipment LLC	346.65
2034695	06/07/2024	National Academy of Athletics	8,819.50
2034696	06/07/2024	North Bay Security Group, LLC	1,000.00
2034697	06/07/2024	ODP Business Solutions, LLC	118.10
2034698	06/07/2024	Pacific Gas & Electric	972.75
2034699	06/07/2024	Rodriguez Vargas, Andrea	30.00
2034700	06/07/2024	Sebastopol Hardware Center	272.68
2034701	06/07/2024	Stehling, Stefan	3,300.00
2034702	06/07/2024	Stevens, Jason	182.36
2034703	06/07/2024	West County Transport. Agency	6,192.49
2036292	06/14/2024	ATT	343.22
2036293	06/14/2024	ATT	28.90
2036294	06/14/2024	ATT	113.47
2036295	06/14/2024	ATT	173.63
2036296	06/14/2024	ATT	29.12
2036297	06/14/2024	ATT	29.12
2036298	06/14/2024	BMO Bank N.A.	175.78

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 06/01/2024 through 06/30/2024

Board Meeting Date August 8, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2036299	06/14/2024	Revolution Foods PBC	31,281.15
2036300	06/14/2024	Petaluma Learning&Guidance Ctr	1,704.50
2036301	06/14/2024	Department Of Justice	260.00
2036302	06/14/2024	Shura, Samantha	1,402.50
2036303	06/14/2024	Alhambra	63.93
2036304	06/14/2024	DuVall, Maura	210.09
2036305	06/14/2024	Galbraith, Sunshine	24.49
2036306	06/14/2024	Guzman, Anna	59.50
2036307	06/14/2024	Young, Minney & Corr, LLP	5,732.50
2036308	06/14/2024	Nixon Company Inc	421.00
2036309	06/14/2024	ODP Business Solutions, LLC	287.64
2036310	06/14/2024	Terminix Processing Center	77.00
2036311	06/14/2024	Rental Place LLC, The	106.44
2036312	06/14/2024	Sill, Kathy	55.60
2036313	06/14/2024	Steinberg, Korin	460.49
2036314	06/14/2024	Twin Hills Usd Afterschool Pgm	3,853.52
2037682	06/21/2024	Amplify Education, Inc.	5,772.24
2037683	06/21/2024	Christy White, Inc.	8,010.00
2037684	06/21/2024	Brown, Laurie	126.97
2037685	06/21/2024	Castleberry, Diana	79.00
2037686	06/21/2024	PresenceLearning, Inc.	9,861.58
2037687	06/21/2024	Fritsch, Tosh	4,815.36
2037688	06/21/2024	EverBank, N.A.	332.01
2037689	06/21/2024	Roberts Mechanical & Elect Inc	334.82
2037690	06/21/2024	Kim, Samantha	30.00
2037691	06/21/2024	Sebastopol Hardware Center	471.10
2037692	06/21/2024	Flores Martinez, Lionel	175.00
2037693	06/21/2024	Smith, Marian/dba DK Embroider y	1,845.04
2037694	06/21/2024	Sandborn Tree Service, Inc.	8,000.00
2037695	06/21/2024	Weeks Drilling & Pump Co.	1,126.65
2037696	06/21/2024	West So. Cty. Union Hs Dist.	295.00
2037697	06/21/2024	Wills, Cheryl	277.38
2037698	06/21/2024	Guzman, Anna	21.07
2037699	06/21/2024	Sill, Kathy	15.11
Total Number of Checks			83
			175,487.70

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	49	94,355.30
03	Charter School: Twin Hills	19	18,511.71
09	Charter School Fund: Orchrd Vw	15	23,632.01
12	Child Development Fund	10	7,707.53
13	Cafeteria Fund	1	31,281.15
Total Number of Checks		83	175,487.70
Less Unpaid Tax Liability			.00
Net (Check Amount)			175,487.70

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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ReqPay12b

Board Report

Checks Dated 06/01/2024 through 06/30/2024

Board Meeting Date August 8, 2024

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

Total Vendor Warrants, June 30, 2024	\$	175,487.70
Payroll: June 10, 2024 Supplemental		51,139.29
Payroll: June 30, 2024 Regular		649,262.81
Total PR & Expenditures	\$	875,889.80

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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Checks Dated 06/01/2024 through 06/30/2024

Board Meeting Date August 8, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2034540	06/07/2024	Andy's Produce Market	899.17
2034541	06/07/2024	Recology Sonoma Marin	657.24
2034542	06/07/2024	Major Alarm, Inc.	1,548.00
2034543	06/07/2024	Brady Industries, LLC	1,659.25
2034544	06/07/2024	Friedman's Home Improvement	39.74
2034545	06/07/2024	Terminix Processing Center	131.00
2034546	06/07/2024	Thomasson, Theresa	285.35
2034547	06/07/2024	Wells Fargo Vendor Fin Serv	393.30
2036069	06/14/2024	Andy's Produce Market	126.35
2036070	06/14/2024	ATT	259.30
2036071	06/14/2024	BMO Bank N.A.	19.95
2036072	06/14/2024	Revolution Foods PBC	12,526.90
2036073	06/14/2024	Sprint Copy Center	208.44
2036074	06/14/2024	Petaluma Learning&Guidance Ctr	6,817.00
2036075	06/14/2024	Department Of Justice	224.00
2036076	06/14/2024	ODP Business Solutions, LLC	344.27
2036077	06/14/2024	Sebastopol City of	2,195.78
2036078	06/14/2024	Sebastopol City of	480.53
2036079	06/14/2024	Sebastopol Hardware Center	171.55
2036080	06/14/2024	Thomasson, Theresa	239.27
2036081	06/14/2024	Tombe Realty, Inc.	17,864.88
2036082	06/14/2024	Kyocera Document Solutions	204.30
2037292	06/21/2024	Rodriguez, Ana	23.32
2037293	06/21/2024	Sebastopol Hardware Center	63.32
		Total Number of Checks	24
			47,382.21

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	24	47,382.21
Total Number of Checks		24	47,382.21
Less Unpaid Tax Liability			.00
Net (Check Amount)			47,382.21

Total Expenditures June 2024

Total Vendor Warrants, June 30, 2024	\$	47,382.21
Payroll: June 10, 2024 Supplemental		20,008.85
Payroll: June 30, 2024 Regular		152,158.14
Total PR & Expenditures	\$	219,549.20

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.

Checks Dated 07/01/2024 through 07/31/2024

Board Meeting Date August 8, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2038908	07/03/2024	de Rutte Builders Corp.	39,727.00
2038909	07/03/2024	Recology Sonoma Marin	995.87
2038910	07/03/2024	Recology Sonoma Marin	500.23
2038911	07/03/2024	Alhambra	55.11
2038912	07/03/2024	Alhambra	118.75
2038913	07/03/2024	Alhambra	47.94
2038914	07/03/2024	Brady Industries, LLC	50.03
2038915	07/03/2024	T-Mobile	160.00
2038916	07/03/2024	T-Mobile	88.29
2038917	07/03/2024	Ives Pool	1,291.50
2038918	07/03/2024	Pacific Gas & Electric	919.18
2038919	07/03/2024	Sandborn Tree Service, Inc.	7,000.00
2038920	07/03/2024	West So. Cty. Union Hs Dist.	226.82
2040791	07/12/2024	Revolution Foods PBC	4,311.00
2040792	07/12/2024	Kyocera Document Solutions Northern CA	1,982.66
2040793	07/12/2024	PresenceLearning, Inc.	814.00
2040794	07/12/2024	Alpha Analytical Laboratories	174.00
2040795	07/12/2024	Alhambra	56.44
2040796	07/12/2024	Employment Development Dept.	927.86
2040797	07/12/2024	Burke, Williams & Sorensen LLP	434.00
2040798	07/12/2024	Twin Hills Usd Afterschool Pgm	2,107.42
2040799	07/12/2024	ATT	343.82
2040800	07/12/2024	ATT	28.78
2040801	07/12/2024	ATT	116.62
2040802	07/12/2024	ATT	173.47
2040803	07/12/2024	ATT	29.12
2040804	07/12/2024	ATT	29.12
2040805	07/12/2024	Kyocera Document Solutions Northern CA , Inc.	435.52
2040806	07/12/2024	Kyocera Document Solutions Northern CA , Inc.	631.48
2040807	07/12/2024	Kyocera Document Solutions Northern CA , Inc.	260.42
2040808	07/12/2024	Kyocera Document Solutions Northern CA , Inc.	435.52
2040809	07/12/2024	Murnane Floors Inc.	21,487.03
2040810	07/12/2024	Mobile Modular Mgmt Corp.	1,929.00
2040811	07/12/2024	Securitas Technology Corp	776.35
2040812	07/12/2024	Securitas Technology Corp	200.64
2040813	07/12/2024	Securitas Technology Corp	843.66
2040814	07/12/2024	Frontline Technologies Group LLC	2,022.24
2040815	07/12/2024	Active Internet Technologies	6,415.00
2041579	07/17/2024	Dienamics	201.45
2041580	07/17/2024	Sonoma County Office Of Educ.	3,020.00
2041581	07/17/2024	CA Dept of Tax and Fee Admn	122.00
2041582	07/17/2024	Weeks Drilling & Pump Co.	1,100.00
2041583	07/17/2024	West County Transport. Agency	851.66
2042204	07/19/2024	Department Of Justice	81.00
2042205	07/19/2024	School & College Legal Services of Calif.	5,502.98
2042206	07/19/2024	West So. Cty. Union Hs Dist.	224,025.30
2042207	07/19/2024	Brown, Laurie	624.50
2042208	07/19/2024	EMS LINQ INC.	1,805.75
2042209	07/19/2024	CA School Boards Assn CSB 6744	1,760.00

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

ERP for California

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Checks Dated 07/01/2024 through 07/31/2024

Board Meeting Date August 8, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2042210	07/19/2024	CA School Boards Assn CSB 6744	7,794.00
2042211	07/19/2024	Kyocera Document Solutions Northern CA , Inc.	631.48
2042212	07/19/2024	Major Alarm, Inc.	300.00
2042213	07/19/2024	International Fire Inc.	2,594.86
2042214	07/19/2024	Mobile Modular Mgmt Corp.	1,929.00
2042215	07/19/2024	Sill, Kathy	53.45
2043340	07/26/2024	Amazon Capital Services	5,580.61
2043341	07/26/2024	PresenceLearning, Inc.	1,674.40
2043342	07/26/2024	EverBank, N.A.	332.01
2043343	07/26/2024	Ives Pool	603.00
2043344	07/26/2024	OTC Brands Inc.	570.82
2043345	07/26/2024	Sill, Kathy	34.84
2043346	07/26/2024	Vivacity Tech PBC	205.40
2043347	07/26/2024	Weeks Drilling & Pump Co.	1,649.57
2043348	07/26/2024	Weiss, Harvest	30.00
2043349	07/26/2024	Kyocera Document Solutions Northern CA	260.89
2043350	07/26/2024	Flinn Scientific Inc.	133.30
		Total Number of Checks	66
			361,618.16

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	37	277,986.49
03	Charter School: Twin Hills	20	9,802.52
09	Charter School Fund: Orchrd Vw	9	4,458.91
12	Child Development Fund	12	45,823.91
13	Cafeteria Fund	2	6,116.75
14	Deferred Maintenance Fund	1	17,429.58
Total Number of Checks		66	361,618.16
Less Unpaid Tax Liability			.00
Net (Check Amount)			361,618.16

Total Expenditures July 2024

Total Vendor Warrants, July 31, 2024	\$	361,618.16
Payroll: July 10, 2024 Supplemental		20,080.26
Payroll: July 31, 2024 Regular		130,274.51
Total PR & Expenditures	\$	511,972.93

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

ERP for California

Page 2 of 2

Checks Dated 07/01/2024 through 07/31/2024

Board Meeting Date August 8, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2038651	07/03/2024	Recology Sonoma Marin	657.24
2038652	07/03/2024	PG&E	874.02
2040633	07/12/2024	Revolution Foods PBC	2,658.15
2040634	07/12/2024	Kyocera Document Solutions Northern CA	163.84
2040635	07/12/2024	Employment Development Dept.	241.23
2040636	07/12/2024	ATT	257.98
2040637	07/12/2024	Kyocera Document Solutions Northern CA	811.96
2040638	07/12/2024	Active Internet Technologies	1,735.00
2040639	07/12/2024	Wells Fargo Vendor Fin Serv	393.30
2041422	07/17/2024	CA Dept of Tax and Fee Admn	113.00
2042005	07/19/2024	County Of Sonoma	1,042.00
2042006	07/19/2024	EMS LINQ INC	782.57
2042007	07/19/2024	International Fire Inc.	877.28
2042008	07/19/2024	Cyber Civics LLC	499.00
2042009	07/19/2024	Kyocera Document Solutions	204.30
2043193	07/26/2024	BMO Bank N.A.	19.95
2043194	07/26/2024	PG&E	353.33
2043195	07/26/2024	Tombe Realty, Inc.	18,222.18
		Total Number of Checks	18
			29,906.33

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	18	29,906.33
	Total Number of Checks	18	29,906.33
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		29,906.33

Total Expenditures July 2024

Total Vendor Warrants, July 31, 2024	\$	29,906.33
Payroll: July 10, 2024 Supplemental		-
Payroll: July 31, 2024 Regular		17,116.00
Total PR & Expenditures	\$	47,022.33

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

ERP for California

Page 1 of 1

Includes Purchase Orders dated 07/01/2024 - 07/31/2024 ***

Board Meeting Date August 8, 2024

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P25-00001	Active Internet Technologies	7DSW	PO #7850 - WEBSITE SERVICE PROVIDER	01-5840	2,945.00
				03-5840	1,735.00
				09-5840	1,735.00
P25-00003	Kyocera Document Solutions Northern CA, Inc.	3OVS	PO #7942 - OV COPIERS LEASE	09-5603	5,226.24
P25-00005	Kyocera Document Solutions Northern CA, Inc.	7DSW	PO #7944 - AB/TH KYOCERA COPIER LEASE	01-5603	5,304.43
				03-5603	2,273.33
P25-00006	Mobile Modular Mgmt Corp.	7DSW	PO #7945 - AB/TH RENT PORTABLES	01-5600	7,584.00
				03-5600	15,564.00
P25-00007	Murnane Floors Inc.	1ABS	PO #7873 - AB FLOORING RM 10-A	14-5630	8,714.79
P25-00008	Murnane Floors Inc.	1ABS	PO #7874 - AB FLOORING RM 12 A	14-5630	8,714.79
P25-00021	Shura, Samantha	7DSW	PO #7857 - OT SERVICES	01-5111	25,000.00
				01-5811	25,000.00
P25-00023	Imagine Learning LLC	3OVS	PO #7903 - OV DIGITAL LICENSING	09-5840	12,080.00
P25-00025	Jacobsen-McCarthy, Michelle	7DSW	PO #7842 - PSYCHOLOGY SRVCS	01-5130	134,600.00
				01-5830	25,000.00
P25-00039	Brady Industries, LLC	7DSW	PO #7971 - AB/TH CUSTODIAL SUPLS	01-4370	13,000.00
				01-4390	300.00
				01-4400	300.00
				03-4370	8,000.00
P25-00040	CA School Boards Assn CSB 6744	9DSO	PO #7972 - DUES/MEMBERSHIP + GAMIT ONLINE	01-5300	7,794.00
				01-5840	1,760.00
P25-00041	Friedman's Home Improvement	7DSW	PO #7376 - MAINT & OPER SUPLS	01-4370	1,500.00
				01-4380	10,000.00
				03-4370	1,500.00
				09-4370	300.00
				09-4380	500.00
P25-00060	PresenceLearning, Inc.	3OVS	PO #7905 - OV SPEC ED PSYCH SERVICES	01-5130	9,973.24
				01-5830	25,000.00
				09-5800	17,500.00
P25-00066	Weeks Drilling & Pump Co.	7DSW	PO #7994 - AB/TH WATER TREATMENT	01-5630	1,000.00
				01-5800	6,600.00
				03-5800	6,600.00
P25-00067	Apple Inc.	2THS	PO #8000 - MAC MINI TH VIDEO PRODUCTION	03-4400	8,840.58
P25-00072	Howard Ind., Inc.	7DSW	PO #8006 - GOOGLE WORKSPACE EDUC PLUS	01-5840	5,750.00
P25-00073	Howard Ind., Inc.	7DSW	PO #8007 - SECURLY	01-5840	2,704.20
				03-5840	1,983.08
				09-5840	1,892.94

*** See the last page for criteria limiting the report detail.

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 2

Includes Purchase Orders dated 07/01/2024 - 07/31/2024 ***

Board Meeting Date August 8, 2024

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P25-00074	Magnolia Project	3OVS	PO #7904 - OV CAREER EXPLORATION	09-5830	11,000.00
P25-00075	Newsela, Inc.	1ABS	PO #7990 - AB NEWSLEA	01-5840	5,884.80
P25-00091	Renaissance Learning, Inc.	7DSW	PO #7992 - STAR MATH & READING SUBSCPT	01-5840	4,474.70
				03-5840	3,539.00
				09-5840	3,430.80
P25-00092	Savvas Learning Company LLC	1ABS	PO #7912 - AB GR K - 5	01-4310	11,857.25
P25-00094	School & College Legal Service s of Calif.	7DSW	PO #7980 - LEGAL SERVICES	01-5823	10,000.00
P25-00098	Sonoma State University	1ABS	PO #7871 - EXCEL FOR YOUTH	01-5800	60,600.00
Total Number of POs			23	Total	525,061.17

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	17	403,931.62
03	Charter School: Twin Hills	9	50,034.99
09	Charter School Fund: Orchrdr Vw	8	53,664.98
14	Deferred Maintenance Fund	2	17,429.58
Total			525,061.17

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 2 of 2

Includes Purchase Orders dated 07/01/2024 - 07/31/2024 ***					Board Meeting Date August 8, 2024
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P25-00001	Brady Industries, LLC	4HAY	PO #7831 - SR CUSTODIAL SUPPLIES	09-4370	5,900.00
				09-5630	100.00
P25-00016	PG&E	4HAY	PO #7882 - SR ELECTRIC & NATURAL GAS	09-5510	11,000.00
				09-5520	26,000.00
P25-00018	Sebastopol Hardware Center	4HAY	PO #7887 - SR MAINT SUPLS	09-4370	2,500.00
				09-4380	2,500.00
P25-00020	Tombe Realty, Inc.	4HAY	PO #7830 - SR LEASE PYMT	09-5600	200,443.98
Total Number of POs			4	Total	248,443.98

Fund Recap

Fund	Description	PO Count	Amount
09	General Fund (charter Schools)	4	248,443.98

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

August 8, 2024

Certificated

Additions:

- Weiss, Harvest – AB Teacher 1.0 FTE 2024-2025
- Riebli, Nate – TH/AB Music Teacher 1.0 FTE 2024-2025

Changes:

- Fialk, Jennifer – SR Math Teacher 40% 2024-2025
- Ellwood, Nicole – TH Education Specialist requests .20 FTE leave for Union business per CA Education Code 44987 for 24-25 only

Separations:

- Steinberg, Korin – TH Culinary Teacher, Resigned effective 6/27/2024
- Jones, Melissa – AB Teacher, Resigned effective 7/23/2024

Classified

Additions:

- Ferrera, David – SR Specialty Instructor Woodworking
- Poncey, John – THCMS Site Coordinator Grounds & Maintenance

Changes:

- Petersen, Amanda – AB TK Instructional Assistant
- Daw, Tanessa – SR Instructional Assistant 2024-2025 from Substitute Instructional Assistant

Separations:

- Reyes, Nancy “Gaby” – AB Substitute IA/YA resigned effective 6/27/2024

5/29/2024

VIA EMAIL

Dr. Anna-Maria Guzman, Superintendent
Twin Hills Union School District
700 Watertrough Road
Sebastopol, CA 95472
aguzman@twinhillsusd.org

Re: *Elected Officer Leave Request*

Dear Dr. Guzman:

Twin Hills Teachers Association requests that Nicole Ellwood be released on each contract day, for one class period or .20 FTE for union business in her capacity as an elected officer of Twin Hills Teachers Association in accordance with California Education Code section 44987.

California Education Code section 44987 requires districts to grant any employee a requested leave of absence, for a full-time, part-time, periodic or intermittent period, without loss of compensation, for the purpose of enabling the employee to serve as an elected officer of any local public employee organization.

If you have any questions, please feel free to contact me.

Sincerely,

Leslie Konvalinka
Twin Hills Teachers Association, Negotiator

cc: Josh Yeh, CTA UniServ Staff (*via email*)

AGREEMENT REGARDING ELECTED UNION OFFICER RELEASE TIME BASED ON EDUCATION CODE § 44987

Background

Nicole Ellwood has been elected to serve as President of the Twin Hills Teachers Association for a period that includes the 2024-2025 school year; and

Under Education Code § 44987, the president has a right to be released from her duties as a certificated employee of the Twin Hills Union School District to conduct Association business on a leave of absence without any loss of pay or benefits; and

- Under Education Code § 44987, Twin Hills Union School District is entitled to reimbursement by Twin Hills Teachers Association for this requested statutory leave of absence; and

Through this agreement, Nicole Ellwood seeks leave time under Education Code § 44987 that is in addition to and separate from any type of union release time that is currently provided for in our current Collective Bargaining Agreement, in any other agreement, or by District practice.

Agreement


1. The Twin Hills Union School District will grant Nicole Ellwood a paid leave of absence of .20 FTE (one period daily) for the 2024-2025 school year, without any loss of pay or benefits, including health and welfare benefits and employer STRS contributions.

2. Twin Hills Teachers Association will comply with its obligations under Education Code § 44987 by ensuring that the Twin Hills Union School District be reimbursed upon receipt of regular invoices submitted by the Twin Hills Union School District.

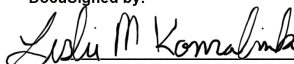
3. Nicole Ellwood will have the right to return to her teaching assignment, grade levels and school site, at the conclusion of her service as an elected official of Twin Hills Teachers Association.

4. The term of this Agreement is for the 2024-2025 school year.

Dated: 7/31/2024 _____

DocuSigned by:

58C83907E27E42C
 Authorized Signer on behalf of
 Twin Hills Union School District

Dated: 7/31/2024 _____

DocuSigned by:

27E98BA9CBA142D
 Leslie Konvalinka, Negotiator
 Twin Hills Teachers Association

Dr. Guzman

I hope this letter finds you well. I am writing to formally inform you of my resignation from Apple Blossom, effective today 7/23/24

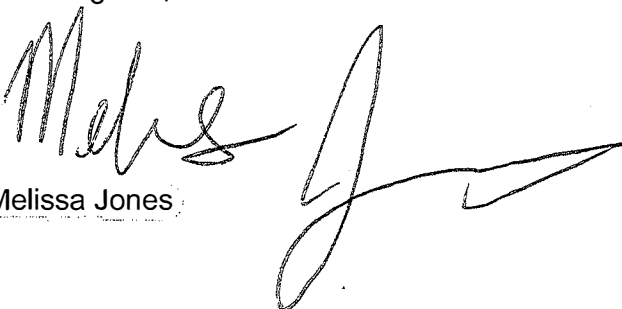
I am excited to continue my journey at CCLA! This opportunity has come to fruition in no small part due to your leadership and guidance. Your mentorship has been invaluable to me, and I am deeply grateful for all the support and wisdom you have provided during my time here.

It has been an honor working under your leadership here at Apple Blossom. Your openness and dedication has created a wonderful community in which to work. I am committed to carrying on your legacy at Cesar Chavez and continuing to build what you have started there.

Thank you for being an outstanding leader and mentor. I greatly appreciate everything you have done for me and for the entire school community. I will keep in touch and look forward to sharing my progress with you.

Wishing you and the entire district continued success and prosperity.

Warm regards,



Melissa Jones



Sonoma County

Office of Education

Quarterly Report – Williams Uniform Complaints [Education Code § 35186]

District: Twin Hills Union School District

Name & Title of Preparer: Patty Nosecchi, Business Manager

Quarter Reported: ☐ 1st Quarter: July 2023 through September 2023 – Due October 2023
 (check one) ☐ 2nd Quarter: October 2023 through December 2023 – Due January 2024
☐ 3rd Quarter: January 2024 through March 2024 – Due April 2024
☒ 4th Quarter: April 2024 through June 2024 – Due July 2024

Date for information to be reported publicly at governing board meeting: 08/08/2024

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. **Copies of the complaint and the district's written response will be submitted along with this report.**

General Subject Area	Number of Complaints Received	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials and Textbooks			
Facility Conditions			
Teacher Vacancy or Misassignment			
TOTAL			

 Anna-Maria Guzman, Ed.D., Superintendent
 Name & Signature of Superintendent

Date: 08/09/2024

Sign and date the report **after** it is presented at your board meeting.
 Please submit the executed report to SCOE EES via email at williams@scoe.org



March 13, 2024

The California School Boards Association (CSBA) is pleased to provide the Twin Hills Union ESD of Sonoma County the following quote for GAMUT and policy services.

GAMUT Meetings

\$500/year

GAMUT Meetings is an online agenda and meeting management system that gives you an easy and efficient way to create and manage meetings online. GAMUT's paperless board meeting management application helps streamline meeting preparation and provides easy and secure access to meeting materials. Features include: multiple meeting types that allow you to manage all your meeting types in one convenient location; advanced search so you can quickly sort by meeting type, date, and more; private, secure personal notes on individual agenda items; customizable roles and permissions for users, meetings, and items; meeting minutes and voting; custom printing that allows you to integrate attachments and exhibits with your agenda; and advanced safety and security. Packed with time-saving features, GAMUT's paperless board meeting management software automates and simplifies routine tasks associated with meeting development and delivery.

GAMUT Policy

Currently Subscribed

CSBA's GAMUT Policy is an online policy information service that offers quick access to 650-plus sample board policies, regulations, bylaws, and their legal references, including the entire Education Code, Title 5 regulations and other referenced state and federal code sections. GAMUT Policy also features advanced search features, built in translations, and the ability to download sample policies and regulations to word processing programs for editing. The CSBA sample policies on GAMUT are updated regularly and GAMUT Policy users will receive email notifications to alert them when the CSBA sample policy manual has been revised.

GAMUT Policy Plus (*available to GAMUT Policy subscribers*)

\$2,230/year

CSBA updates approximately 100 policies every year just to stay up to date with changes in the law. Policy Plus is designed to help you stay on top of your policies and keep them current with the help of CSBA policy staff. With GAMUT Policy Plus you receive your own dedicated GAMUT webpage that integrates into your district website. The website allows you to manage and update policies directly on GAMUT. With Policy Plus you can post, edit and update your policies directly on GAMUT. Subscribers can take advantage of the track changes editor, advanced global search features, and the ability to integrate policies with your agendas. Policy Plus also includes ongoing policy consulting and gives you the option to submit your policies to CSBA for review before you adopt them. If you were not a previous Manual Maintenance or GAMUT Policy Plus subscriber, you will also need to go through a Policy Development Workshop (see below) to prepare your policy manual for the GAMUT website.

GAMUT Documents

\$250/year

CSBA's GAMUT Documents provides a central repository for Subscribers to store important documents on their GAMUT sites and to set permissions to allow specified users to access exactly what they need while keeping sensitive data secure. Users can create folders to classify and manage documents; upload multiple file types, including Word, Excel, PowerPoint, PDF or graphic files; set folder and file permissions for either public or private access; and create folder or file level alerts to be notified when new files are added.

GAMUT Communication

\$250/year

GAMUT Communications adds news, calendar, and resource features to Subscriber's GAMUT website. The News tab allows subscribers to create news types for public or private sharing of information to GAMUT users based on their permission settings. The Calendar tab allows for posting of important dates including meetings, board activities or other events. Calendars can be Public or Private and can be linked to meeting agendas in GAMUT Meetings. Resource links may be used to allow direct, easy access to external sites that are frequently referenced or relevant to the Subscriber's organization.

Policy Development Workshop (PDW)

\$8,200

GAMUT Policy subscribers can participate in comprehensive Policy Development Workshop (PDW) to develop a new policy manual or have comprehensive updates to their existing policy manual to help address key issues and achieve compliance with state and federal mandates. The 2-3 day on-site workshop pairs the knowledge and experience of district administrators and board members with the expertise of a CSBA consultant to generate a clear, user-friendly policy manual that complies with state and federal law and meets local needs.

Policy Development Workshop (COE Bylaw)

This abbreviated day and half long on-site workshop focuses on revising the Board Bylaws (or other equivalent specific subset of policies that have been updated by CSBA since the district's last comprehensive review). Administrators and board members are paired with a CSBA consultant to ensure COE policies are compliant with state, federal law, and local needs.

Mini Policy Development Workshop (Mini PDW)

\$4,100

The Mini Policy Development Workshop is available to Policy subscribers who have previously conducted a full Policy Development Workshop with CSBA. This abbreviated day and half long on-site workshop focuses on the specific policies that have been updated since the district's last comprehensive review. Administrators and board members are paired with a CSBA consultant to spot-check the manual and ensure compliance with state, federal law, and local needs.

¹ A \$250 site set up fee applies to new GAMUT sites

² This quote is valid for six months from the date issued

Policy Manual Review

\$1,250

CSBA's Policy Manual Review service includes an analysis of the districts current policy manual to determine whether the district is up to date with state and federal mandated board policies. A report of findings will be generated to indicate if the district's mandated policies and administrative regulations reflect current law, identify priority areas for policy updating, and summarize the overall status of the district's policy manual.

For additional information, please contact Sally M. at smandujan@csba.org

¹ A \$250 site set up fee applies to new GAMUT sites

² This quote is valid for six months from the date issued



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

June 7, 2024

I am very excited to continue working with the Twin Hills School District (THSD), beginning in August of 2023 and through the 2024/ 2025 School Year. North Bay Security Group (NBSG) will support the District Office and the (4) Four School Sites in providing Staff Intruder Training, Shelter in place and lockdown protocols, Incident Command protocols, and review Site safety concerns with staff.

NBSG will complete an end-of-end report, outlining services rendered during the contract period. NBSG will submit the report to the Superintendent. This contract will begin on July 1, 2024, and end on June 15, 2025.

NBSG will follow the THSD Calendar, taking Thanksgiving week, Christmas break, Mid-winter break and Spring break off, as well as all holidays that THSD staff observe.

Please find the scope of work detailing a proposal for the continuing work regarding an emergency preparedness program within THSD. Having staff at all the school sites and district office with continued training and hands on experience in responding to an emergency is a critical part of any emergency preparedness program. It is imperative that all staff use the same language and follow the same protocols during any emergency or drill situation.

NBSG will assess the needs of THSD and conduct training to provide staff with an understanding of their roles and responsibilities during a major emergency. Staff will be trained in EOC and ICS systems, which are utilized by all emergency response entities throughout the state and nation.

NBSG will coordinate with the district office and each site to ensure the training will minimize the impact on staff time. NBSG will meet with the Administration team in August or early September, to go over the services that NBSG will be providing this school year. All staff training around EOC/ICS and intruder training will be scheduled with each site as soon as possible.

NBSG will meet with each site administrator to discuss their concerns, walk the campus together and evaluate any new safety concerns they may have. NBSG will look at and evaluate current safety supplies at each school site.

NBSG is dedicated to ensuring all school sites and the district office personnel are supported and will be available **24/7** for any emergency, via telephone. NBSG will also reach out to the Sebastopol PD, and the Sonoma County Sheriff Department to ensure responding agencies understand how the school sites and district office will respond to a crisis.

Emergency Management and Intruder Training

- It is the goal of the district to have the (4) four school sites and District Office personnel continue to be trained in EOC/ICS and Active Intruder Training protocols during the 2024/2025 school year.
- NBSG will coordinate with THSD to provide:
 - All site staff and District Office staff with a knowledge and understanding of the EOC/ICS Systems.
 - Working with the District Office and Site Administrators, scheduling the staff training for Active Intruder Response.
 - Training days may vary, and every attempt will be made to do the training on staff development days.
 - Review current safety policies and protocols and make recommendations as needed.
 - Identifying “safe areas,” identify the best evacuation routes, and identify off-site locations if the school site is unsafe. Identify safety issues at each site and the district office and make recommendations to improve overall safety.
 - Assist, monitor and evaluate a disaster drill and three (3) shelter in place/lockdown drills at each site. Conduct a 30-minute overview of ICS at each school site, 1-2 weeks prior to the comprehensive disaster drill day.

EOC/ICS Training

- Staff will understand what EOC is and how the ICS System works.
- Site preparedness.
- Review Evacuation Routes.
- Classroom preparedness.
- Unified Command.
- Communications during an event.
- Understanding roles and responsibilities during an emergency.

Shelter in place and lockdown protocols and intruder response procedures

- Active Intruder training
- Lockdown vs. Shelter in Place
- Assess, Secure, Defend

Evaluation and Reports

- Supply a report reviewing and evaluating each site disaster exercise.

THSD to provide:

- Finding a room to conduct the training, including the use of a laptop, LCD Projector/screen, and internet access for the power point presentations.
- A contact list for all school site administrators, including e-mail addresses and phone numbers.

Once the training schedule is set up for each site, any requests for changes must be sent in writing to bill@northbaysecuritygroup.com, with the understanding that there are limited training dates and times available. All rescheduled dates and time must be mutually agreed upon by both parties.

The contract includes NBSG participating/evaluating a comprehensive emergency drill and 3 Shelter in place drills at each site. (Shelter in place, shelter in place, transitioning to a lockdown and a shelter in place at the end of recess or lunch.)

NBSG will also complete a presentation to the school board, if requested. This contract also includes staff training for all district office staff in Active intruder response, EOC and ICS. The district office will also participate in a tabletop exercise, which will simulate events happening at multiple sites. This contract will also include doing a comprehensive emergency drill with Apple Blossom and Orchard View, due to their close proximity.

The cost of the Safety aspects of this contract for the 2024/2025 School Year will be billed at \$5,000.00.

An invoice for services rendered will be sent to the Superintendent every three months, September, December, March and June, beginning on September 1, 2024. The final payment invoice will be sent on June 1, 2025. Payment is due 15 days upon receipt of the invoice. The invoice will be divided into four, and each invoice will be in the amount of \$1,250.00.

For added services, the hourly billing rate for NBSG services is \$175.00 an hour.

Except in an emergency, any cancellation of scheduled training courses must be made prior to 48 hours of the *scheduled date and time, and in writing to bill@northbaysecuritygroup.com. Rescheduling of any training* without the 48-hour cancellation may incur a \$175.00 rescheduling fee.

NBSG appreciates the opportunity to continue working with THSD and looks forward to aiding in providing a safer environment for all students, staff, and families throughout the school district.

Notices: Any written communication shall be sent to:

bill@northbaysecuritygroup.com

NBSG mailing address is: North Bay Security Group Attention: Bill Welch

2573 Center Road Novato, Ca 94947 Telephone: (415) 235-2340

The above scope of services is hereby accepted and authorizes NBSG to provide services to THSD.

Agency

Consultant

Twin Hills School District

North Bay Security Group

Date

Date:

(Superintendent Anna-Maria Guzman)

(Bill Welch, Owner NBSG)

**UNIVERSITY OF SAN FRANCISCO SCHOOL OF EDUCATION
MEMORANDUM OF UNDERSTANDING AND AGREEMENT
TO PROVIDE EDUCATION SPECIALISTS, COUNSELING, TEACHING AND
ADMINISTRATIVE INTERNS**

This Memorandum of Understanding and Agreement to Provide Education Specialists, Counseling and Teaching Interns ("Agreement"), is entered into this 1st day of July 2024 by and between the University of San Francisco ("University") and Twin Hills Union School District ("District").

RECITALS

WHEREAS, pursuant to the provisions of the Education Code of the State of California, the governing board of any school district is authorized to enter into agreements with any institution approved by the Commission on Teacher Credentialing as a teacher and counselor education institution to provide teaching or counseling experience to students enrolled in the teacher or counselor training curricula of such institutions; and

WHEREAS, University is approved by the Commission on Teacher Credentialing as a teacher and counselor education institution; and

WHEREAS, any such agreement may provide for the payment in money or in services for the services rendered by the school district in any amount not to exceed the actual cost to the school district of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the value of the services to be rendered to District under this Agreement does not exceed the actual cost to District of the services rendered by District.

TERMS

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, University and District agree as follows:

I. DISTRICT RESPONSIBILITIES

A. Education Specialists - District shall provide experience for education specialists in the schools or classes of District, not to exceed 30 students from University possessing valid certificates of clearance and assigned by University to teach in the schools and classes of District. Such teaching shall be provided in such schools or classes of District, and under the direct supervision, evaluation, and instruction of such employees of District, as District and University, through their duly authorized representatives may agree upon. Supervision evaluation includes a 3-way evaluation at the end of each semester of the placement in the District. This evaluation includes the District administrator, University supervisor, and teacher candidate. Because the University's program is a continuous on-the-job credential pathway, District shall provide a Support Provider (DSP) for each teacher candidate during the two years of placement.

District shall employ USF teacher candidates placed in District in full-time paid positions as mild/moderate education specialists during the term of their employment. It is expressly understood and agreed that, during the term of such employment, said interns shall be employees of District and District shall be solely responsible for said candidates' withholding, workers' compensation, unemployment compensation, and any other employee benefits, statutory or otherwise.

B. School Counselors - District shall employ USF interns placed in District in full-time paid positions as school counselors during the term of their internships. It is expressly understood and agreed that, during the term of such employment, said interns shall be employees of District and District shall be solely responsible for said interns' tax withholding, workers' compensation, unemployment compensation, and any other employee benefits, statutory or otherwise.

"Counseling" as used in this Agreement means active participation in the duties and functions of school counseling under the supervision and instruction of employees of District holding valid PPS credentials issued by the State Board of Education and/or the Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing them to serve as school counselors in the schools and classes of District.

C. General Education - District shall employ USF interns placed in District in full-time paid positions as classroom teachers during the term of their internships. It is expressly understood and agreed that, during the term of such employment, said interns shall be employees of District and District shall be solely responsible for said interns' tax withholding, workers' compensation, unemployment compensation, and any other employee benefits, statutory or otherwise.

"Teaching" as used herein and elsewhere in this Agreement means active participation in the duties and functions of classroom teaching under the supervision and instruction of employees of District holding valid teaching credentials issued by the State Board of Education and/or the Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools and classes of District.

D. District may, for good cause, refuse to accept for supervised education specialists, counseling or teaching internships, any student of University assigned to teach or counsel in District, and upon request of District, made for good cause, University shall terminate the assignment of any student of University to teach or counsel in District.

E. District shall require University students assigned to the District pursuant to this contract to comply with Education Code Section 45125.1, to a background check, paper screening, and Livescan clearance from the Department of Justice and Federal Bureau of Investigation.

District shall require University students assigned to the District pursuant to this contract to comply with Education Code Section 49406 to University students to provide evidence of a negative tuberculosis test performed within 60 days of their start date.

F. The assignment of a student of University to teach or counsel in District shall be deemed effective for the purpose of this Agreement as of the date the student presents the assignment letter to the District, and the University student is accepted by the assigned district site administrator.

G. Based on the adopted Intern and Supervision pre-service requirements for English Learner content, District shall comply with the regulations and policies pertaining to supervision and support as outlined in the attached addendum. (See Appendix A)

II. UNIVERSITY RESPONSIBILITIES

A. The assignment of a University student to teach or counsel in the schools or classes of District shall be at the discretion of University and shall be for a maximum period of two academic years. University may give students more than one assignment to work in such schools or classes.

B. University agrees that University students working as education specialists or counseling or teaching interns within District may not displace certificated District employees. University acknowledges that District hiring policies must comply with local teacher union contracts.

C. No intern salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person.

D. Before assigning students to the District, the University shall instruct such students on applicable state and federal law relating to unlawful discrimination, sexual harassment, and mandated reporting of child abuse.

E. Based on the adopted Intern and Supervision pre-service requirements for English Learner content, University shall comply with the regulations and policies pertaining to supervision and support as outlined in the attached addendum. (See Appendix A)

I. COMPENSATION

A. University shall pay District's Educational Specialists for all services required to be performed by District under this Agreement, financial compensation for serving as District Support Providers at the rate of one hundred twenty-five dollars (\$125.00) per student, during the official full-time student teaching portion of the program), within District, said payment to be distributed among the Support Provider(s) to whom students of University are assigned. University shall determine the number of semester units of credit for teaching to be provided for each student of University assigned to teach under this Agreement.

Within a reasonable time following the close of each semester of the University of San Francisco, the University shall submit and process an invoice, in duplicate, for payment, for all supervised teaching or support provided by the District under and in accordance with this agreement during said semester.

IV. INDEMNITY

University and District agree to defend, indemnify and hold one another, their respective officers, employees, students and agents harmless from and against all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result of negligent or intentional acts or omissions of the indemnifying party, its officers, employees, students or agents.

V. DISTRICT AND UNIVERSITY INSURANCE

District and University each agree to keep in full force and effect, during the term of this Agreement, insurance to meet their respective obligations and liabilities hereunder and such insurance shall include but not be limited to the following:

Commercial General Liability and Auto Liability with limits of not less than \$1,000,000 per occurrence, and \$3,000,000 in the aggregate, for bodily injury, personal injury and property damage, endorsed to name the other party to the contract as additional insured;

Workers' Compensation coverage with statutory limits; and

Employers Liability coverage with limits of not less than \$1,000,000 per occurrence, and \$3,000,000 in the aggregate.

Each insurance policy required above shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party, except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to the other party to this Agreement.

Upon request, District and University shall each cause to be issued to the other evidence of such insurance prior to the commencement of this Agreement and annually thereafter.

VI. DISPUTES

In the event that a dispute arises between the parties with regard to the rights or duties created by this Agreement, or in the event of a breach of this Agreement by either party, the parties hereto agree to meet and confer in good faith in an effort to resolve the dispute or issue.

In the event the parties are unable to informally resolve the dispute within thirty (30) days after the dispute has arisen, the parties agree to decide whether to attempt to settle the dispute through arbitration or litigation. In order to send a dispute to arbitration, both parties must agree in writing that arbitration is their chosen method of resolving the dispute in question.

VII. GENERAL PROVISIONS

A. Term of Agreement. The term of this Agreement shall commence on the 1st day of July 2024 and shall terminate on the 30th day of June 2029.

B. Termination. This Agreement may be terminated by either party without cause upon thirty (30) days prior written notice; provided, however, that any such termination by District shall not be effective as to any student who at the date of mailing of the notice by District was receiving teaching or counseling experience within District until the student has completed his or her assignment, except at the election of University.

C. Entire Agreement; Modification. This Agreement contains all the terms between the parties and may be modified only in writing signed by both parties.

D. Applicable Law. The terms and conditions of this Agreement shall be interpreted in accordance with the laws of the State of California.

E. Severability. In the event any court of competent jurisdiction determines that any paragraph or subparagraph of this Agreement is invalid or unenforceable for any reason, all remaining paragraphs or subparagraphs shall remain in full force and effect.

F. Confidentiality. Both parties shall protect the confidentiality of each others records and information, and shall not disclose confidential information without the prior written consent of the other party. University agrees to comply with District policy and procedure related to patient confidentiality.

G. Notices. Any notice to either party hereunder must be in writing signed by the party giving notice, and shall be served either personally or by registered or certified mail addressed as follows:

To University:

Dean
USF School of Education
2130 Fulton Street
San Francisco, CA 94117

With a copy to:

General Counsel
University of San Francisco
101 Howard Street, Suite 200
San Francisco, CA 94105

To District:

Twin Hills Union School District
Attn: Dr. Anna-Maria Guzman
700 Watertrough Rd.
Sebastopol, CA 95472

H. Non-Discrimination. The parties agree not to discriminate in employment, academic programs, or the provision of services on the basis of an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex/gender (including pregnancy), gender identity, gender expression, sexual orientation, marital status, medical condition, genetic information, military or veteran status, or mental or physical disability and otherwise as required by applicable law.

I. Status of the Parties. It is expressly understood and agreed that this Agreement is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture or association between University and District; rather it is an affiliation between independent contractors, these being University and District.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

University of San Francisco

Twin Hills Union School District

By: _____
Rebecca Hong, Ed.D.

By: _____
Name (Signature)

Vice Provost
Title

Name (Print)

Date

Title

Date

Appendix A

Preservice Preparation and Support and Supervision Requirements for the Multiple Subject, Single Subject, and Education Specialist Internship Credentials

In April 2013, the Commission on Teacher Credentialing (CTC) revised program standards to strengthen preparation of teacher candidates to teach English Learners and the general support and supervision that must be provided to all interns (PSA 13-06). Fieldwork experience support and supervision will increase from approximately 6-8 hours to 20 hours per month. Candidates who enter the intern program with a current English Learner (EL) Authorization or have a passing score on the CTEL are not required to complete the additional preservice EL requirement. The following support activities will be tracked by the candidate and approved by the program sponsor:

District Level responsibilities:

- District mentors must be identified by the employer prior to an intern assuming daily teaching responsibilities who meets the Commission's minimum qualifications:
 - a) hold a valid corresponding Clear or Life credential
 - b) 3 years of successful teaching experience
 - c) EL Authorization (for those responsible for providing EL support)
- District mentor support (Master Teacher equivalent) (6-8 hours)
- District/school sponsored professional learning community – provide release time for district meetings and professional development activities, as well as, time to observe other teachers in their classrooms (3-4 hours)

University level responsibilities:

- USF fieldwork supervisor and program staff visits (4-6 hours)
- Candidate fieldwork video analysis conducted by USF faculty (2 hours)
- Provide seminars and online modules that support intern's professional development (2 hours)

Joint University and District responsibility:

- English Learner (EL) support that will include but not limited to: coaching, planning, modeling, classroom assistance, curriculum, and effective teaching methodologies (4 hours)

University of San Francisco

Twin Hills Union School District

By: _____
Rebecca Hong, Ed.D.

By: _____
Name (Signature)

Vice Provost
Title

Name (Print)

Date

Title

Date

Appendix B

Preservice Preparation and Support and Supervision Requirements for the Education Specialist Internship Credentials

In 2018, the Commission on Teacher Credentialing (CTC) outlined new guidelines in the CTC Education Specialist Program Standards and Teacher Performance Expectations (TPEs). These standards align with the California Standards for the Teaching Profession (CSTP), with the goal of improving teacher preparation experience of candidates. The following support activities will be tracked by the candidate and approved by the program sponsor:

District Level responsibilities:

- Sites selected should have a fully qualified mentor teacher/district support provider (DSP) with an appropriate like credential and a fully qualified site administrator.
- A DSP must be identified and assigned within the first two weeks of employment at the given district/site.
- The DSP holds a Clear Education Specialist Credential for which they are providing supervision and have a minimum of three years of Birth to age 22 teaching experience.
- The DSP must have demonstrated exemplary teaching practices as determined by the employer and the preparation program.
- Site administrator and DSP will have on-going correspondence with the USF assigned Fieldwork Supervisor.
- Site administrator will attend a 3-way evaluation meeting at the end of each semester with the candidate and USF Fieldwork Supervisor to discuss candidate performance related to the TPEs.
- DSP must provide a minimum of 5 hours/week of support and/or guidance. Support and guidance may include a variety of activities, including lesson-modeling; observation and coaching; co-planning and feedback on lesson planning; problem-solving regarding: instruction, classroom management, student access to curriculum, and other student-related issues; grade-level meetings, and email and phone conversations with a district-employed supervisor/DSP. Support and guidance can also be provided by grade level leads, department chairs and others appointed by administration.
- Interns need to have opportunities to participate in early field experience in experienced mentor classrooms in both general education and special education settings. Sites should plan to provide substitute coverage for candidates to complete some of the observations in person (approx. 20 hours each year).
- The teacher candidate may need support in sending and receiving signed consent from students and families, to video record teaching sessions for observational purposes, and to complete program requirements.

University level responsibilities:

- The program provides DSPs a minimum of 10 hours of professional development including initial orientation to the program curriculum, adult learning theory, and current content specific pedagogical and instructional practices, as well as effective supervision approaches such as cognitive coaching. DSPs must be able and willing to participate in the initial program orientation (2 hours) and additional professional development as needed. The DSP or district may submit appropriate documentation to waive 8 of the 10 required hours.

Joint University and District responsibility:

- The matching of the candidate and DSP must be a collaborative process between the school district and the program.

University of San Francisco

Twin Hills Union School District

By: _____
Rebecca Hong, Ed.D.

Vice Provost
Title

Date

By: _____
Name (Signature)

Name (Print)

Title

Date

THUSD 2024-25 45-Day Budget Revision Recap

Refer to attached SCOE BIZ Bulletin No. 25-01 for details on the State Adopted budget and guidance from SCOE.

Additional information provided in the attached BASC recap:

The Common Message, 2024-25 Adopted Budget, 45-Day Revision

State Lottery revenue per ADA increased, overall revenue increase \$23,472:

Unrestricted Lottery Res 1100 originally budgeted at \$177 increased to \$191

Restricted Lottery Res 6300 originally budgeted at \$72 increased to \$82

01	Lottery	Revenue	\$6,960	State Revenue
01	Lottery	Expense	\$6,960	Increase to offset revenue
03	Lottery	Revenue	\$4,896	State Revenue
03	Lottery	Expense	\$4,896	Increase to offset revenue
09	Lottery	Revenue	\$5,568	State Revenue
09	Lottery	Expense	\$5,568	Increase to offset revenue
D21 SR	Lottery	Revenue	\$6,048	State Revenue
D21 SR	Lottery	Expense	\$6,048	Increase to offset revenue
Net Increase/(Decrease) to budget:			\$0	

Lottery budget updates will be made after the closing for 2023-24 is completed.

Of Note:

This District's Adopted Budget includes the 1.07% COLA for revenue.

Budget Deferrals do not change revenue, only moves when cash will be received.

Learning Recovery Emergency Block Grant funding amount does not change but we need to note that if funds left after 6/30/2025 will have very specific spending rules including a needs assessment (OV and SR only, AB and TH spent all funds 23-24).

Expanded Learning Opportunities Programs (ELOP) funds will be recaptured by the State for 2021-22 and 2022-23 as they were not spent by 09/30/24. The funds for this program are in the restricted reserve and will result in a decrease to the restricted ending fund balance.

Fund	AB Rest Reserve	Return of ELOP \$	Updtd Rest Reserve	Restricted Funding
01	\$635,788	\$210,725	\$425,063	Resource 2600 ELOP
03	\$373,492	\$100,000	\$273,492	Resource 2600 ELOP
09	\$174,780	\$0	\$174,780	Does not qualify*
D21 SR	\$622,042	\$155,691	\$466,351	Resource 2600 ELOP
Total	\$1,806,102	\$466,416	\$1,339,686	

AB = Adopted Budget

Rest = Restricted

Updtd = Updated

*Does not qualify = must be classroom based

SCOE BIZ

Business Services

Bulletin No. 25-01



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

July 17, 2024

To: District and Charter Business Officials
From: Sarah Lampenfeld, Director, External Fiscal Services
Subject: 2024-25 45-Day Budget Revision




This SCOE Biz Bulletin contains information about the State's Adopted Budget for 2024-25. Please use this information, along with the 45-Day Revision Edition of the Common Message and the School Services of California 2024-25 Adopted State Budget Dartboard as you prepare your 45-Day Revised Budgets. All LEAs must stay well-informed and consider the information both fiscally and programmatically. Your 45-Day Revision does not need to be long and detailed containing full SACS coding, rather it can be simple and succinct. Consider using an easy-to-read spreadsheet to share changes that impact your LEA, which can then be made publicly available.

Education Code Section 42127(h) states that, no later than 45 days after the Governor signs the annual Budget Act, districts shall make available for public preview any revisions in revenues and expenditures that your LEA decides to make reflecting the funding made available by the Budget Act. Governor Gavin Newsom signed the 2024-25 Budget Act on June 26, 2024, so the deadline to make your revisions public is **Monday, August 12, 2024**.

Significant Changes in the Budget Act Since May Revision

On June 26th, the 2024-25 Budget Act was signed by the Governor. Many of the May Revision's proposals were approved with the Budget Act in addition to changes to education both fiscally and programmatically. The overall Budget Act presents continued uncertainty and risk surrounding the economy but thankfully preserves funding for 2024-25 as noted with the 2024-25 May Revision. With the May Revision, the Governor looked to address a shortfall for the fiscal year 2024-25 of ~\$45 billion, and since then the Governor, Legislators, and partners have reached deals and compromises that provide realistic solutions for the 2024-25 Budget. The deals included a "friendly" suspense of Prop 98, withdrawal of \$8.4 billion from the Public School System Stabilization Account, and deferral for fiscal years 2023-24 and 2025.

The Budget Act includes the following funding priorities:

-  **Cost-of-Living adjustment (COLA):** The Local Control Funding Formula (LCFF) and other specified statutory programs will receive the COLA of 1.07% (no change from the May Revision's COLA estimate)
-  **Budget Deferrals:** The Budget Act defers LCFF payments of \$3.6 billion, from 2023-24 to 2024-25, and \$246 million from 2024-25 to 2025-26. Additionally, categorical programs will be deferred by \$2.3 billion from 2022-23 to 2023-24.
-  **Local Reserve Cap:** The local school district reserve will not be triggered in 2024-25 and is not anticipated to be triggered in 2025-26.

- Reminder: When the reserve cap is triggered a cap of 10% is placed on local reserves (combined assigned and unassigned General Fund balances [includes the Reserve for Economic Certainty]) for districts that are not Basic Aid or districts with fewer than 2,501 average daily attendance (ADA).
- ✚ **Summer Layoff Authority:** The Budget suspends the authority of an LEA to terminate certificated and classified employees from July 1, 2024 to July 1, 2025.
- ✚ **Universal Meals** received a \$179.4 million increase for full implementation of Universal School Meals in 2024-25.
 - ✚ **School Nutrition policy changes:**
 - A one-year extension to the 2021 Kitchen Infrastructure and Training (KIT) funding now requires LEAs to report how funds were used to the CDE by June 30, 2025.
- ✚ **Emergency Attendance Waivers (J13A Waivers):** For emergency closures or material decreases in attendance after July 1, 2025, a J-13A affidavit must be included to certify that the LEA has adopted a Comprehensive School Safety Plan that includes procedures to engage with students, as soon as practicable but no later than 5 calendar days following the emergency and to provide access to remote or in-person instruction within 10 instructional days.
- ✚ **Attendance Recovery Program:** Starting July 1, 2025, an LEA may implement an attendance recovery program to allow pupils to make up lost attendance for both fiscal and educational purposes.
- ✚ **Expanded Learning Opportunities Programs (ELOP):** The Budget Act establishes expenditure deadlines and annual reporting.
 - ✚ Requires unspent funds from fiscal years 2021-22 and 2022-23 to be returned to CDE if not spent by September 30, 2024.
 - ✚ An expenditure deadline of two years is established starting with the fiscal 2023-24 appropriations.
 - ✚ Starting in fiscal year 2025-26, LEAs must annually declare to CDE their intent to operate an Expanded Learning Opportunity Program.
- ✚ **Independent Study:** The Budget Act makes changes to independent study rules which include:
 - ✚ The elimination of students to participate for a minimum of three consecutive school days before earning ADA in independent study.
 - ✚ Increases the duration a student can participate in short-term independent study to 15 days or fewer and the duration of long-term independent study to 16 days or more, cumulatively.

- Expands pupil work product, for purposes of ADA, to include the daily time values spent by a pupil engaged in asynchronous instruction, and clarifies short-term IS agreements may be signed any time during the school.

- Learning Recovery and Emergency Block Grant:** Due to a recent settlement on learning loss LEAs must complete a needs assessment regarding the use and expenditure of the Block Grant funds for 2025-26, 2026-27, and 2027-28 SBE shall include reporting requirements related to the Block Grants in its 2025-26 LCAP instructions, and adds professional development on Math and ELA Frameworks.

Reminder of Spending Deadlines:

<u>One-Time Funding*</u>	Resource Number	Spending deadline
A-G Completion Improvement Grant Program	7412,7413	June 30, 2026
American Rescue Plan - Homeless Children and Youth II (ARP-HCY II)	5634	September 30, 2024
Educator Effectiveness Block Grant	6766	June 30, 2026
ESSER III	3213, 3214	September 30, 2024
Expanded Learning Opportunities Grant	3218, 3219, 7425, 7426	September 30, 2024
In-Person Instruction Grant	7422	September 30, 2024
Learning Recovery Block Grant	7435	June 30, 2028
Literacy Coaches and Reading Specialists Grant Program	6211	2022-23's allocation June 30, 2027
		2023-24's allocation June 30, 2028
Art, Music, Instructional Material, Discretionary Block Grant	6762	June 30, 2026
Expanded Learning Opportunities Program FY 2021-22	2600	September 30, 2024 (updated with Budget Act)
Expanded Learning Opportunities Program FY 2022-23	2600	September 30, 2024 (updated with Budget Act)
Universal Prekindergarten Planning & Implementation Grant	6053	June 30, 2026

Please contact Sarah Lampenfeld or your SCOE Fiscal Advisor if you have questions, or need assistance/advice. We are here to assist LEAs however possible.

SSC School District and Charter School Financial Projection Dartboard 2024-25 Enacted State Budget

This version of the School Services of California Inc. (SSC) Financial Projection Dartboard is based on the 2024–25 Enacted State Budget. We have updated the cost-of-living adjustment (COLA), Consumer Price Index (CPI), and ten-year T-bill planning factors per the latest economic forecasts. We have also updated the Local Control Funding Formula (LCFF) factors. We rely on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are general guidelines.

LCFF PLANNING FACTORS					
Factor	2023-24 ¹	2024-25 ²	2025-26	2026-27	2027-28
Department of Finance Statutory COLA	8.22%	1.07%	2.93%	3.08%	3.30%

LCFF GRADE SPAN FACTORS FOR 2024-25				
Entitlement Factors per ADA*	TK-3	4-6	7-8	9-12
2023-24 Base Grants	\$9,919	\$10,069	\$10,367	\$12,015
Statutory COLA of 1.07%	\$106	\$108	\$111	\$129
2024-25 Base Grants	\$10,025	\$10,177	\$10,478	\$12,144
Grade Span Adjustment Factors	10.4%	–	–	2.6%
Grade Span Adjustment Amounts	\$1,043	–	–	\$316
2024-25 Adjusted Base Grants ³	\$11,068	\$10,177	\$10,478	\$12,460
Transitional Kindergarten (TK) Add-On ⁴	\$3,077	–	–	–

*Average daily attendance (ADA)

OTHER PLANNING FACTORS						
Factors		2023-24	2024-25	2025-26	2026-27	2027-28
California CPI		3.46%	3.23%	2.86%	2.81%	2.85%
California Lottery	Unrestricted per ADA	\$211	\$191	\$191	\$191	\$191
	Restricted per ADA	\$102	\$82	\$82	\$82	\$82
Mandate Block Grant (District) ⁴	Grades K-8 per ADA	\$37.81	\$38.21	\$39.33	\$40.54	\$41.88
	Grades 9-12 per ADA	\$72.84	\$73.62	\$75.78	\$78.11	\$80.69
Mandate Block Grant (Charter) ⁵	Grades K-8 per ADA	\$19.85	\$20.06	\$20.65	\$21.29	\$21.99
	Grades 9-12 per ADA	\$55.17	\$55.76	\$57.39	\$59.16	\$61.11
Interest Rate for Ten-Year Treasuries		4.26%	3.89%	3.58%	3.60%	3.50%
CalSTRS Employer Rate ⁶		19.10%	19.10%	19.10%	19.10%	19.10%
CalPERS Employer Rate ⁵		26.68%	27.05%	27.60%	28.00%	29.20%
Unemployment Insurance Rate ⁷		0.05%	0.05%	0.05%	0.05%	0.05%
Minimum Wage ⁸		\$16.00	\$16.50	\$17.00	\$17.40	\$17.80

STATE MINIMUM RESERVE REQUIREMENTS FOR 2024-25	
Reserve Requirement	District ADA Range
The greater of 5% or \$87,000	0 to 300
The greater of 4% or \$87,000	301 to 1,000
3%	1,001 to 30,000
2%	30,001 to 250,000
1%	250,001 and higher

¹Applies to Adults in Correctional Facilities Program in the 2024-25 fiscal year

²Applies to Equity Multiplier, Special Education, Child Nutrition, Youth in Foster Care, Mandate Block Grant, Adults in Correctional Facilities Program, Charter School Facility Grant Program, American Indian Education Centers and the American Indian Early Childhood Education Program.

³Additional funding is provided for students who are designated as eligible for free or reduced-price meals, foster youth, and English language learners. A 20% augmentation is provided for each eligible student with an additional 65% for each eligible student beyond the 55% identification rate threshold.

⁴Funding is based on TK ADA only and is in addition to the adjusted base grant amount. Further, the funding is adjusted by statutory COLA each year.

⁵The 2025-26 rate does not factor in the impact of \$25 million for the proposed training to support literacy screenings.

⁶California State Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) rates are subject to change based on determination by the respective governing boards.

⁷Unemployment rate in 2024-25 is final, and the subsequent years' rates are subject to actual experience of the pool and will be calculated in accordance with California Unemployment Insurance Code Section 823(b)(2).

⁸Minimum wage rates are effective January 1 of the respective year.



The Common Message

**2024-25 Adopted Budget
45-Day Revision**

BASC

Business and Administration
Services Committee

Writers and Contributors

Topics

Background & Introduction	Committee	
Key Guidance	Scott Price, Riverside	Nick Schweizer, Sacramento
Attendance Recovery and Instructional Continuity	Greg Medici, Sonoma	Peter Foggiano, San Joaquin
Independent Study	Mike Fine, FCMAT	Nick Schweizer, Sacramento
Learning Recovery Block Grant	Josh Schultz, Napa	Steve Torres, Santa Barbara
Arts, Music & Instructional Materials Discretionary Block Grant (AMIMDBG)	Josh Schultz, Napa	Steve Torres, Santa Barbara
Expanded Learning Opportunity Program (ELOP)	Josh Schultz, Napa	Shannon Hansen, San Benito
Planning Factors/MYPs	Nick Schweizer, Sacramento	Shannon Hansen, San Benito
Reserves / Reserve Cap	Lisa Rico, Tuolumne	Karen Kimmel, LACOE
Summary	Scott Price, Riverside	Nick Schweizer, Sacramento

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Sources

Association of California School Administrators
Ball / Frost Group, LLC
California Association of School Business Officials
California Collaborative for Educational Excellence
California Department of Education
California Department of Finance
California Public Employees' Retirement System
California State Teachers' Retirement System
California State Board of Education
California School Boards Association
California School Information Services
Capitol Advisors
Fiscal Crisis and Management Assistance Team
K-12 High Speed Network
National Forest Counties and Schools Coalition
School Services of California
Small School Districts' Association
WestEd

Sonoma County Office of Education has also provided SCOE Biz Bulletin No. 25-01 to be read in conjunction with the Common Message with guidance specific to Sonoma County LEAs.

Background

Since May 2008, county office chief business officials have crafted common messages to give guidance to districts on assumptions for budget and interim reports. The goal of the Business and Administration Services Committee (BASC) is to provide county office chief business officials with a consistent message, based on assumptions utilized by the California Department of Finance (DOF), that can be used to provide guidance to school districts.

The BASC would like to thank the DOF, the State Board of Education, the California Department of Education (CDE) the Fiscal Crisis and Management Assistance Team (FCMAT), as well as our colleagues in education listed in the sources section, for providing BASC and our local educational agencies (LEAs) with the most up-to-date information at the time of writing.

Purpose: The BASC Common Message is intended as guidance and recommendations to county offices of education (COEs). Each COE will tailor the guidance to the unique circumstances of the LEAs in their county. Even within a county, COE guidance may vary considerably based on the educational, fiscal and operational characteristics of a particular district. Districts and other entities seeking to understand the guidance applicable to a particular LEA should refer to the information released by the COE in their county.

Key Guidance Based on the 2024-25 State Adopted Budget

Governor Gavin Newsom signed several budget and trailer bills before the end of June to adopt and implement the 2024-25 State Budget. On June 26, 2024, Senate Bill (SB) 107 was signed as the 2024-25 Budget Bill. On June 29, 2024, both SB 108 (Budget Bill Junior) and SB 153 (education omnibus Budget Trailer Bill) were signed. The budget maintained the majority of the proposals that were included in the May Revision; however, some additional changes were incorporated. The final budget agreement between the governor and the Legislature addressed the state's budget challenges through reserve drawdowns, spending reductions, new revenue proposals, internal borrowing, funding delays, fund shifts, and deferrals. In negotiations leading up to the approved 2024-25 Budget, the governor abandoned earlier funding proposals in favor of suspending Proposition 98 for 2023-24 and creating an \$8.33 billion maintenance factor, which will be paid back to LEAs in the future, commencing with a \$4.07 billion payment in 2024-25.

Major provisions in the 2024-25 Budget are as follows:

- The funded COLA to the [Local Control Funding Formula](#) (LCFF), special education and several other categorical programs outside the LCFF remains at 1.07 percent.
- To create the budget package, the state finance team created deferrals in prior

budget years that do not directly affect LEAs' past budgets. Looking forward, the budget imposes a partial deferral of \$245.6 million of the June 2025 payment to July 2025. For context, this is less than 5% of the most recent June P2 payment. Depending on the ever-evolving financial situation in the 2024-25 fiscal year, this deferral could be removed or adjusted later in the year. Deferral exemptions for LEAs are available based on the LEA's inability to meet its financial obligations.

- The 2024-25 Budget includes several provisions to address chronic absenteeism and lost instructional time, which will begin on July 1, 2025 (see [Attendance Recovery and Instructional Continuity](#) below for details).
- The budget restores a \$100 million investment in the Inclusive Early Education Expansion Program (IEEEP) to increase access for young children from birth to five years of age in inclusive early care and education programs.
- The budget eliminates the \$550 million that was planned for the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program in 2024-25.
- The 2024-25 Budget suspends the August 15 certificated and classified summer layoff window for the 2024-25 fiscal year.

While the budget has many positive aspects, a number of LEAs continue to experience chronic student absences, long-term declining enrollment, and various cost pressures such as increased pension rates and energy costs. In addition, all remaining COVID-19 fiscal relief funding (e.g., Elementary and Secondary School Emergency Relief Fund and Expanded Learning Opportunities Grant) will expire on September 30, 2024. As a reminder, the Arts, Music and Instructional Materials Discretionary Block Grant and the Educator Effectiveness Block Grant expire on June 30, 2026, and the Learning Recovery Emergency Block Grant (LREBG) expires on June 30, 2028.

The 45-Day Budget Revision provides an opportunity to LEAs that have unrecognized material revisions to update their adopted 2024-25 budget.

Attendance Recovery

While previously mentioned in the May Revision, starting on July 1, 2025, the budget allows school districts and classroom-based charter schools to provide attendance recovery opportunities to classroom-based students to make up for lost instructional time, offset student absences, and mitigate learning loss, as well as the related fiscal impacts of absences to LEAs.

Beginning in fiscal year 2025-26, LEAs can add up to 10 days of attendance recovery time per pupil for ADA reporting. Recovery time must be taught by certificated teachers. Participation is not mandatory and shall be at the election of the student, parent, or guardian.

Expanded Learning Opportunity Program (ELOP) funds may be used to fund attendance recovery programs in conjunction with, and on the same site(s) as, the LEA's ELOP program activities.

Instructional Continuity

In the budget, instructional continuity provisions focus on facilitating continuity of learning during emergency events that disrupt regular classroom instruction.

Beginning July 1, 2025, as part of the J-13A waiver, LEAs must include an instructional continuity plan in their School Safety Plan. Plans must include procedures for student engagement within five days of an emergency and hybrid or remote learning opportunities within 10 instructional days.

The budget also encourages LEAs provide independent study to students when absent for any reason and allows LEAs to earn funding for independent study regardless of duration.

Independent Study

The adopted budget includes statutory changes to independent study that are effective immediately. Specifically, the budget does the following:

- Eliminates the requirement for students to participate for a minimum of three consecutive school days before earning ADA.
- Increases the time a student may participate in short-term independent study to 15 days or fewer.
Defines long-term independent study as 16 days or more.
- Authorizes LEAs to collect written agreements at any time during the year in which a student participates in short-term independent study but maintains the requirement that agreements be in place before commencing long-term independent study.
- Expands pupil work product to include the daily time value the student is engaged in asynchronous instruction regardless of whether work product is produced, based on required documentation.

Learning Recovery Emergency Block Grants

Consistent with the May Revise proposal, the budget requires that starting July 1, 2025, LREBG expenditures must be “evidence based” as defined in federal law, and that they be based on a formal “needs assessment” that identifies the students most in need of learning recovery and targets services towards those students. The LREBG needs assessment and planned expenditures must be included in the LCAP for the period of July 1, 2025, through June 30, 2028. CDE is required to update the LCAP instructions accordingly by January 31, 2025.

Arts, Music & Instructional Materials Discretionary Block Grant (AMIMDBG)

Consistent with the May Revise proposal, the Adopted Budget makes one technical adjustment to the AMIMDBG. Current law states that these funds are “available for encumbrance through June 30, 2025.” The May Revision changes the code to state that the funds are “available for expenditure through June 30, 2026.”

Expanded Learning Opportunities Program

The adopted budget imposes new expenditure deadlines for both prior year ELOP funds and for future ELOP allocations. Under the provisions, any encumbered 2021-22 and 2022-23 ELOP funds must be expended by September 30, 2024. Commencing with the 2023-24 ELOP allocation, LEAs will have two fiscal years to expend the funds, meaning that the 2023-24 allocation would have to be expended by June 30, 2025, and the 2024-25 allocation would have to be expended by June 30, 2026, etc. Any funds not expended by the applicable deadline “shall be returned to the state.” Finally, starting in 2025-26, “school districts and charter schools shall annually declare their operational intent to run the Expanded Learning Opportunities Program,” meaning that LEAs will need to affirmatively opt into the program to receive funding starting in 2025-26.

Any unexpended 2021-22 and 2022-23 ELOP funds recovered by the state after the September 30, 2024 expenditure deadline will be reallocated in 2024-25 to increase the Tier 2 rate up to \$2,000 per applicable ADA for ELOP LEAs. In addition, the budget trailer bill states that starting in 2025-26, any ELOP savings realized by the state due to LEAs opting out of ELOP “*may* be reallocated” to Tier 2 LEAs “to the extent possible.”

Planning Factors for 2024-25 and MYPs

Key planning factors for LEAs to include in their 2024-25 adopted budgets and multiyear projections (MYPs) based on the latest information available are listed below.

Planning Factor	2024-25	2025-26	2026-27
Cost of Living Adjustment (COLA)			
LCFF COLA	1.07%	2.93%	3.08%
Special Education COLA	1.07%	2.93%	3.08%
Employer Benefit Rates			
CalSTRS	19.10%	19.10%	19.10%
CalPERS-Schools	27.05%	27.60%	28.00%
State Unemployment Insurance	0.05%	0.05%	0.05%

Lottery			
Unrestricted per ADA	\$191	\$191	\$191
Proposition 20 per ADA	\$82	\$82	\$82
Minimum Wage	\$16.50 ¹	\$17.00 ²	\$17.40 ³
Universal Transitional Kindergarten/ADA LCFF add-on for the 12-to-1 student-to- adult ratio ⁴	\$3,077	\$3,167	\$3,264
Mandated Block Grant			
Districts			
K-8 per ADA	\$38.21	\$39.33 ⁵	\$40.54 ⁵
9-12 per ADA	\$73.62	\$75.78 ⁵	\$78.11 ⁵
Charters			
K-8 per ADA	\$20.06	\$20.65 ⁵	\$21.29 ⁵
9-12 per ADA	\$55.76	\$57.39 ⁵	\$59.16 ⁵

¹Effective January 1, 2025.

²Effective January 1, 2026.

³Effective January 1, 2027.

⁴This ratio will decrease to 10-to-1 in 2025-26.

⁵These rates are calculated based on preliminary COLA projections.

Reserves and Reserve Cap

The 2024-25 Budget withdraws all funds from the Public School System Stabilization Account (PSSSA) leaving no balance at the end of the 2023-24 fiscal year. Even with a payment of approximately \$1.1 billion to be made in 2024-25, the LEA reserve cap will not be in effect for the 2024-25 year and is not projected to be triggered for the 2025-26 fiscal year.

Summary

Because each LEA has unique funding and program needs, it remains essential that each LEA continually assess its individual situation, work closely with its COE, and plan accordingly to maintain fiscal solvency and educational program integrity.

Board Policy 6158: Independent Study

The Governing Board authorizes independent study as an optional alternative instructional strategy for pupils whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve pupils who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access the course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course. The Board recognizes that by offering a range of quality options, including classroom-based, hybrid, and non-classroom-based programs, instruction is better tailored to meet pupils' needs, thereby improving academic outcomes.

A pupil's participation in the independent study shall be voluntary. (Education Code 51747, 51749.5)

Independent study for each pupil shall be under the general supervision of the principal or designee or a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential in accordance with Education Code 44300, registered by law. Pupils' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

An individual with exceptional needs, as defined in Education Code Section 56026, may participate in independent study, if the pupil's individualized education program (IEP) specifically provides for that participation. If a parent or guardian of an individual with exceptional needs requests independent study, the pupil's individualized education program team shall make an individualized determination as to whether the pupil can receive a free appropriate public education (FAPE) in an independent study placement. A pupil's inability to work independently, the pupil's need for adult support, or the pupil's need for special education or related services shall not preclude the individualized education program team from determining that the pupil can receive a free appropriate education in an independent study placement. (Education Code 51745(c))

A temporarily disabled pupil may receive individual instruction pursuant to Education Code Section 48206.3 through independent study. Education Code 51745(d)

No course required for high school graduation under Section 51225.3 shall be offered exclusively through independent study. Education Code 51745 (e)

General Independent Study Requirements

The Superintendent or designee may continue to offer and approve independent study for an individual pupil upon determining that the pupil is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the pupil would in the regular classroom setting.

Because excessive leniency in the duration of independent study assignments may result in a pupil falling behind peers and increase the risk of dropping out of school, for all grades and programs in independent study, the maximum length of time which may elapse between the time the assignments are made and the date by which the pupil must complete the assigned work is fourteen consecutive school days for short-term

independent study and no more than twenty consecutive school days for long-term independent study. However, when necessary based on the specific circumstances of the pupil's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a pupil's best interest to remain in independent study whenever the pupil fails to make satisfactory educational progress and/or misses four assignments. A written record of the findings of any evaluation made pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and engagement specified in Education Code 52060(d)(4)-(5).
2. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall provide appropriate existing services and instructional resources to enable pupils to complete their independent study successfully and shall ensure the same access to all existing services and resources in the school in which the pupil is enrolled as is available to all other pupils in the school. (Education Code 51746).

The Superintendent or designee shall ensure that pupils participating in the independent study are provided with content aligned to grade-level standards that are substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. (Education Code 51747)

Pupils requesting independent study and their parents/guardians should recognize that independent study at the elementary level realistically must emphasize a commitment on the part of the pupil's parents/guardians. At the secondary level, the major commitment must be made by the pupil, assisted or supported as necessary by parents and others who may assist directly with instruction.

Pupils Participating in Independent Study for More Than 15 School Days: Opportunities for Live Interaction and/or Synchronous Instruction, Tiered Reengagement, and Transition to In-Person Instruction

The following three requirements apply to pupils participating in independent study for more than 15 school days in a school year. These requirements do not apply to pupils who participate in an independent study program for 15 or fewer days in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in the independent study due to necessary medical treatments or in-patient treatment for mental health care or

substance abuse. The district shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in an independent study pursuant to Education Code 51747 (i).

The Superintendent or designee shall ensure that pupils participating in independent study for more than 15 school days receive the following throughout the school year: (Education Code 51747)

1. For pupils in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For pupils in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For pupils in grades 9-12, opportunities for at least weekly synchronous instruction

For pupils participating in independent study for more than 15 school days, the Superintendent or designee shall ensure that procedures for tiered re-engagement strategies are used for all pupils who are not generating attendance for more than 10 percent of the required minimum instructional time over four continuous weeks of the district's approved instructional calendar, are found not participatory in synchronous instructional offerings pursuant to Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span, or who are in violation of their written agreement. This requirement only applies to pupils participating in an independent study program for more than 15 school days. These tiered re-engagement strategies shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

1. Verification of current contact information for each enrolled pupil
2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation³.
3. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary
4. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the adopted policies.

For pupils participating in independent study for more than 15 school days, the Superintendent or designee shall develop a plan to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days.

Pupil-Parent-Educator Conference

Before signing a written agreement, the parent or guardian of a pupil may request that the district conduct a telephone, videoconference, or in-person pupil-parent-educator conference or another meeting during which the pupil, parent/guardian, and if requested by the pupil, parent, or guardian, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in the independent study before making the decision about enrollment or dis-enrollment in the various options for learning. (Education Code 51747(h)(2))

A pupil-parent-educator conference shall be held as appropriate including, but not limited to, as a re-engagement strategy and/or if requested by a parent or guardian prior to enrollment or dis-enrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Written Agreement

The Superintendent or designee shall ensure that a written master agreement exists for each participating pupil as prescribed by law. (Education Code 51747, 51749.5) Independent study agreements shall include but are not limited to, all of the requirements of Education Code section 51747(g).

For a pupil participating in an independent study program that is scheduled for more than 15 school days, each written agreement shall be signed, before the commencement of the independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. (Education Code 51747)

For a pupil participating in an independent study program that is scheduled for 15 school days or fewer, each written agreement shall be signed during the school year in which the independent study program takes place by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. (Education Code 51747)

The agreement shall include general pupil data, including the pupil's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study written agreement for each participating pupil also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the pupil's assignments, reporting the pupil's academic progress, and communicating with a pupil's parent/guardian regarding the pupil's academic progress
2. The objectives and methods of study for the pupil's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the pupil. Resources include confirming or providing access to connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policies detailing the maximum length of time, by grade level and type of program, allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation to determine whether it is in the best interests of the pupil to continue in independent study
5. The duration of the independent study agreement, including the beginning and end dates for the pupil's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with disabilities with an individualized education program, or a Section 504 plan in order to be consistent with their program or plan, pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no pupil may be required to participate

9. In the case of a suspended or expelled pupil who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the pupil to receive instruction through independent study.

Records for Audit Purposes

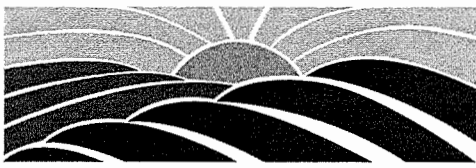
The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the pupils, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by pupils in grades K-8 and the course credits attempted by and awarded to pupils in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each pupil's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the pupils are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of pupil work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-pupil ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each pupil by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each pupil's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A pupil who does not participate in an independent study on a school day shall be documented as non-participatory for that school day. (Education Code 51747.5)

The Superintendent or designee also shall maintain a written or computer-based record such as a grade book or summary document of pupil engagement, for each class, of all grades, assignments, and assessments for each pupil for independent study assignments. (Education Code 51747.5)

The signed, dated agreement, supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)



Twin Hills School District

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

Agenda Item Information

Item Number: 11

Date of Board Meeting: 08/08/2024

Information:

Currently Twin Hills USD and Santa Rosa City Schools are the only districts in the West County Transportation JPA that charge bus pass fees. Bus pass fees are paid by district families that have students riding the bus to/from/between Apple Blossom and Twin Hills Charter Middle schools. Orchard View and SunRidge schools do not provide bus transportation. Attached are the Bus routes.

				Current Fees: CHECK ALL THAT APPLY				
Bus Pass Fees submitted for:				FALL (8/17/23 - 12/21/23)			SPRING (1/8/24 - 6/6/24)	
				Semester	Year	Booklets	Shuttle Semester	Shuttle Year
				\$64.00	\$128.00	\$35.00	\$20.00	\$40.00
Name Of Student	Date of Birth	School	Grade					
				\$52.00	\$104.00	\$35.00	\$20.00	\$40.00
Name Of Student	Date of Birth	School	Grade					
				\$35.00	\$70.00	\$35.00	\$20.00	\$40.00
Name Of Student	Date of Birth	School	Grade					
				Free	Free	\$35.00	\$20.00	\$40.00
Name Of Student	Date of Birth	School	Grade					

Price for paying with the application is shown above. If families that select to pay online to West County Transportation they pay an additional \$2.50 processing fee. Families with moderate income, those that receive AFDC or Food Stamps may qualify for free or reduced rate passes.

Three items of interest:

- 1) We are now receiving increased funding from the state of over \$50,000 annually for home to school transportation.
- 2) We have received an annual bus pass fee credit from West County Transportation of \$3,500 for each of the past three years and this will decrease to \$2,500 for the 24-25 school year.
- 3) There is a possibility that not charging a bus pass fee could help with attendance.

Recommendation:

Discontinue collecting bus pass fees beginning with the 2024-25 school year.

RESOLUTION #2024-584

2023-24: FINAL

**BEFORE THE BOARD OF TRUSTEES OF THE
TWIN HILLS UNION SCHOOL DISTRICT
RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Twin Hills Union School District;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Twin Hills Union School District has determined to spend the monies received from the Education Protection Act for the 2023-24 fiscal year as attached.

The foregoing **RESOLUTION** was passed and adopted at a meeting of the Board of Trustees of the **TWIN HILLS UNION SCHOOL DISTRICT** on the 8th day of August, 2024, on a motion by trustee _____, seconded by trustee _____ by the following vote:

AYES: _____	Board Members	Vote
	Terry Beck	_____
NOES: _____	Jeff Harding	_____
	Rebecca Houghton	_____
ABSENT/ ABSTAIN: _____	John Moise	_____
	Michael Ost	_____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Board of Trustees of the Twin Hills Union School District.

Dated this 8th day of August, 2024

Clerk/President, Board of Trustees

Twin Hills Union School District
2023-24 Estimated Actuals
Education Protection Account
Program by Resource Report
Expenditures by Function-Detail

Funding and Expenditures through: June 30, 2024

For Fund 01, District & Apple Blossom Elementary: Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
	Object Codes	
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources: EPA=Object 8012-current year	8010-8099	474,012.00
Revenue Limit Sources: EPA=Object 8019-prior year	8010-8099	2,203.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		476,215.00
EXPENDITURES AND OTHER FINANCING USES		
	Function Codes	
(Objects 1000-7999)		
Instruction (certificated teacher salaries/costs)	1000-1999	476,215.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		476,215.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

This is the actual amount for 2024-25 after apportionment calculated by CDE on 06/19/24.

A separate line shows an amount for the final 2022-23 adjustment (+\$2,203).

100% of EPA funds are used for certificated teacher salaries and employer costs.

Expenditures do not represent actual total costs for certificated teachers, just an amount to equal available revenue.

**Twin Hills Union School District
2023-24 Estimated Actuals
Education Protection Account
Program by Resource Report
Expenditures by Function-Detail**

Funding and Expenditures through: June 30, 2024

For Fund 03, Twin Hills Charter Middle School: Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
	Object Codes	
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources: EPA=Object 8012-current year	8010-8099	303,211.00
Revenue Limit Sources: EPA=Object 8012-prior year	8010-8099	1,229.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		304,440.00
EXPENDITURES AND OTHER FINANCING USES		
	Function Codes	
(Objects 1000-7999)		
Instruction (certificated teacher salaries/costs)	1000-1999	304,440.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		304,440.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

This is the actual amount for 2023-24 after apportionment calculated by CDE on 06/19/24.

A separate line shows an amount for the final 2022-23 adjustment (+\$1,229).

100% of EPA funds are used for certificated teacher salaries and employer costs.

Expenditures do not represent actual total costs for certificated teachers, just an amount to equal available revenue.

Twin Hills Union School District
2023-24 Estimated Actuals
Education Protection Account
Program by Resource Report
Expenditures by Function-Detail

Funding and Expenditures through: June 30, 2024

For Fund 09, Orchard View Charter School: Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources: EPA=Object 8012-current year	8010-8099	363,313.00
Revenue Limit Sources: EPA=Object 8019-prior year	8010-8099	1,448.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		364,761.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction (certificated teacher salaries/costs)	1000-1999	364,761.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		364,761.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

This is the actual amount for 2023-24 after apportionment calculated by CDE on 06/19/24.

A separate line shows an amount for the final 2022-23 adjustment (+\$1,448).

100% of EPA funds are used for certificated teacher salaries and employer costs.

Expenditures do not represent actual total costs for certificated teachers, just an amount to equal available revenue.

Twin Hills Union School District
2023-24 Estimated Actuals
Education Protection Account
Program by Resource Report
Expenditures by Function-Detail

Funding and Expenditures through: June 30, 2024

For D21 Fund 09, SunRidge Charter School: Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
	Object Codes	
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources: EPA=Object 8012-current year	8010-8099	331,444.00
Revenue Limit Sources: EPA=Object 8019-prior year	8010-8099	1,370.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		332,814.00
EXPENDITURES AND OTHER FINANCING USES		
	Function Codes	
(Objects 1000-7999)		
Instruction (certificated teacher salaries/costs)	1000-1999	332,814.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		332,814.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

This is the actual amount for 2023-24 after apportionment calculated by CDE on 06/19/24.

A separate line shows a small amount for the final 2022-23 adjustment (+\$1,370).

100% of EPA funds are used for certificated teacher salaries and employer costs.

Expenditures do not represent actual total costs for certificated teachers, just an amount to equal available revenue.

**RESOLUTION #2024-585
2024-25: ESTIMATE/BASED ON ADOPTED BUDGET**

**BEFORE THE BOARD OF TRUSTEES OF THE
TWIN HILLS UNION SCHOOL DISTRICT
RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Twin Hills Union School District;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Twin Hills Union School District has determined to spend the monies received from the Education Protection Act for the 2024-25 fiscal year as attached.

The foregoing **RESOLUTION** was passed and adopted at a meeting of the Board of Trustees of the **TWIN HILLS UNION SCHOOL DISTRICT** on the 8th day of August,

2024, on a motion by trustee _____, seconded by trustee _____ by the following vote:

AYES: _____	Board Members	Vote
	Terry Beck	_____
NOES: _____	Jeff Harding	_____
	Rebecca Houghton	_____
ABSENT/ ABSTAIN: _____	John Moise	_____
	Michael Ost	_____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Board of Trustees of the Twin Hills Union School District.

Dated this 8th day of August, 2024

Clerk/President, Board of Trustees

**Twin Hills Union School District
2024-25 Estimate @ Adopted Budget
Education Protection Account
Program by Resource Report
Expenditures by Function-Detail**

Funding and Expenditures through: June 30, 2025

For Fund 01, District & Apple Blossom Elementary: Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
	Object Codes	
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources (EPA=Object 8012)	8010-8099	533,794.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		533,794.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
	Function Codes	
Instruction (certificated teacher salaries/costs)	1000-1999	533,794.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		533,794.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

This is an estimate: Revenue based on current budget year estimated EPA provided by LCFF Calculator.

100% of EPA funds are used for certificated teacher salaries and employer costs.

Expenditures do not represent actual total costs for certificated teachers, just an amount to equal available revenue.

**Twin Hills Union School District
2024-25 Estimate @ Adopted Budget
Education Protection Account
Program by Resource Report
Expenditures by Function-Detail**

Funding and Expenditures through: June 30, 2025

For Fund 03, Twin Hills Charter Middle School: Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
	Object Codes	
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources (EPA=Object 8012)	8010-8099	435,753.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		435,753.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
	Function Codes	
Instruction (certificated teacher salaries/costs)	1000-1999	435,753.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		435,753.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

This is an estimate: Revenue based on current budget year estimated EPA per LCFF Calculator.

100% of EPA funds are used for certificated teacher salaries and employer costs.

Expenditures do not represent actual total costs for certificated teachers, just an amount to equal available revenue.

Twin Hills Union School District
2024-25 Estimate @ Adopted Budget
Education Protection Account
Program by Resource Report
Expenditures by Function-Detail

Funding and Expenditures through: June 30, 2025

For Fund 09, Orchard View Charter School: 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
	Object Codes	
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources (EPA=Object 8012)	8010-8099	598,128.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		598,128.00
EXPENDITURES AND OTHER FINANCING USES		
	Function Codes	
(Objects 1000-7999)		
Instruction (certificated teacher salaries/costs)	1000-1999	598,128.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		598,128.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

This is an estimate: Revenue based on current budget year estimated EPA provided by LCFF Calculator.

100% of EPA funds are used for certificated teacher salaries and employer costs.

Expenditures do not represent actual total costs for certificated teachers, just an amount to equal available revenue.

Twin Hills Union School District
2024-25 Estimate @ Adopted Budget
Education Protection Account
Program by Resource Report
Expenditures by Function-Detail

Funding and Expenditures through: June 30, 2025

For D21 Fund 09, SunRidge Charter School: Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
	Object Codes	
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources (EPA=Object 8012)	8010-8099	487,298.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		487,298.00
EXPENDITURES AND OTHER FINANCING USES		
	Function Codes	
(Objects 1000-7999)		
Instruction (certificated teacher salaries/costs)	1000-1999	487,298.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		487,298.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

This is an estimate: Revenue based on current budget year estimated EPA provided by LCFF Calculator.

100% of EPA funds are used for certificated teacher salaries and employer costs.

Expenditures do not represent actual total costs for certificated teachers, just an amount to equal available revenue.

California Department of Education

Consolidated Application

Twin Hills Union Elementary (49 70961 0000000)

Status: Certified
Saved by: Patty Nosecchi
Date: 6/26/2024 10:30 AM

2024–25 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
---	----

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	No

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

General Assurances and Certifications 2024-25

The following Assurances and Certifications are requirements of applicants and grantees as a condition of receiving funds.

1. Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 1, Subchapter 4 (commencing with §30) of Division I of Title 5, California Code of Regulations (5 CCR).
2. Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the local educational agency (LEA) will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the California Education Code (EC), as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
3. Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for individuals with disabilities are in compliance with the disability laws. (Public Law [PL] 105-17; 34 Code of Federal Regulations [CFR] 300, 303; and Section 504 of the Rehabilitation Act of 1973)
6. When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 United States Code [USC] §6321; PL 114-95, §1118[b][1])
7. All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
8. Schoolsite councils have developed and approved a School Plan for Student Achievement (SPSA) for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (EC §64001)
9. LEAs using their own school planning template in place of the SPSA have ensured that the content meets the statutory requirements of schoolwide programs and school improvement (comprehensive support and improvement, targeted support and improvement, and additional targeted support and improvement) under the Every Student Succeeds Act, as applicable. (EC §64001; 20 USC §6311; PL 114-95, §1111[d][1][2])
10. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (5 CCR, §4202)
11. The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (34 CFR 76.722, 76.730, 76.731, 76.760; 2 CFR 200.333)
12. The local governing board has adopted written procedures to ensure prompt response to complaints within 60 calendar days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR, §4600 et seq.)
13. The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of 34 CFR Part 82.
14. The LEA has complied with the certification requirements under 34 CFR Part 84 regarding debarment, suspension and other requirements for a drug-free workplace. (34 CFR Part 84)
15. The LEA will provide the certification on constitutionally protected prayer. (20 USC §7904; PL 114-95, §8524[b])
16. The control of funds provided under each such program and title to property acquired with program funds will be in a public agency, an eligible private agency, institution, or organization, or an Indian tribe, if the law authorizing the program provides for assistance to those entities; and (B) the public agency, eligible private agency, institution, or organization, or Indian tribe will administer those funds and property to the extent required by the authorizing law. (20 USC §7844; PL 114-95, §8304[a][2][A-B])

17. The LEA administers all funds and property related to programs funded for equitable services provided to students attending private schools. (20 USC §6320; PL 114-95, §1117[d][1])
18. The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846; PL 114-95, §8306[a][3][A-B])
19. The LEA will participate in the California Assessment of Student Performance and Progress. (EC §60640, et seq.)
20. The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (EC §45344[a])
21. The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of EC Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e) to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)
22. Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (5 CCR §3942)
23. The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (United States Constitution, Fourteenth Amendment; California Constitution, Article 1, §7; California Government Code §§11135-11138; 42 USC §2000d; 5 CCR, §3934)
24. Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (EC §62002; 5 CCR, §§3944, 3946)
25. At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (EC §63001; 5 CCR, §3944[a][b])
26. State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (EC §48438)
27. Programs and services are and will be in compliance with Section 8355 of the California Government Code and the Drug-Free Workplace Act of 1988, and implemented at CFR Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.
28. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging while Driving," October 1, 2009.
29. The Federal grant sub recipient has complied with the Federal Funding Accountability and Transparency Act, as defined in 2 CFR Part 25 (PL 109-282; PL 110-252) regarding the establishment of a Data Universal Numbering System (DUNS) number and maintaining a current/active registration in the [System for Award Management web page](#).
30. Tribal consultation is required for all Title programs covered by ESSA (ESEA section 1111[a][1][A]) when an LEA have received a Title VI Indian Education formula grant in the previous fiscal year that exceeds \$40,000, or have 50 percent or more (using enrollment from the previous year) of its student enrollment made up of American Indian/American Native (AI/AN) students. The total AI/AN enrollment data would include those students who self-identify as AI/AN alone and AI/AN in combination with one or more races, regardless of Hispanic ethnicity. A list of LEAs required to conduct tribal consultation can be found on the California Department of Education [Tribal Consultation web page](#). Each affected LEA shall maintain in the agency's records and provide to the state educational agency a written affirmation signed by the appropriate officials of the participating tribes—or tribal organizations approved by the tribes—that the consultation required by this section has occurred. (20 USC §7918; PL 114-95, §8538)