

**Twin Hills Union School District
Board of Trustees Regular Meeting
June 26, 2025
Agenda**

Location: **Apple Blossom Elementary School | Room #13**

(700 Watertrough Road, Sebastopol, CA 95472)

Start Time: 4:30pm

PUBLIC ACCESSIBILITY & PARTICIPATION NOTICE

ADA Compliance: In accordance with Government Code § 54954.2(a) and the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132), the Twin Hills Union School District will, upon request, make this agenda available in appropriate alternative formats for individuals with disabilities. Anyone requiring disability-related modifications or accommodations to participate in the meeting, or an alternative agenda format, should contact Laurie Brown, Administrative Assistant, at the Twin Hills Union School District Office, 700 Watertrough Road, Sebastopol, CA 95472, or by phone at (707) 823-0871.

Hybrid Meeting Participation: In compliance with the Brown Act and AB 2449, the Twin Hills Union School District Board of Trustees provides opportunities for public participation in meetings either in person or virtually via Zoom. The Zoom link and call-in information are provided within this agenda.

Availability of Agenda Materials: All open session documents distributed to the Board of Trustees in connection with this meeting are available for public review at the Twin Hills Union School District Office during regular business hours. The full agenda and supporting materials are also posted online at www.twinhillsusd.org prior to the meeting, in accordance with the Brown Act.

A. FORMAL OPENING

1. Call Session To Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of the Agenda

B. PUBLIC COMMENT OPEN SESSION

The Board of Trustees welcomes public input and values community engagement. Members of the public may address the Board on matters within its jurisdiction. Comments must be respectful and focused on district business. Disruptive, hateful, or unrelated remarks will not be permitted. The Board President may set reasonable time limits to ensure broad participation.

Non-Agenda Items:

Speakers may address the Board on topics not listed on the agenda. Each speaker is limited to three minutes. In accordance with the Brown Act, the Board may not discuss or act on these items but may ask clarifying questions. Written or recorded comments may be submitted by 5:00 p.m. the day prior to the meeting and will be acknowledged during this time.

Agenda Items:

Public comment will be invited when each item is addressed. The Board President will recognize speakers following Board discussion and prior to any final action.

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C. RECOGNITION & REPORTS

1. **Celebrating Successes:** Each month the Board of Trustees highlights exceptional programs, individuals, and achievements that reflect the District’s collaborative spirit and strengthen connections across the Twin Hills school community.

This month’s highlight – Orchard View Charter School:

- **Glenn Brassington** – Alumni Student Success (Class of 2025)
 - **Alumni Thank You Video** – Reflections from recent Alumni celebrating their experience
2. **Report:** THUSD Interim Superintendent- Dana Pedersen
 3. **Report:** Board of Trustees

D. CONSENT CALENDAR

The consent calendar includes routine items requiring Board approval. Items may be approved with a single motion unless removed by a Board member for separate discussion.

1. Donation Report
2. Payroll and Expenditures -*May Warrants*
3. Purchase Order Report- *May & June 2025*
4. Regular Board Meeting Minutes: May 8, 2025
5. Special Board Meeting Minutes: May 29, 2025
6. Regular Board Meeting Minutes: June 24, 2025

E. DISCUSSION and/or POSSIBLE ACTION ITEMS

1. **Action Item – Approval of June Personnel Report**
The Superintendent recommends Board approval of the June Personnel Report, reflecting staff assignments, new hires, resignations, and other personnel actions in accordance with District procedures.
2. **Action Item – Approval of SunRidge Overnight Field Trips for 2025–26**
Request Board approval of the following SunRidge School overnight field trips for the 2025–26 school year: (*Karina Haedo/SunRidge Principal*)
 - A. 7th Grade – Camp McCumber, Shingletown, CA | *September 2–5, 2025*
 - B. 8th Grade – Yosemite National Park via NatureBridge | *September 8–12, 2025*
 - C. 6th Grade – Lassen Volcanic National Park | *September 15–17, 2025*
3. **Action Item – Adoption of 2025–26 LCAPs (Year 2), 2024–25 LCAP Updates, Budget Overviews for Parents:** Request Board adoption of the 2025–26 Local Control and Accountability Plans (Year 2), 2024–25 LCAP Updates, Budget Overviews for Parents, and 2025–26 for Twin Hills Union School District and each of its dependent charter schools listed below:
(LCAP Plans: See [June 24, 2026 Board Packet](#))
 - A. Twin Hills Union School District (Apple Blossom Elementary) (P. 3)
 - B. Twin Hills Charter Middle School (P. 98)
 - C. Orchard View School (P.179)
 - D. SunRidge School (P.320)

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(E. DISCUSSION and/or POSSIBLE ACTION ITEMS Continued)

4. **Action Item – Approval of 2025 Local Performance Indicators: Self-Reflection Reports:** Request Board approval of the 2025 Local Performance Indicator Self-Reflection Reports for the District and each dependent charter school, as required by the California Dashboard and LCAP process. *Dana Pedersen, Superintendent*
(Performance Indicator Reports: See [June 24, 2026 Board Packet](#))
 - A. Twin Hills Union School District (Apple Blossom Elementary) (P. 83)
 - B. Twin Hills Charter Middle School (P. 167)
 - C. Orchard View School (P. 258)
 - D. SunRidge School (P. 359)
5. **Action Item – 2025/2026 Annual Budget Adoption:** Request Board Adoption Of the 2025/2026 Twin Hills School District Annual Budget and Review and Discussion of the Statement of Reasons for Excess Reserves Beyond the Requirements. *Patty Nosecchi, Business Manager*. (Annual Budget Adoption: See [June 24, 2026 Board Packet](#)) (P. 378)
6. **Action Item – Adoption of K–5 ELA Curriculum: Amplify CKLA**
Request Board approval of the adoption of Amplify CKLA and Boost Reading as the English Language Arts curriculum for grades K–5 at Apple Blossom Elementary School, effective Fall 2025. The adoption includes an 8-year license and supports alignment with state standards and the district’s instructional goals. Presented by: *Erin Elliott/Apple Blossom Principal*
7. **Action Item – Approval of the 2025–26 Instructional Continuity Plan (ICP):** Request Board approval of the 2025–26 Instructional Continuity Plan (ICP), outlining strategies to ensure ongoing student learning during emergency disruptions, in accordance with state requirements. *Dana Pedersen, Superintendent*
8. **Action Item – Approval of K–2 Reading Screening Instrument: Amplify Education**
Request Board approval of the Amplify Education screening instrument to assess all K–2 students for reading difficulties, including risk of dyslexia, in alignment with early literacy and state guidelines. *Dana Pedersen, Superintendent*
9. **Board Policy / Administrative Regulation 5131.8 – Student Use of Personal Devices (First Reading):** First reading of proposed Board Policy and Administrative Regulation 5131.8, establishing expectations and enforcement procedures for student use of personal electronic devices (TK–12) across all instructional settings. *Dana Pedersen/Superintendent*
10. **Action Item – Approval of 2025–26 Contract with Action Myhers Consulting:** Request Board approval of the 2025–26 services contract with Action Myhers Consulting LLC to provide special education program support, legal guidance, and administrative assistance in alignment with state and federal compliance requirements. *Dana Pedersen/Superintendent*

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11. **Action Item – CSBA GAMUT Policy Services Proposal:** Request Board approval of the CSBA GAMUT Policy Services proposal to support the District in updating, organizing, and maintaining Board policies in alignment with current law and governance best practices. *Dana Pedersen, Superintendent*
12. **Action Item – Approval of 2025 District Facilities Master Plan Proposal**
Request Board approval of the 2025 Facilities Master Plan proposal from Persinger Architects, including site planning services for Apple Blossom, Orchard View, and Twin Hills Charter Middle School, at a fixed fee of \$11,450. *Dana Pedersen, Superintendent*
13. **Action Item – North Bay Security Group Services Agreement:** Requesting Board approval of the continued services proposal with North Bay Security Group, the District’s safety and emergency training partner, to support campus security preparedness and ensure a safe environment for students, staff, and families. *Dana Pedersen/Superintendent*
14. **Action Item – Approval of 2025–26 Deferred Maintenance Funding Transfer:** Request Board approval of the 2025–26 transfer of funds to the Deferred Maintenance account to support ongoing facility repairs and capital improvement needs in alignment with the district’s maintenance priorities. *Patty Nosecchi, Business Manager*
15. **Action Item – 2025–26 Lease Addendum: Tree House Hollow:** Request Board approval of the 2025–26 lease addendum with Tree House Hollow for continued use of District facilities. *Patty Nosecchi, Business Manager*
16. **Action Item – Approval of Consolidated Application Submission (Spring 2025 Report):**
Request Board approval of the Spring 2025 Consolidated Application Submission Report, which outlines federal program participation and funding allocations. *Patty Nosecchi, Business Manager*

F. FORMAL CLOSING

1. Next Regular Board Meeting: August 14, 2025 @ 4:30 pm (Twin Hills Middle School)
2. Special Board Meeting – Board Retreat / Study Session July 16, 2025 1:00 pm-5:00 pm
3. Motion to Adjourn

VIRTUAL ATTENDANCE INSTRUCTIONS

Join meeting via Zoom:

<https://twinhillsusd-org.zoom.us/j/82157126587?pwd=DB5bpMS9QDqpDC6uY6X0sZLIKQISIk.1>

Meeting ID: 821 5712 6587

Passcode: 885328

+16699006833,,82157126587#,,,*,885328# US (San Jose)

+14086380968,,82157126587#,,,*,885328# US (US)

(Posted 06/23/25)

TWIN HILLS UNION SCHOOL DISTRICT

Consent Calendar: Acceptance of Donations

MAY 1 THROUGH JUNE 20, 2025

Date Received	Donor	Amount	Purpose
District 53, Fund 01: Apple Blossom Elementary School /General District			
05/09/25	Mary Hart	\$1,000.00	Library grant
05/23/25	Rotary Club of Sebastopol Foundation	\$1,754.83	Teacher Mini Grants: Kleinschmidt, Kim, Greene, Walsh
<u>Total</u>		<u>\$2,754.83</u>	
District 53, Fund 03: Twin Hills Charter Middle School			
05/09/25	Mary Hart	\$1,000.00	Library grant
05/23/25	Rotary Club of Sebastopol Foundation	\$900.00	Teacher Mini Grants: Rosemark, Affronti
<u>Total</u>		<u>\$1,900.00</u>	
District 53, Fund 09: Orchard View Charter School			
06/13/25	Rotary Club of Sebastopol Foundation	\$498.87	Teacher Mini Grants: Timbermoon
<u>Total</u>		<u>\$498.87</u>	
District 53, Fund 12: Apple Blossom After School Program			
<u>Total</u>		<u>\$0.00</u>	
District 21, Fund 09: SunRidge Charter School			
05/01-6/20/25	Various families	\$34,197.00	Pledges/specialty pgm 2024-25
<u>Total</u>		<u>\$34,197.00</u>	

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

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

Donations marked * have not yet been deposited to SCOE.

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

For the June 26, 2025 board meeting.

Checks Dated 05/01/2025 through 05/31/2025

Board Meeting Date June 26, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
2095071	05/07/2025	TLC Services, Inc.	2,400.00
2095072	05/07/2025	Affronti, Jude	262.28
2095073	05/07/2025	CA Poets in the Schools	820.00
2095074	05/07/2025	Kyocera Document Solutions-CA	286.59
2095075	05/07/2025	Kyocera Document Solutions Northern CA , Inc.	262.21
2095076	05/07/2025	Kyocera Document Solutions Northern CA	353.95
2095077	05/07/2025	Recology Sonoma Marin	1,032.39
2095078	05/07/2025	Recology Sonoma Marin	518.57
2095079	05/07/2025	Alhambra	79.90
2095080	05/07/2025	Mountain Fresh Spring Water	78.75
2095081	05/07/2025	Brady Industries, LLC	1,432.06
2095082	05/07/2025	Friedman's Home Improvement	833.85
2095083	05/07/2025	Hergenrather, Nell	132.58
2095084	05/07/2025	T-Mobile	160.00
2095085	05/07/2025	T-Mobile	88.59
2095086	05/07/2025	Burke, Williams & Sorensen LLP	496.00
2095087	05/07/2025	Lofchie, Jennifer	32.00
2095088	05/07/2025	Mobile Modular Mgmt Corp.	1,929.00
2095089	05/07/2025	Frog Power Equipment LLC	314.57
2095090	05/07/2025	Myhers, Catherine	6,330.00
2095091	05/07/2025	National Academy of Athletics	7,982.50
2095092	05/07/2025	Pace Supply Corp.	324.56
2095093	05/07/2025	Pacific Gas & Electric	5,360.00
2095094	05/07/2025	Radtke, Esperanza	35.00
2095095	05/07/2025	Rising Phoenix Psych Ed Svcs	18,480.00
2095096	05/07/2025	Sebastopol Auto Parts	9.91
2095097	05/07/2025	ROOTS Solutions, LLC	2,625.00
2095098	05/07/2025	Turner, Elise	152.49
2095099	05/07/2025	Twin Hills Usd Afterschool Pgm	4,545.08
2095100	05/07/2025	Weeks Drilling & Pump Co.	352.20
2095101	05/07/2025	Wills, Cheryl	325.82
2095102	05/07/2025	Wilson, Elizabeth	30.00
2095843	05/09/2025	Revolution Foods PBC	31,055.77
2095844	05/09/2025	Elliott, Erin	450.02
2095845	05/09/2025	Evan-Moor Educ. Publishers	663.15
2095846	05/09/2025	Galbraith, Sunshine	37.88
2095847	05/09/2025	Humphrey, Ann	90.00
2095848	05/09/2025	Pedersen, Dana	30.00
2095849	05/09/2025	Terminix Processing Center	83.00
2095850	05/09/2025	Terminix Processing Center	89.00
2095851	05/09/2025	Sylvan Learning Center	2,340.00
2097185	05/16/2025	Apple Inc.	2,629.82
2097186	05/16/2025	Atamaniuk, Andy	30.51
2097187	05/16/2025	ATT	378.06
2097188	05/16/2025	ATT	31.43
2097189	05/16/2025	ATT	129.76
2097190	05/16/2025	ATT	188.01
2097191	05/16/2025	ATT	31.89
2097192	05/16/2025	ATT	31.89

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



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Checks Dated 05/01/2025 through 05/31/2025

Board Meeting Date June 26, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
2097193	05/16/2025	Christy White, Inc.	1,780.00
2097194	05/16/2025	Kyocera Document Solutions Northern CA , Inc.	441.47
2097195	05/16/2025	Department Of Justice	130.00
2097196	05/16/2025	DuVall, Maura	640.62
2097197	05/16/2025	Elliott, Erin	98.29
2097198	05/16/2025	Flyers Energy LLC	227.71
2097199	05/16/2025	Harding, Jeff	78.75
2097200	05/16/2025	Knapp, Elisha	239.16
2097201	05/16/2025	Kyo Autism Therapy, LLC	8,799.84
2097202	05/16/2025	Acco Brands USA LLC	1,105.65
2097203	05/16/2025	Poncey, John	98.14
2097204	05/16/2025	Russell Larrain, Bonny Jean	102.43
2097205	05/16/2025	Sebastopol Hardware Center	516.72
2097206	05/16/2025	Sylvan Learning Center	420.00
2097207	05/16/2025	Weeks Drilling & Pump Co.	1,100.00
2097208	05/16/2025	West So. Cty. Union Hs Dist.	167,801.80
2097209	05/16/2025	Whitestine, Shawna	500.00
2098670	05/23/2025	Affronti, Jude	425.25
2098671	05/23/2025	BMO Bank N.A.	6,445.16
2098672	05/23/2025	Cesaretti, Deborah	51.75
2098673	05/23/2025	ConvergeOne, Inc.	12,145.52
2098674	05/23/2025	Kyocera Document Solutions Northern CA , Inc.	635.84
2098675	05/23/2025	PresenceLearning, Inc.	6,761.56
2098676	05/23/2025	Alpha Analytical Laboratories	186.00
2098677	05/23/2025	Mountain Fresh Spring Water	43.75
2098678	05/23/2025	Harmony Farm Supply	98.23
2098679	05/23/2025	Kyo Autism Therapy, LLC	677.99
2098680	05/23/2025	Black, Patricia E. Law Office of Patricia E Black	4,550.00
2098681	05/23/2025	North Bay Security Group, LLC	1,250.00
2098682	05/23/2025	Anova Education & Behavior Consultation, Inc.	6,559.77
2098683	05/23/2025	ODP Business Solutions, LLC	491.73
2098684	05/23/2025	Sound & Signal, Inc.	1,128.88
2098685	05/23/2025	Tel Con Communications	1,070.81
2098686	05/23/2025	Associated Plumbing Tech	16,281.76
2098687	05/23/2025	Sill, Kathy	133.83
2098688	05/23/2025	Szmidt-Yaconelli, Ondrejka	72.13
2098689	05/23/2025	Whitestine, Shawna	189.97
2099281	05/28/2025	TLC Services, Inc.	2,200.00
2099282	05/28/2025	CA Poets in the Schools	615.00
2099283	05/28/2025	Chess For Kids, Inc.	1,080.00
2099284	05/28/2025	Primo Brands	42.45
2099285	05/28/2025	Hergenrather, Nell	15.00
2099286	05/28/2025	Kyo Autism Therapy, LLC	56.82
2099287	05/28/2025	S & S Worldwide, Inc.	830.98
2099288	05/28/2025	Vermeulen, Morgan	30.00
		Total Number of Checks	94
			344,506.80

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.



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Checks Dated 05/01/2025 through 05/31/2025

Board Meeting Date June 26, 2025

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

Fund	Description	Check Count	Expensed Amount
01	General Fund	54	275,610.22
03	Charter School: Twin Hills	22	15,572.22
09	Charter School Fund: Orchrdr Vw	25	15,856.58
12	Child Development Fund	8	6,024.09
13	Cafeteria Fund	2	31,443.69
Total Number of Checks		94	344,506.80
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>344,506.80</u>

Total Expenditures May 2025

Total Vendor Warrants, May 31, 2025	\$	344,506.80
Payroll: May 10, 2025 Supplemental		27,208.74
Payroll: May 31, 2025 Regular		612,621.94
Total PR & Expenditures	\$	<u>984,337.48</u>

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 05/01/2025 through 05/31/2025

Board Meeting Date June 26, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
2094786	05/07/2025	Bowen, Bryan	30.00
2094787	05/07/2025	Kyocera Document Solutions Northern CA	107.61
2094788	05/07/2025	Recology Sonoma Marin	682.61
2094789	05/07/2025	Fialk, Jennifer	43.37
2094790	05/07/2025	Fircrest Market	146.67
2094791	05/07/2025	Brady Industries, LLC	728.95
2094792	05/07/2025	Gosling, Maria	65.65
2094793	05/07/2025	Handi, January	30.00
2094794	05/07/2025	Rodriguez, Ana	49.57
2094795	05/07/2025	Rosengrant, Andrew	35.00
2094796	05/07/2025	Rosengrant, Juliana	35.00
2094797	05/07/2025	Sonoma County Office Of Educ.	1,250.00
2094798	05/07/2025	Thomasson, Theresa	65.28
2094799	05/07/2025	Wells Fargo Vendor Fin Serv	396.90
2095689	05/09/2025	Bruati, Sofia	30.00
2095690	05/09/2025	Revolution Foods PBC	13,056.71
2095691	05/09/2025	Colby-Sereano, Heather	296.81
2095692	05/09/2025	Husar, Emily	30.00
2095693	05/09/2025	Oberti-Rinn, Beatrice	55.93
2095694	05/09/2025	Prosser, Sasha	214.09
2095695	05/09/2025	Ronan, Marcela	90.06
2095696	05/09/2025	Sebastopol Bearing & Hydraulic	16.49
2095697	05/09/2025	Wilde, Sierra	30.00
2097010	05/16/2025	Andy's Produce Market	440.07
2097011	05/16/2025	ATT	284.64
2097012	05/16/2025	Davey, Kara	51.36
2097013	05/16/2025	Department Of Justice	510.00
2097014	05/16/2025	Fircrest Market	53.03
2097015	05/16/2025	Haedo, Karina	106.86
2097016	05/16/2025	McKenzie, Laurie	14.65
2097017	05/16/2025	Plumfield Inc. DBA Plumfield Academy	4,944.28
2097018	05/16/2025	Sebastopol Hardware Center	187.13
2097019	05/16/2025	Starhouse Media, LLC	700.00
2097020	05/16/2025	Kyocera Document Solutions NC	206.17
2098543	05/23/2025	Anova Center for Education	6,657.11
2098544	05/23/2025	BMO Bank N.A.	655.19
2098545	05/23/2025	Convergeone, Inc.	404.67
2098546	05/23/2025	Fircrest Market	88.65
2098547	05/23/2025	Haedo, Cristina	300.00
2098548	05/23/2025	ODP Business Solutions, LLC	452.78
2098549	05/23/2025	PG&E	1,230.45
2098550	05/23/2025	Tombe Realty, Inc.	22,874.09
2099133	05/28/2025	Galusha, Amy Jaques	1,350.00
2099134	05/28/2025	Kenney, William	35.00
5494044	05/09/2025	Sofia Brusati	176.69 *

Cancelled on 06/04/2025, Cancel Register # PM250618

Total Number of Checks

45

59,209.52

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 05/01/2025 through 05/31/2025

Board Meeting Date June 26, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
Cancel	Count 1	Amount 176.69	
Net Issue		59,032.83	

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	44	59,032.83
	Total Number of Checks	44	59,032.83
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		59,032.83

Total Expenditures May 2025

Total Vendor Warrants, May 31, 2025	\$	59,032.83
Payroll: May 10, 2025 Supplemental		3,959.75
Payroll: May 31, 2025 Regular		163,341.29
Total PR & Expenditures	\$	226,333.87

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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Description

Includes Purchase Orders dated 05/01/2025 - 06/20/2025

Board Meeting Date June 26, 2025

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
P25-00418	BMO Bank N.A.	PO #8376 - TH VIDEO PRODUCTION	2THS	03	Th/ab Ed Founda	472.05
P25-00419	BMO Bank N.A.	PO #8434 - AB LAMINATOR	1ABS	01	Arts Music Inst	1,543.08
P25-00420	BMO Bank N.A.	PO #8437 - ABASP SUMMER CAMP 2025	5DYA	12	Unrestricted/no	361.60
P25-00421	Black, Patricia E.	PO #8439 - LEGAL FEE FOR SETTLEMENT	9DSO	01	Unrestricted/no	4,550.00
P25-00422	Associated Plumbing	PO #8442 - AB SEWER REPAIRS	1ABS	01	Restricted Main	16,281.76
P25-00423	Oak Hall Cap & Gown	PO #8404 - OV GRAD SUPLS	3OVS	09	State Lottery	82.84
P25-00424	ODP Business Soluti	PO #8433 - DO OFFICE SUPLS	9DSO	01	Unrestricted/no	491.73
P25-00425	ODP Business Soluti	PO #8447 - ABASP SUMMER CAMP SUPLS	5DYA	12	Unrestricted/no	411.31
P25-00426	S & S Worldwide, In	PO #8435 - ABASP SUMMER CAMP SUPLS	5DYA	12	Unrestricted/no	830.98
P25-00427	Sound & Signal, Inc	PO #8421 - AB PA SYSTEM REPAIRS	1ABS	01	Restricted Main	1,128.88
P25-00428	Tel Con Communicati	PO #8422 - AB/TH PHONE REPAIRS	7DSW	01	Restricted Main	1,070.81
P25-00429	Weeks Drilling & Pu	PO #8436 - TH IRRIG BOOSTER PUMP	2THS	01	Restricted Main	5,933.20
P25-00430	Weeks Drilling & Pu	PO #8446 - TH RETENTION TANK	2THS	01	Restricted Main	2,444.19
P25-00431	BMO Bank N.A.	PO #8481 - ABASP CAMP SUPLS	5DYA	12	Unrestricted/no	83.73
P25-00432	Bolt, Dennis	PO #8444 - DO BUSINESS CARDS	9DSO	01	Unrestricted/no	124.00
P25-00433	Smith, Marian	PO #8451 - ABASP T-SHIRTS	5DYA	12	Unrestricted/no	2,195.50
P25-00434	Dienamics	PO #8382 - TH PROMOTION CERT	2THS	03	State Lottery	164.24
P25-00435	Flory Systems LLC	PO #8448 - EDUCATIONAL CONSULTING SRVCS	7DSW	01	Unrestricted/no	2,400.00
P25-00436	Isom Advisors	PO #8443 - GO BOND CONT DISCLOSURE SRVCS	9DSO	21	Unrestricted/no	1,575.00
P25-00437	Kyocera Document So	PO #8379 - TH B1141 COPIER STAPLES	2THS	03	State Lottery	89.95
P25-00438	ROOTS Solutions, LL	PO #8479 - ABASP IC GARDENING CLASSES	5DYA	12	Unrestricted/no	400.00
P25-00439	Santa Rosa Window T	PO #8478 - OV/TH WINDOW TINTING	7DSW	14	Unrestricted/no	9,600.00
P25-00440	Sonoma County Offic	PO #8449 - 2024-25 SC CONST FEES	7DSW	01	Unrestricted/no	9,991.04
P25-00441	Smith's Golf Cars I	PO #8492 - AB GOLF CART BATTERY CHARGER	1ABS	01	Unrestricted/no	545.55
P25-00442	Stanroy Music Cente	PO #8383 - TH MUSIC INSTR REPAIRS	2THS	03	Arts & Music	388.63
Total						63,160.07

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.

Description

Includes Purchase Orders dated 05/01/2025 - 06/20/2025

Board Meeting Date June 26, 2025

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
P25-00150	BMO Bank N.A.	PO #8340 - SR DISPENSERS	4HAY	09	Unrestricted/no	429.81
P25-00151	ODP Business Soluti	PO #8409 - SR OFFICE SUPLS & POSTAGE	4HAY	09	Unrestricted/no	452.78
P25-00152	Sonoma County Offic	PO #8450 - SR SC CONSORT FEES	4HAY	09	Unrestricted/no	3,898.99
P25-00153	Santa Rosa Window T	PO #8477 - SR WINDOW TINTING	4HAY	09	Unrestricted/no	15,776.00
Total						20,557.58

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.



Page 1 of 1

**TWIN HILLS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
May 8, 2025
MINUTES**

1. The Board Meeting was called to order at 4:31 pm by President Harding.
 - A. Flag salute
 - B. Roll Call: all present
2. Motion to approve agenda by Trustee Beck and second by Trustee Moise. Approved 5-0.
3. Celebrating Success presentation by SunRidge Charter School featuring a 6th Grade Choral performance.
4. Open Session. No comments.
5. Motion to approve the minutes of the Regular meeting of April 24, 2025, by Trustee Ost and second by Trustee Moise. Approved 5-0.
6. Motion to approve consent items A through D by Trustee Beck and second by Trustee Houghton. Approved 5-0. Motion to approve consent item E by Trustee Ost and second by Trustee Houghton. Approved 5-0.
7. Administrative reports.
8. Board of Trustees reports.
9. Motion to approve Resolution 2025-596: Establish Temporary Interfund Transfers 2025-26 by Trustee Ost and second by Trustee Moise. Approved 5-0.
10. Motion to approve 2025-26 contract with Revolution Foods by Trustee Beck and second by Trustee Ost. Approved 5-0.
11. The Board selected a date for the 2025-26 budget study session. Motion to select May 29, 2025, at 2:00pm by Trustee Beck and second by Trustee Moise. Approved 5-0
12. Adjournment at 5:20 pm.

Respectfully submitted,

Dana Pedersen, Superintendent
Recording Secretary to the Board of Trustees

Approved:

John Moise, Board Clerk

Jeff Harding, Board President

**TWIN HILLS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING
May 29, 2025
MINUTES**

- A. The Board Meeting was called to order at 2:00 pm by President Harding.
 - 1. Flag salute
 - 2. Roll Call: Trustee Ost absent
- B. Open session:
 - 1. Public Comment: No comments
 - 2. Motion to approve agenda by Trustee Beck and second by Trustee Houghton. Approved 4-0.
 - 3. Motion to approve May personnel report by Trustee Houghton and second by Trustee Beck. Approved 4-0.
 - 4. Motion to approve 2025-26 SCOE Interdistrict Attendance Agreement by Trustee Moise and second by Trustee Beck. Approved 4-0.
 - 5. Motion to approve updated ELOP 3-year Plan by Trustee Moise and second by Trustee Beck. Approved 4-0.
 - 6. Motion to approve Summer 2025 MOU for Summer Camp Services with Sonoma County Family YMCA by Trustee Houghton and second by Trustee Moise. Approved 4-0.
- C. Board Study Session: 2025-26 Budget Development Process
- D. Adjournment at 4:00pm on a motion by Trustee Moise and second by Trustee Beck. Approved 4-0.

Respectfully submitted,

Dana Pedersen, Superintendent
Recording Secretary to the Board of Trustees

Approved:

John Moise, Board Clerk

Jeff Harding, Board President

Twin Hills USD

Monthly Personnel Report

June 26, 2025

Certificated

Additions:

- Gonzalez-Macias, Martha – District Counselor 1.0 FTE 2025-2026 Prob Yr 1
- Vermeulen, Morgan – TH Teacher 0.80 FTE 2025-2026 Prob Yr 1
- Langland, Christopher – SR Math Teacher 0.60 FTE 2025-2026 Prob Yr 1

Changes:

- Amador, Sarah – 1.0 FTE Teacher - transfer from Orchard View School to Apple Blossom School in 2025-2026
- McKenna, Karen – Request 1.0 FTE leave of absence from classroom teacher position in 2025-2026 to take 0.80 Intervention position at Apple Blossom.

Separations:

Classified

Additions:

- Gudino, Margaret – ABASP Childcare Assistant – Summer Camp
- Luna Vargas, Juan Pablo – ABASP Childcare Assistant – Summer Camp
- Luna Vargas, Emily – ABASP Childcare Assistant – Summer Camp

Changes:

Separations:

TWIN HILLS UNION SCHOOL DISTRICT FIELD TRIP CHECKLIST

To be completed and returned to the Principal/Director at least two (2) weeks prior to the proposed field trip

TEACHER TO COMPLETE AND RETURN:

1. TEACHER'S NAME Mark Quirt CLASSES INVOLVED 7th gr (25/26)
 DATE OF FIELD TRIP 9-2-25-9-5-25 ALTERNATE DATE _____ # OF STUDENTS 28
 DESCRIPTION/DESTINATION camp McCumber - Shingle Town CA

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

Study of Geology

DEPARTURE TIME: 9:00am RETURN TIME: 3:30pm

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

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

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

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

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

4. NAME(S) OF CHAPERONE(S) 6-8 chaperones TBD

5. COST OF TRANSPORTATION: — COST TO STUDENTS: Donation \$ 100.00

6. DATE SUBMITTED TO PRINCIPAL/DIRECTOR: 5-28-25

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

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

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

PRINCIPAL/DIRECTOR TO COMPLETE:

PRINCIPAL/DIRECTOR'S RECOMMENDATION: **APPROVE/DENY**

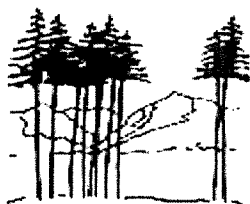
SIGNATURE: [Signature] DATE: 6/16/25

7th Grade Mt. Lassen Trip Itinerary September 2-5, 2025

Tuesday Sept. 2 (Travel /Bumpass Hell)	Wednesday Sept. 3 (Cinder Cone/Subway Cave)	Thursday Sept. 4 (Lassen Peak /Museum)	Friday Sept. 5 (Camp/Travel)
8:10 Load cars	7:00 Wake up	7:00 Wake up	7:00 Wake up
8:40 Leave campus	7:30 Pack day bag	7:30 Pack day bag	8:00 Breakfast & pack lunches
10:30 Snack & Bathroom break	8:00 Breakfast & pack lunches	8:00 Breakfast & pack lunches	-----
1:00 Arrive at Bumpass Hell, Lunch & break, then hike (moderately easy hike)	-----	-----	8:30 Circle: closing
3:00 Drive to Camp McCumber	8:45 Circle: prep for hike	8:45 Circle: prep for hike	9:00 Play at camp
4:00 Arrive and set up camp/cabins	9:15 leave camp and drive to Cinder Cone	9:00 leave camp and drive to Peak Trailhead	10:00 Leave for SR
4:45 Activities	10:15 Hike to Cinder Cone	10:00 Begin hiking peak (snack on trail) Lunch at peak	12:30 Lunch stop & stretch
-----	12:30 Lunch on trail	Journal/sketch/reflect	3:00 pm arrive at SR
-----	2:00 Drive to Subway Cave	3:00 Drive back to camp, stop at museum if time and energy	
6:00 Dinner	Explore Subway Cave	3:30 Reading, journaling & showers	
7:00 Cabin time—prepare for campfire	3:00 Drive back to camp	4:15 Outdoor Activity	
7:30 Activity/Campfire	3:30 Reading & journaling	-----	
-----	4:15 Outdoor Activity	-----	
8:30 Cabin time— brush teeth	-----	6:00 Dinner	
9:30 Lights Out	6:00 Dinner	7:30 Campfire/activity-Last Night	
	7:30 Campfire/activity	-----	
	-----	-----	

7th Grade Mt. Lassen Trip Itinerary
September 2-5, 2025

	8:30 Cabin time-brush teeth	8:30 Cabin time-brush teeth	
	9:30 Lights Out	9:30 Lights Out	



Camp McCumber

35440 Deer Flat Road
Shingletown, CA 96088
530-474-4896

info@campmccumber.com

Mailing Address:

PO Box 494580
Redding, CA 96049

www.campmccumber.com

Camp McCumber Rental Contract Agreement

Group Information:

7th graders

Date Contract was sent:

6/6/2025

Group Name: SunRidge School

Use Dates: 9/2/25 to 9/5/25

Details of Use: # of Nights: 3 First Meal: dinner 9/2/25 Last Meal: lunch 9/5/25 Total Meals: 9
People: minimum # 37 max # 37 Total Estimated # ppl: 37 ☐ children ☒ youth ☐ adults ☐ mixed
Name Group Leader: Mark Quirt Org Phone: 707-824-2844 Leader cell: _____
Assist Group Leader: _____ Leader email: mquirt@twinhillsusd.org
Organization Address: 7285 Hayden Ave assist email: _____
City: Sebastopol State: CA Zip: 95472 assist cell: _____

Kitchen/Food: ☒ Camp Provided Meals ☐ Self Cook/ Kitchen Use ☐ No Kitchen Use
Fees: *final rate based on the minimum number of people projected* ☒ under 40 people- Booking is \$250
Booking- Deposit Fee**: \$500.00 Due: _____ Date Received: _____
Damage/Cleaning Deposit: \$250.00 Due: _____ Date Received: _____
Total Booking fee & Damage Deposit: **\$500.00**

Cost per person: see Rate Sheet
4 days & 3 nights with 9 # of camp prepared meals ☐ self meals^ per person fee~ = **\$285.00**
estimated minimum* # of people group 37 maximum # of people 37
* organization is responsible to pay for number of people up to their minimum projected.
Totals:
Vistor Meals: # people @ meal= _____ ☐ Dinner \$17 ☐ Lunch \$11 ☐ Breakfast \$9 **\$0**
Alternative/special Diets: # of meals _____ # of people _____ \$5 each meal **\$0**
Children: # children (3 yrs & older) eating meals _____ number of days _____ \$18 each day **\$0**

Kitchen: ☐ YES - Group Kitchen Use Damage Deposit - Kitchen Use: \$275 Kitchen Use Fee: \$300 **\$0**
[charged only if client group uses kitchen] Damage Deposit subtracted in final invoice... if kitchen left clean & no damages.
Staff prep Night^: ☐ Pre-Camp^ \$250 *staff: _____ ☐ Added meals ☐ Dinner ☐ Lunch ☐ Breakfast **\$0**
^ afternoon & evening before your camp- staff only, no meals * meal cost based on 20 ppl
RV spaces: ☐ Full Hookups- # of spaces _____ \$60 ☐ Partial Hookups- # of spaces _____ \$40 = **\$0**
[RV & tenting during a client group] ☐ Tent Sites- # of _____ \$30 **\$0**

Hourly Facility Use: Includes use of: Dining Hall, Meeting Room, BBQ area, Restrooms Only) over 100 ppl- add 25%
Facility Use: ☐ up to 2 hrs \$175 for 8-49 ☐ up to 2 hrs \$225 for 50-100 ppl ☐ 8 am to 10 pm
☐ up to 4 hrs \$325 for 8-49 ☐ up to 4 hrs \$400 for 50-100 ppl **\$1,000 for 50-100 ppl \$0**
☐ up to 6 hrs \$425 for 8-49 ☐ up to 6 hrs \$500 for 50-100 ppl
Event/ Hrly People: estimated number of people _____
☐ Yes Coffee Service: ☐ 2 hrs-\$25 ☐ 4 hrs-\$40 ☐ 6 hrs- \$50 ☐ all day- \$60 **\$0**
☐ Yes Kitchen use fee: _____ hrs \$25 for @ hr **\$0** Kitchen Damage Deposit-\$250: **\$0**
Damage Deposit will be subtracted in final invoice... if kitchen is left clean and no damages.
☐ Yes Additional Staff: additional staff assistance (hrly rate) of \$20 hr # of staff _____ # of hrs _____ **\$0**
Use of additional buildings: nurses cabin & director's cabin - add \$100 Overnight guests charged overnight charges

estimated, Total based on minimum * people: **\$ 11,045.00**
Deposit: *hourly deposit fee is non-refundable*
50% Estimated Rental Fee: **\$ 5,523** Due: upon receipt Date Received: _____
**Booking Fees (non-refundable) applied to final invoice

For more information or details, to book retreat or event, please contact us at:

info@campmccumber.com

(530)474-4896

**TWIN HILLS UNION SCHOOL DISTRICT
FIELD TRIP CHECKLIST**

To be completed and returned to the Principal/Director at least two (2) weeks prior to the proposed field trip

TEACHER TO COMPLETE AND RETURN:

1. TEACHER'S NAME Kate Russell CLASSES INVOLVED 8th gr (25/26)
 DATE OF FIELD TRIP 9.8.25 - ALTERNATE DATE _____ # OF STUDENTS 24
 DESCRIPTION/DESTINATION Nature Bridge Yosemite Program
 CORRELATION WITH SUBJECT MATTER BEING STUDIED (Attach a copy of your lesson plan detailing activities to be presented before and after the field trip):
8th grade culmination
See attached
 DEPARTURE TIME: 9am RETURN TIME: 5pm
2. INFORMATIONAL LETTER/PERMISSION NOTE: Develop an informational letter using District form E 6153 (2) as a guideline. Obtain approval from the school principal and attach completed District provided permission form E 6153 (3) and send home.
 -COLLECT ALL PERMISSION NOTES (Keep on file until June).
 -I HAVE ENCOURAGED PARENTS OF CHILDREN WHO ARE ALLERGIC TO BEE STINGS OR INSECT BITES OR ON MEDICATION TO ATTEND THE FIELD TRIP **YES/NO**
 -I KNOW WHERE THE FIELD TRIP FIRST AID KIT AND MY STUDENT HEALTH PROBLEMS SUMMARY ARE LOCATED AND WILL TAKE EACH ALONG ON THE FIELD TRIP **YES/NO**
3. TRANSPORTATION WILL BE BY: (check mode below)
 ___ DISTRICT SCHOOL BUS (THIS DATE HAS BEEN CLEARED WITH BUS SUPERVISOR **YES/NO**)
 ___ OTHER SCHOOL BUS
☒ PRIVATE VEHICLE
 ___ CHARTER BUS (I HAVE COMPLETED THE CHARTER BUS CHECKLIST E 6153 (5) **YES/NO**)
 ___ WALKING
4. NAME(S) OF CHAPERONE(S) TBD 6-8 chaperones
5. COST OF TRANSPORTATION: _____ COST TO STUDENTS: Donation \$150.00
6. DATE SUBMITTED TO PRINCIPAL/DIRECTOR: 5.28.25
7. CALENDAR: AFTER ADMINISTRATIVE APPROVAL, I WILL WRITE THE DATE, TIME, AND DESTINATION ON THE OFFICE SCHOOL CALENDAR.
8. INFORM ALL AFFECTED SPECIALTY TEACHERS (Gardening, Games, Choir, Music, RSP, Handwork, Woodwork and Exploratory Classes) of date and time.
9. INFORM ALL AFFECTED DISTRICT PERSONNEL (SP.ED, Adaptive P.E., Speech, O.T.) of date and time.

PRINCIPAL/DIRECTOR TO COMPLETE:

PRINCIPAL/DIRECTOR'S RECOMMENDATION: **APPROVE/DENY**

SIGNATURE: _____ DATE: 6/16/25



INITIAL INVOICE

Katharine Russell
SunRidge School
7285 Hayden Ave
Sebastopol, CA 95472

INV #	2601-000126
DATE	4/1/2025 2:23:07 PM
TOTAL	
CHARGES	\$24,157.00
DEPOSIT	
DUE DATE	May 1, 2025

SunRidge School

Monday, September 8, 2025 at 3:00PM – Friday, September 12, 2025 at 12:00PM

CHARGES

Item	Description	Qty	Unit Price	Subtotal	Tax	Total
4-Night Standard Student		24	\$833.00	\$19,992.00	\$0.00	\$19,992.00
4-Night Standard Adult		5	\$833.00	\$4,165.00	\$0.00	\$4,165.00
Scholarship Fees		29	\$2.00	\$58.00	\$0.00	\$58.00

Total Charges **\$24,157.00**

PAYMENTS

Date	Description	Total
------	-------------	-------

Total Payments **\$0.00**

BALANCE DUE: \$24,157.00

If the deposit payment of **\$6,039.25** is not received by **May 1, 2025**, your participation in our program cannot be guaranteed!

Remittance Address
NatureBridge
Attn: Accounts Receivables
1033 Fort Cronkhite
Sausalito, CA 94965

PAYMENT IN FULL IS DUE 30 DAYS PRIOR TO ARRIVAL

NatureBridge connects young people to the wonder and science of the natural world, igniting self-discovery and inspiring stewardship of our planet.



Sample Itinerary: 5-day/4-night with Non-Valley Based Lodging

Programs based out of the National Environmental Science Center (NESC) or Crane Flat

NatureBridge aims to welcome students to our new campus in September 2024. If the campus is not ready to host programs, programs will continue at Crane Flat.

Monday: Arrival Day

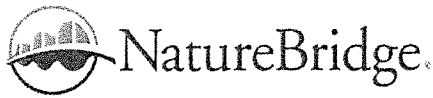
- Morning:* *OPTIONAL: Explore Yosemite Valley on your own prior to program start*
- 3:00 pm: Arrival and meet NatureBridge Site Manager for campus orientation, move into dorms/cabins
- 5:30 pm Dinner in Dining Hall
- 7:00 pm: NatureBridge evening program
- 9:00 pm: Get ready for bed
- 10:00 pm: Lights out

Tuesday:

- 7:00 am Wake up
- 7:45 am: Breakfast in the Dining Hall
- 8:45 am: Chaperones meet with educators
- 9:00 am - 4:30 pm:
- Learning groups meet educators at the dining hall for instruction
 - Campus care
 - Hike, explore, learn in locations within walking distance of campus
- 5:30 pm: Dinner in the Dining Hall
- 7:00 pm: NatureBridge evening program
- 9:00 pm: Get ready for bed
- 10:00 pm: Lights out

Wednesday:

- 7:00 am Wake up
- 7:45 am: Breakfast in the Dining Hall
- 9:00 am - 4:30 pm:
- Learning groups meet educators at the dining hall for instruction
 - Campus care
 - Hike, explore, learn in locations within walking distance of campus



5:30 pm Dinner in Dining Hall
7:00 pm: NatureBridge evening program
9:00 pm: Get ready for bed
10:00 pm: Lights out

Thursday:

7:00 am Wake up
7:45 am: Breakfast in the Dining Hall
9:00 am - 4:30 pm:

- Learning groups meet educators at the dining hall for instruction
- Campus care
- Hike, explore, learn in locations within walking distance of campus

5:30 pm: Dinner in the Dining Hall
7:00 pm: NatureBridge evening program
9:00 pm: Get ready for bed
10:00 pm: Lights out

Friday: Departure Day

7:00 am Wake up
7:45 am: Breakfast in the Dining Hall
8:30 am: Finish packing and prepare for departure
9:00 am - 3:00 pm:

- Learning groups meet educators at the dining hall for instruction
- Campus care
- Hike, explore, learn in locations within walking distance of campus

OR

- *OPTIONAL: Use own transportation to drive down to Yosemite Valley and explore, hike, and learn prior to departure (on your own or educator-led).*

Valley Transportation Options:

NatureBridge no longer has access to transportation within Yosemite, so schools are responsible for securing inter-park transportation for the 2023-2024 school year. Below are some options to consider as you plan your program:

Option 1: Arrive to Yosemite Valley at noon on your scheduled arrival day

In this scenario, students would meet their Educators at the Yosemite Valley Lodge and spend half the day in Yosemite Valley. Then, the same bus that dropped you off would drive your school to your non-valley-based lodging at 3:30 pm from Yosemite Valley Lodge.



Option 2: Depart from your non-valley-based lodging to Yosemite Valley after Breakfast on departure day

In this scenario, your bus would load up your school at your non-valley-based lodging at 8:30 am and meet their Educators at the Yosemite Valley Lodge. They would spend the day in Yosemite Valley until your departure time.

Option 3: A combination of options 1 and 2

You are also welcome to combine these options or arrange for your bus driver to stay overnight in a hotel nearby in Groveland, Mariposa, or Oakhurst. With a bus driver staying overnight nearby, you have the most flexibility to spend a full trail day in Yosemite Valley.

Additional Planning Resources:

Before booking a commercial bus company, please ensure that your provider has a Commercial Use Authorization that allows them to operate in the National Park. You are welcome to *request the National Park Service list of valid bus companies* that may transport your students to and from Yosemite.

TWIN HILLS UNION SCHOOL DISTRICT
FIELD TRIP CHECKLIST

To be completed and returned to the Principal/Director at least two (2) weeks prior to the proposed field trip

TEACHER TO COMPLETE AND RETURN:

1. TEACHER'S NAME Cristina Gosting CLASSES INVOLVED 6th (25/26)
DATE OF FIELD TRIP 9/15-9/17 ALTERNATE DATE _____ # OF STUDENTS 30
DESCRIPTION/DESTINATION Lassen National Park

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

Volcano types.
Volcanic activity
Volcanic formations
Black-oregional attached

DEPARTURE TIME: 9:00 am RETURN TIME: 3:45 approx

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

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

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

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

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

4. NAME(S) OF CHAPERONE(S) Currently unknown likely Nick Ludington, Marlon Maiga, Jillian Horton

5. COST OF TRANSPORTATION: \$150 total cost COST TO STUDENTS: Donation \$150

6. DATE SUBMITTED TO PRINCIPAL/DIRECTOR: 4/30/2025

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

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

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

PRINCIPAL/DIRECTOR TO COMPLETE:

PRINCIPAL/DIRECTOR'S RECOMMENDATION/ APPROVE/DENY
SIGNATURE: _____

DATE: 5/1/25

June May 10, 2025

Dear Twin Hills Union School District Board Members:

I would like to request permission to take my 6th grade class of 30 students next school year to Mt. Lassen Volcanic National Park for a field trip on September 15-17, 2017. This field trip will be during our 3 week block in Earth Science. This trip will give the children a chance to explore the volcanic rich environment, a small section of the Cascade Range. Through this active exploration, the students will experience building 3 different types of volcanoes in a ranger lead program, walk through a lava tube, hike up a cinder cone, and visit an area with hydrothermal activity. They will also learn about the active history of Mt. Lassen.

Approximately 10 parents will accompany our group. The itinerary is attached along with the cost per student and standards covered.

Very truly yours,

Cristina

Geology Block

1. The Layers of the Earth
2. What is a Volcano?
3. Types of Volcanoes.
4. Types of Volcanoes continued
5. Volcano stories

1. Plate techtonics
2. Ring of Fire
3. Earthquakes
4. Earthquake experiments
5. Rock Cycle

1. Rock identification
2. Rock formations
3. Fossils and Earth strata
4. Test
5. Project presentations

Project is an erupting 3 D model on an actual volcano and a written and oral report on that volcano.

Cabin cost total: \$1350.80

Gas costs for 8 cars \$2776.48

Per car \$347.06

Additional food costs \$300

Total \$4427.28

Each student will pay \$150

Lassen Volcanic National Park Field Trip Itinerary

Ranger Station 530-595-4480 between 9am -5pm

Monday, September 15th, 2025

- 9:00 Depart from school in chaperone vehicles
- 12:00 Stop for snack and play at Sundial Bridge
- 2:30 Arrive at Lassen Park – Check in time campground
- 3:00 Set up camp
- 4:00 Hike Lily Pond Interpretive Trail around Lake Manzanita.
- 5:00 Prep Dinner
- 6:00 Dinner and clean up
- 8:00 Prepare for bed /Reading in bed
- 9:00 Lights out

Tuesday, September 16th, 2025

- 6:30 Everyone wakes up and gets ready; breakfast and lunch prep
- 7:30 Breakfast
- 9:00 Devastated Area (10 miles by car)
Bumpass Hell (20 miles by car) drive to geothermal areas
Sulphur Works (15 mins/car, 15 mins walk)
- 12:00 Lunch outside interpretive center
- 1:00 Cinder Cone. (55 mins drive) Go up the front and down the back to see
Painted Dunes
Lava Tubes
Drive to Subway Caves (Great to go to the heights of the cinder cone to
depths of the caves)
- 6:00 Dinner
- 8:00 Prepare for bed
- 8:45 Lights out

Wednesday, September 17th, 2025

- 6:30 Everyone wakes up and packs up before eating (have lunch making
accessible in ice chests)
- 7:30 Breakfast (cold cereal)
- 9:00 Depart for home
- 12:00 Lunch at cars in Clearlake
- 3:00 Return to SunRidge depending on traffic

Twin Hills Union School District

Board Meeting – June 26, 2025

Agenda Item: 2025–26 Local Control Accountability Plan (LCAP) Adoption

Reported by: Dana Pedersen, Superintendent

Item: E3

RECOMMENDATION:

The Superintendent recommends that the Board adopt the following Local Control and Accountability Plans for the 2025–26 fiscal year, including all required components:

- LCAP for **Twin Hills Union School District** (Apple Blossom Elementary)
- The LCAPs for the following **Charter Schools**:
 - Twin Hills Charter Middle School
 - Orchard View School
 - SunRidge Charter School
- The updated 2024–25 LCAP Mid-Year Report for each school
- The Budget Overview for Parents for each school

BACKGROUND:

The Local Control and Accountability Plan (LCAP) is a critical planning document required under California’s Local Control Funding Formula (LCFF). It outlines a three-year roadmap of goals, actions, services, and expenditures designed to improve outcomes for all students, with targeted efforts for English learners, foster youth, and socioeconomically disadvantaged students.

In accordance with Education Code § 52062(b)(1), the district held a public hearing on June 24, 2025, to gather public feedback. Notice of the hearing was published in the *Press Democrat* and posted on the District website. Each plan includes input from school staff, families, students, and other educational partners.

DISCUSSION:

The plans presented reflect Year 2 of the District’s three-year LCAP cycle (2024–2027). All four plans—one districtwide and three charter-specific prioritize:

- Improved academic achievement and early literacy
- Increased access to social-emotional and behavioral supports
- Inclusive school climates and safe learning environments
- Family engagement and communication
- Expanded college, career, and civic readiness

The District LCAP also highlights shared services such as intervention coordination, multilingual outreach, trauma-informed professional development, and investments in expanded learning and technology. The Charter School LCAPs reflect site-specific goals in alignment with LCFF requirements.

FISCAL IMPACT: Each LCAP aligns with its 2025–26 school budget and includes a Budget Overview for Parents. The use of supplemental and concentration funds is clearly tied to actions that improve services for unduplicated pupils.

NOTICE OF PUBLIC HEARINGS

THE BOARD OF TRUSTEES OF THE TWIN HILLS UNION SCHOOL DISTRICT

WILL BE CONDUCTING PUBLIC HEARINGS:

2025-26 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

&

2025-26 BUDGET

Including Exhibit B: Reserve Disclosure EC42127(a)(s)(B)(C)

**THE HEARING WILL BE HELD AT APPLE BLOSSOM ELEM
700 WATERTROUGH ROAD, SEBASTOPOL
4:30PM ON JUNE 24, 2025**

**TO REQUEST A COPY OF ANY OF THESE REPORTS
EMAIL PNOSECCHI@TWINHILLSUSD.ORG**

Please access LCAPs on the District website:

<https://www.twinhillsusd.org/about-our-district/state-reports/lcap-reports>

**Or email pnosecchi@twinhillsusd to request a copy
be emailed to you**

Local Control and Accountability Plan 2025-26

Including:

- * 2025-26 LCFF Budget Overview for Parents**
- * 2024-25 LCAP Annual Update**
- * Local Performance Indicator Self-Reflection**

**THUSD: Apple Blossom Elementary
School (District 53-Fund 01)**

**Twin Hills Charter Middle School
(District 53-Fund03)**

**Orchard View Charter School
(District 53-Fund 09)**

**SunRidge Charter School
(District 21- Fund 09)**



Twin Hills
School District

2025-2026

EXECUTIVE BUDGET ADOPTION SUMMARY

PRESENTED BY

Patty Nosecchi *Business Manager*
Dana Pedersen *Interim Superintendent*

June 2025

A. OVERVIEW

The 2025–26 Adopted Budget represents a thoughtful, transparent, and student-focused approach to fiscal planning. Despite ongoing cost pressures and modest revenue growth, the District remains committed to sustaining vital programs, protecting core services, and maintaining a 17% contingency reserve to promote long-term fiscal health.

2025–26 Key Financial Highlights:

- Total Revenue: \$18.9 million
- Total Expenditures: \$19.25 million
- Operating Deficit: **\$305,989**
- Meet Overall Reserve Target: 17% (Includes Fund 17 Special Contingency Reserve)

B. REVENUE & FUNDING STRUCTURES

LCFF: The Local Control Funding Formula (LCFF) continues to be the District's primary source of revenue. The 2025–26 budget includes a statutory Cost-Of-Living Adjustment (**COLA: 2.30%**), which is insufficient to fully offset cost increases related to staffing, benefits, and inflation.

Other state funding sources include Lottery, Mandate Block Grant, and Mental Health allocations. Federal revenues are budgeted at prior-year levels with no new COVID-related aid expected.

Enrollment Growth: After several years of stagnant or declining enrollment, the District projects a modest **increase of 65 ADA (6%)**, a positive indicator of shifting long-term trends. This anticipated growth is already reflected in the 2025–26 ADA-based funding projections, contributing to a more favorable revenue outlook and supporting the District's efforts to stabilize and strengthen its fiscal position.

C. KEY EXPENDITURE DRIVERS

Federal revenues are budgeted at prior-year levels with no new COVID-related aid expected. Major cost drivers in the 2025–26 budget include:

- Special Education General Fund Contribution: \$1.3 million, including ~\$600,000 increase costs for West Sonoma County Consortium programming expansion of Exceptional Needs Services.
- Routine Restricted Maintenance Account (RRMA) required maintenance transfer: \$300,000
- Staffing costs, step and column increases, STRS/PERS rates
- Utilities inflation

D. FISCAL OUTLOOK & PLANNING

The District projects a year-end fund balance of \$2.8 million, with all reserves and assignments fully accounted for and no unassigned fund balance. While multi-year projections highlight the importance of continued fiscal discipline, the District's financial outlook is markedly improving. Deficit spending has decreased by **over 84%**, from \$1.96 million in 2024–25 to a projected \$306,000 in 2025, with surpluses anticipated in the two years that follow. This positive trajectory reflects strategic program restructuring, intentional cost containment, and conservative revenue forecasting. The District will continue to closely monitor expenditures while exploring opportunities to grow.

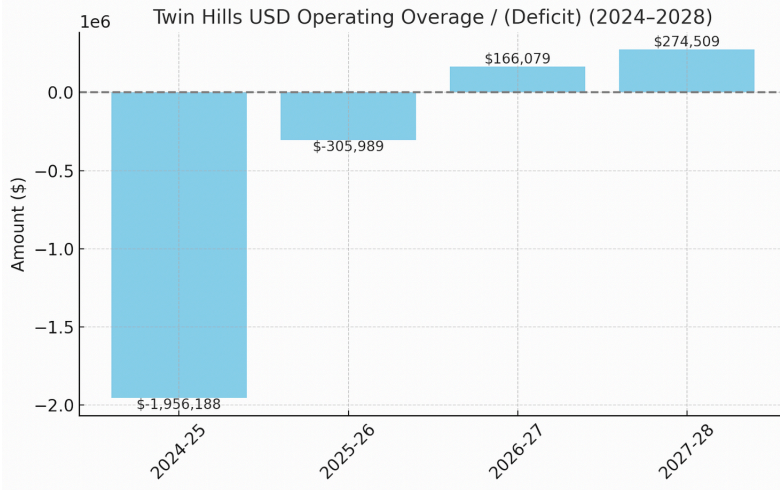
**See Section E for additional strategies supporting long-term sustainability.*

D.1 Exhibit:

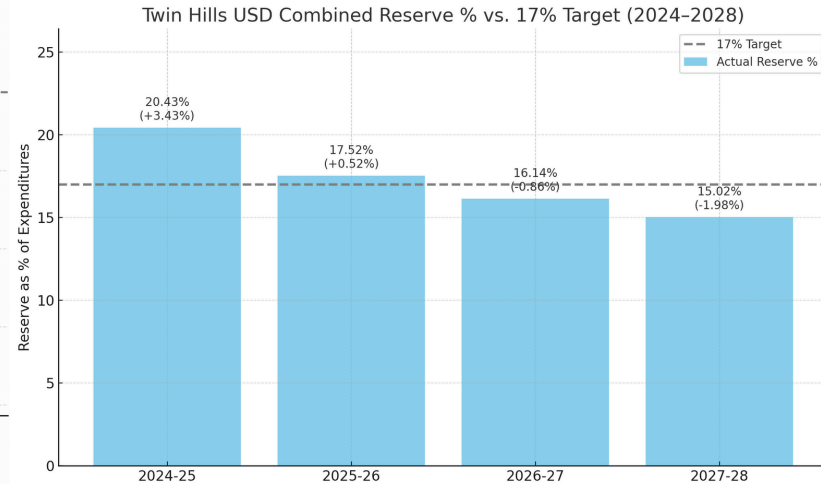
Operating Overage / (Deficit), Unrestricted Fund Balance and Fund 17

	Total Revenue + Transfers in Unrest+Rest	Total Expenses + Transfers Out Unrest+Rest	Operating Overage / (Deficit)	Unrestricted Beginning Fund Balance	Unrestricted Ending Fund Balance	Fund 17	Total Available for Reserve	Combined Reserve & Over/Under %
2024-25	\$17,587,921	\$19,544,109	(\$1,956,188)	\$4,170,406	\$3,128,837	\$335,675	\$3,464,512	20.43 / 3.43
2025-26	\$18,945,235	\$19,251,224	(\$305,989)	\$3,128,837	\$2,610,529	\$347,675	\$2,958,204	17.52 / .52
2026-27	\$19,387,449	\$19,221,370	\$166,079	\$2,610,529	\$2,357,203	\$359,675	\$2,716,878	16.14 / (.086)
2027-28	\$19,886,662	\$19,612,153	\$274,509	\$2,357,203	\$2,209,269	\$371,676	\$2,580,945	15.02 / (1.98)

D.2 Exhibit: Operating Overage- Deficit Graph-Unrestricted/Restricted



D.3 Exhibit: Operating Fund Balance Graph-Unrestricted Only



E. BUILDING A SUSTAINABLE FISCAL FUTURE

As the District strengthens its financial position, strategic focus remains on identifying and maximizing sustainable revenue sources that align with educational priorities and student needs.

Key goals and strategies include:



- **Maximizing grant opportunities:** local, state and federal levels.
- **Leveraging state-funded programs** such as the Expanded Learning Opportunities Program (ELOP) and the launch of the Multi-Payer Fee Schedule (MPFS).
- **Continuing shared charter service partnerships** to increase cost efficiencies.
- **Exploring interdistrict attendance strategies** to grow ADA through distinctive offerings.
- **Advocating for full/adequate funding** of state and federal mandates (i.e. special education).
- **Expanding community/agency partnerships** to bring in-kind services, co-located supports, and shared investment in district initiatives.

Approval: 6/25/25 Agenda Item #E-5
Public Hearing: 6/24/25 Agenda Item #E-2



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

Adopted Budget

2025-26

Please access this budget on the district
website: Board Packet June 24, 2025

Twin Hills Union School District

Board Meeting – June 26, 2025

Agenda Item: Approval of K–5 ELA Curriculum Adoption – Amplify CKLA

Recommendation

The Superintendent recommends the Board approve the adoption of Amplify CKLA (Core Knowledge Language Arts) and Boost Reading for English Language Arts instruction in grades K–5 at Apple Blossom Elementary School. The adoption includes an 8-year license (2025–2033), with annual installment payments to support long-term planning and flexibility.

Overview

This proposed adoption builds on the established success of Amplify ELA at Twin Hills Charter Middle School, creating a unified and coherent ELA instructional pathway for students across the district.

During the 2024–25 school year, Apple Blossom educators engaged in a comprehensive review and pilot process involving multiple curriculum options. Amplify CKLA was selected based on its:

- Strong alignment with the California ELA/ELD Framework
- Emphasis on foundational literacy skills
- Integration of content-rich knowledge in science and social studies
- Supportive professional learning resources for teachers

The proposed adoption reflects both instructional best practices and the district's commitment to providing a consistent, high-quality literacy experience from early elementary through grade 8.

Compliance with Ed Code and Board Policy

This process aligns with:

- Education Code §§ 60000–60045, which govern the selection and adoption of instructional materials
- BP 6161.1 – Selection and Evaluation of Instructional Materials

To ensure transparency and community involvement, a Notice of Public Review was posted to the district website in accordance with Education Code § 60002. The public review period runs from June 15–25, 2025, with printed materials available at Apple Blossom Elementary and digital access provided via Amplify's website. Community input is welcomed and may be submitted to the Superintendent.

Fiscal Summary

The total cost for this 8-year curriculum adoption shall not exceed \$144,054.84.

This amount includes:

- Student materials and consumables
- Teacher editions and kits
- Boost Reading licenses
- Professional development
- Shipping and handling

The District will structure payments as annual installments to allow:

- Flexibility in adjusting orders based on student enrollment
- Long-term budget planning
- Reduced upfront impact on the general fund

The adoption will be funded through the Instructional Materials Block Grant, Lotter Funds and other eligible one-time or restricted resources.

Next Steps

Upon Board approval:

- Year 1 materials will be ordered in the summer
- Staff training will be scheduled
- Full implementation will begin in Fall 2025

Attachments

- Amplify Quote – CKLA + Boost K–5 (Apple Blossom Elementary)
- Copy of Public Review Website Notice

Notice of Public Review – K–5 ELA Curriculum Adoption

In accordance with Education Code § 60002 and Board Policy 6161.1, Twin Hills Union School District invites public review of the proposed K–5 English Language Arts curriculum adoption: **Amplify CKLA (Core Knowledge Language Arts) and Boost Reading** for use at Apple Blossom Elementary School effective Fall 2025.

Public Review Period:

June 15–25, 2025

Review Locations:

- **In-person:** Printed materials available at Apple Blossom Elementary School:
700 Watertrough Road, Sebastopol, CA, 95472
- **Online:**
[Amplify CKLA Curriculum Overview](#)
[Boost Reading Program Overview](#)

Community members are welcome to provide input during the review window. Feedback may be submitted to the Superintendent via email at [dpedersen@twinhillsusd.org] or in writing to the District Office.



Price Quote

Amplify

55 Washington Street, Suite 800
Brooklyn, NY 11201
Phone: (800) 823-1969
Fax: (646) 403-4700

Quote #: Q-527300-1
Date: 5/5/2025
Expires On: 6/4/2025
Delivery Service Level: Standard

Customer Contact Information

Erin Elliott
Twin Hills Union Sch District
(707) 823-1041
eelliott@twinhillsusd.org

Amplify Contact Information

Kevin Mauser
Lead Inside Account Executive
(815) 534-0148
kmauser@amplify.com

Twin Hills (Apple Blossom Elem) - CKLA+Boost K-5 - 8 yr

Kindergarten

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed GK Complete Teacher License Presidents/Seasons - 8yr (2025-2033)	\$1,360.00	2	0	\$2,720.00	\$0.00
Amplify CKLA 3rd Ed GK Complete Student License Presidents/Seasons - 8yr (2025-2033)	\$204.00	50	0	\$10,200.00	\$0.00
Amplify CKLA 3rd Ed GK Student Consumable Set Presidents/Seasons Total Qty over 8yrs (2025-2033)	\$32.00	0	400	\$1,920.00	\$10,880.00
Amplify CKLA 3rd Ed GK Complete Classroom Kit Presidents/Seasons	\$2,800.00	0	2	\$0.00	\$5,600.00
Amplify CKLA 3rd Ed GK Student Readers & Chaining Folder Set	\$48.00	0	2	\$0.00	\$96.00
Boost Reading Student License - 8yr (2025-2033)	\$256.00	0	50	\$8,040.00	\$4,760.00
TOTAL				\$22,880.00	\$21,336.00

Grade 1

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G1 Complete Teacher License Fairy Tales/Early Americas - 8yr (2025-2033)	\$1,360.00	2	0	\$2,720.00	\$0.00
Amplify CKLA 3rd Ed G1 Complete Student License Fairy Tales/Early Americas - 8yr (2025-2033)	\$204.00	50	0	\$10,200.00	\$0.00
Amplify CKLA 3rd Ed G1 Student Consumable Set Fairy Tales/Early Americas Total Qty over 8yrs (2025-2033)	\$32.00	0	400	\$1,920.00	\$10,880.00

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G1 Complete Classroom Kit Fairy Tales/Early Americas	\$2,450.00	0	2	\$0.00	\$4,900.00
Amplify CKLA 3rd Ed G1 Student Reader Set	\$23.00	0	2	\$0.00	\$46.00
Boost Reading Student License - 8yr (2025-2033)	\$256.00	0	50	\$8,040.00	\$4,760.00
TOTAL				\$22,880.00	\$20,586.00

Grade 2

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G2 Complete Teacher License Immigration/Nutrition - 8yr (2025-2033)	\$1,360.00	2	0	\$2,720.00	\$0.00
Amplify CKLA 3rd Ed G2 Complete Student License Immigration/Nutrition - 8yr (2025-2033)	\$204.00	50	0	\$10,200.00	\$0.00
Amplify CKLA 3rd Ed G2 Student Consumable Set Immigration/Nutrition Total Qty over 8yrs (2025-2033)	\$32.00	0	400	\$1,920.00	\$10,880.00
Amplify CKLA 3rd Ed G2 Complete Classroom Kit Immigration/Nutrition	\$2,450.00	0	2	\$0.00	\$4,900.00
Amplify CKLA 3rd Ed G2 Student Reader Set	\$23.00	0	2	\$0.00	\$46.00
Boost Reading Student License - 8yr (2025-2033)	\$256.00	0	50	\$8,040.00	\$4,760.00
TOTAL				\$22,880.00	\$20,586.00

Grade 3

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G3 Complete Teacher License Charlotte's Web/Light & Sound - 8yr (2025-2033)	\$1,360.00	2	0	\$2,720.00	\$0.00
Amplify CKLA 3rd Ed G3 Complete Student License Charlotte's Web/Light & Sound - 8yr (2025-2033)	\$204.00	50	0	\$10,200.00	\$0.00
Amplify CKLA 3rd Ed G3 Student Consumable Set Charlotte's Web/Light and Sound Total Qty over 8yrs (2025-2033)	\$32.00	0	400	\$1,920.00	\$10,880.00
Amplify CKLA 3rd Ed G3 Complete Classroom Kit Charlotte's Web/Light & Sound	\$1,900.00	0	2	\$0.00	\$3,800.00
Boost Reading Student License - 8yr (2025-2033)	\$256.00	0	50	\$8,040.00	\$4,760.00
Amplify CKLA 3rd Ed G3 Student Readers Single Set Charlotte's Web/Light & Sound	\$38.00	0	2	\$0.00	\$76.00
TOTAL				\$22,880.00	\$19,516.00

Grade 4

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G4 Complete Teacher License Mixed-Up Files/Treasure Island - 8yr (2025-2033)	\$1,360.00	2	0	\$2,720.00	\$0.00
Amplify CKLA 3rd Ed G4 Complete Student License Mixed-Up Files/Treasure Island - 8yr (2025-2033)	\$204.00	50	0	\$10,200.00	\$0.00
Amplify CKLA 3rd Ed G4 Student Consumable Set Mixed-Up Files/Treasure Island Total Qty over 8yrs (2025-2033)	\$32.00	0	400	\$1,920.00	\$10,880.00
Amplify CKLA 3rd Ed G4 Complete Classroom Kit Mixed-Up Files/Treasure Island	\$1,400.00	0	2	\$0.00	\$2,800.00
Boost Reading Student License - 8yr (2025-2033)	\$256.00	0	50	\$8,040.00	\$4,760.00
Amplify CKLA 3rd Ed G4 Student Readers Single Set Mixed-Up Files/Treasure Island	\$41.00	0	2	\$0.00	\$82.00
TOTAL				\$22,880.00	\$18,522.00

Grade 5

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G5 Complete Teacher License Tollbooth/Renaissance - 8yr (2025-2033)	\$1,360.00	2	0	\$2,720.00	\$0.00
Amplify CKLA 3rd Ed G5 Complete Student License Tollbooth/Renaissance - 8yr (2025-2033)	\$204.00	50	0	\$10,200.00	\$0.00
Amplify CKLA 3rd Ed G5 Student Consumable Set Tollbooth/Renaissance Total Qty over 8yrs (2025-2033)	\$32.00	0	400	\$1,920.00	\$10,880.00
Amplify CKLA 3rd Ed G5 Complete Classroom Kit Tollbooth/Renaissance	\$1,400.00	0	2	\$0.00	\$2,800.00
Boost Reading Student License - 8yr (2025-2033)	\$256.00	0	50	\$8,040.00	\$4,760.00
Amplify CKLA 3rd Ed G5 Student Readers Single Set Tollbooth/Renaissance	\$38.00	0	2	\$0.00	\$76.00
TOTAL				\$22,880.00	\$18,516.00

Professional Development

PROFESSIONAL DEVELOPMENT	QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed K-2 OR 3-5 Year 1 Virtual	2.00	\$1,850.00	\$0.00	\$3,700.00
TOTAL		\$1,850.00	\$0.00	\$3,700.00

Shipping & Handling

SHIPPING AND HANDLING	DELIVERY SERVICE LEVEL	SHIPPING COST	TOTAL DISCOUNT	TOTAL PRICE
Amplify Shipping and Handling	Standard	\$12,242.64	\$0.00	\$12,242.64

SUBTOTAL	\$135,004.64
ESTIMATED SALES TAX (10%)	\$9,050.20
TOTAL DISCOUNT	\$137,280.00
GRAND TOTAL	\$144,054.84

Scope and Duration

Payment Terms:

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: <http://www.amplify.com/w-9.pdf>

License and Services Term:

- Licenses: 07/01/2025 until 06/30/2033.
- Services: 18 months from order date. Unless otherwise stated above, all training and other services purchased must be scheduled and delivered within such term or will be forfeited.

Special Terms:

- FOR SHIPPED MATERIALS:
 - Expedited shipping is available at extra charge.
 - Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.
- FOR SERVICES:
 - Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

Quote Special Terms

California Sales Tax

Please note that for California customers, we have included a Sales Tax Estimate calculated at 10% of the price of all print materials indicated in the price table above, to aid with budgeting. The exact sales tax amount due may vary based on county and/or municipality.

CKLA Dig Exp Included with Consumables

Please note that the above pricing reflects the receipt of one Student Digital Experience License included with every purchase of a student print consumable set for CKLA products.

How to Order Our Products

Amplify would like to process your order as quickly as possible. Please visit amplify.com/ordering-support to find all the information you need for submitting your order. We accept the following forms of payment: purchase orders, checks, and credit card payments (Visa, MasterCard, Discover and American Express). In order for us to assist you, please help us by following these instructions:

Please include these three documents with your order:

- Authorized purchase order or check
- A copy of your Price Quote
- A copy of your Tax-Exemption Certificate

If submitting a purchase order:

To expedite your order, please visit amplify.com/ordering-support where you can submit your signed purchase order. You can also email a purchase order to IncomingPO@amplify.com or fax it to (646) 403-4700. Purchase Orders can also be mailed to our Order Management Department at the address below.

If submitting your order via credit card:

- Please email Accountsreceivable@amplify.com to request a secure credit card payment link

If submitting your order via sending a check:

- Please mail your documents directly to our Order Management Department and notify your sales representative of the check number and check amount.
- Please note that mailing a check can add up to two weeks of processing time for your order. For faster processing of your order, please submit your order via Purchase Order or Credit Card Authorization Form.

The information requested above is essential to ensure the smooth completion of your order with Amplify. Failure to submit documents will prevent your order from processing.

Our Order Management Department is located at 55 Washington Street, Suite 800, Brooklyn, NY 11201. Please note that mailing any documents can result in delays of up to two weeks. **For faster processing of your order, we recommend you submit a purchase order via our website: amplify.com/ordering-support.**

This Price Quote is subject to the Customer Terms & Conditions of Amplify Education, Inc. attached and available at amplify.com/customer-terms. Issuance of a purchase order or payment pursuant to this Price Quote, or usage of the products specified herein, shall be deemed acceptance of such Terms & Conditions.

Terms & Conditions

1. Scope. These Terms and Conditions (the "Customer Terms") are a legal agreement between Amplify Education, Inc. ("Amplify") and your school, district, state agency, or other educational organization ("you" or "Customer") for the license and use of one or more of Amplify products or services (the "Products"), as specified in the receipt, price quote, proposal, renewal letter, or other ordering document containing the details of this purchase (the "Quote"). Unless otherwise specified in the Quote, these Customer Terms and the Quote constitute the entire agreement between Amplify and Customer regarding the license and use of the Products (the "Agreement"). This Agreement becomes effective at the earliest of the following: (i) issuing a purchase order, shipment request, or payment against the Quote; (ii) accessing, downloading, or using the Products; or (iii) otherwise accepting this Agreement. You represent and warrant that: (1) you are of legal age to accept this Agreement; (2) you are authorized to accept this Agreement and to access and use the Products; and (3) your use of the Products will comply at all times with Amplify's [Acceptable Use Policy](https://amplify.com/acceptable-use) available at amplify.com/acceptable-use ("AUP"). If you do not agree to this Agreement, do not access, download, or use the Products.

2. License. Subject to the terms and conditions of the Agreement, Amplify grants to Customer a non-exclusive, non-transferable, non-sublicensable license to access and use, and permit Authorized School Users, as defined below, to access and use the Products in accordance with the AUP, for the duration specified in the Quote (the "Term"), and for the number of Authorized School Users specified in the Quote for whom Customer has paid the applicable fees to Amplify. "Authorized School User" means an individual teacher or other personnel employed by Customer, or an individual student registered or authorized for instruction with Customer, who Customer permits to access and use the Products subject to the terms and conditions of the Agreement, solely while such individual is so employed or so registered. Each Authorized School User's access and use of the Products will be subject to Amplify's AUP in addition to the terms and conditions of the Agreement. Violations of this Agreement or the AUP may result in suspension or termination of the applicable account.

3. Restrictions. Customer may access and use the Products solely for non-commercial instructional and administrative purposes. Guidelines for such purposes may be detailed in materials associated with the Product you are accessing. Further, Customer may not, except as expressly authorized or directed by Amplify: (a) copy, modify, translate, distribute, disclose, or create derivative works based on the contents of, sell, or otherwise exploit, the Products, or any part thereof; (b) decompile, disassemble, reverse engineer the Products, or otherwise use the Products to develop functionally similar products or services; (c) modify, alter, or delete any of the copyright, trademark, or other proprietary notices in or on the Products; (d) rent, lease, or lend the Products or use the Products for the benefit of any third party; (e) avoid, circumvent, or disable any security or digital rights management device, procedure, protocol, or mechanism in the Products; or (f) permit any Authorized User or third party to do any of the foregoing. Customer also agrees that any works created in violation of this section are derivative works, and, as such, Customer agrees to assign, and hereby assigns, all right, title, and interest in such works to Amplify. The Products and derivatives thereof may be subject to export control laws, restrictions, regulations, and orders of the U.S. and other jurisdictions (together, "Export Laws"). Customer agrees to comply with all applicable Export Laws, and will not, and will not permit Authorized School Users to, export, or transfer for the purpose of re-export, any Product to any prohibited or embargoed country in violation of any U.S. export law or regulation. Further, Customer represents that it is not a party subject to sanctions by the U.S. Office of Foreign Assets Control or included on any restricted party list maintained by the U.S. Bureau of Industry and Security. The software and associated documentation portions of the Products are "commercial items" (as defined at 48 CFR 2.101), comprising "commercial computer software" and "commercial computer software documentation," as those terms are used in 48 CFR 12.212. Accordingly, if Customer is the U.S. Government or its contractor, Customer will receive only those rights set forth in this Agreement in accordance with 48 CFR 227.7201-227.7204 (for Department of Defense and their contractors) or 48 CFR 12.212 (for other U.S. Government licensees and their contractors).

4. Reservation of Rights. SUBSCRIPTION PRODUCTS ARE LICENSED, NOT SOLD. Subject to the limited rights expressly granted hereunder, all rights, title, and interest in and to all Products, including all related IP Rights, are and will remain the sole and exclusive property of Amplify or its third-party licensors. "IP Rights" means, collectively, rights under patent, trademark, copyright, and trade secret laws, and any other intellectual property or proprietary rights recognized in any country or jurisdiction worldwide. Customer must promptly notify Amplify of any violation of Amplify's IP Rights in the Products, and will reasonably assist Amplify as necessary to remedy any such violation. Amplify Products are protected by patents (see amplify.com/virtual-patent-marking).

5. Payments. In consideration of the Products, Customer will pay to Amplify (or other party designated on the Quote) the fees specified in the Quote in full within 30 days of the date of invoice, except as otherwise agreed by the parties or for those amounts that are subject to a good faith dispute of which Customer has notified Amplify in writing. Customer will be responsible for all state or local sales, use or gross receipts taxes, and federal excise taxes unless Customer provides a then-current tax exemption certificate in advance of the delivery, license, or performance of any Product, as applicable.

6. Shipments. Unless otherwise specified on the Quote, physical Products will be shipped FOB origin in the US (Incoterms 2010 EXW outside of the US) and are deemed accepted by Customer upon receipt. Upon acceptance of such Products, orders are non-refundable, non-returnable, and non-exchangeable, except in the case of defective or missing materials reported to Amplify by Customer within 60 days of receipt. In such case, Customer may not return Products without Amplify's written authorization.

7. Account Information. For subscription Products, the authentication of Authorized School Users is based in part upon information supplied by Customer or Authorized School Users, as applicable. Customer will and will cause its Authorized School Users to (a) provide accurate information to Amplify or a third-party service as applicable, and promptly report any changes to such information, (b) not share login credentials or otherwise allow others to use their account, (c) maintain the confidentiality and security of their account information, and (d) use the Products solely via such authorized accounts. Customer agrees to notify Amplify immediately of any unauthorized use of its or its Authorized School Users' accounts or related authentication information. Amplify will not be responsible for any losses arising out of the unauthorized use of accounts created by or for Customer and its Authorized School Users.

8. Confidentiality. Customer acknowledges that, in connection with this Agreement, Amplify has provided or will provide to Customer and its Authorized School Users certain sensitive or proprietary information, including software, source code, assessment instruments, research, designs, methods, processes, customer lists, training materials, product documentation, know-how, or trade secrets, in whatever form ("Confidential Information"). Customer agrees (a) not to use Confidential Information for any purpose other than use of the Products in accordance with this Agreement and (b) to take all steps reasonably necessary to maintain and protect the Confidential Information of Amplify in strict confidence. Confidential Information shall not include information that, as evidenced by Customer's contemporaneous written records: (i) is or becomes publicly available through no fault of Customer; (ii) is rightfully known to Customer prior to the time of its disclosure; (iii) has been independently developed by Customer without any use of the Confidential Information; or (iv) is subsequently learned from a third party not under any confidentiality obligation.

9. **Student Data.** The parties acknowledge and agree that in the course of providing the Products to the Customer, Amplify may collect, receive, or generate information that directly relates to an identifiable current or former student of Customer ("Student Data"). Student Data may include personal information from a student's "educational records," as defined by the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Student Data is owned and controlled by the Customer and Amplify receives Student Data as a "school official" under Section 99.31 of FERPA for the purpose of providing the Products hereunder. Individually and collectively, Amplify and Customer agree to uphold our obligations, as applicable, under FERPA, the Children's Online Privacy Protection Act ("COPPA"), the Protection of Pupil Rights Amendment ("PPRA"), and applicable state laws relating to student data privacy. Amplify's [Privacy Policy](https://www.amplify.com/customer-privacy) at [amplify.com/customer-privacy](https://www.amplify.com/customer-privacy) ("Privacy Policy") will govern collection, use, and disclosure of Student Data collected or stored on behalf of Customer under this Agreement. Customer is responsible for providing notice and obtaining appropriate consents under applicable laws to authorize Authorized School Users' use of the Products, including making a copy of the [Privacy Policy](https://www.amplify.com/customer-privacy) available to the parents or guardians of users who are under the age of 13. In addition, Amplify has entered into the Data Privacy Agreements listed at [amplify.com/privacy-security](https://www.amplify.com/privacy-security) aligned with state and national templates to facilitate compliance with applicable state laws and help expedite Customer's student data privacy documentation process.

10. **Customer Materials and Requirements.** Customer represents, warrants, and covenants that it has all the necessary rights, including consents and IP Rights, in connection with any data, information, content, and other materials provided to or collected by Amplify on behalf of Customer or its Authorized School Users using the Products or otherwise in connection with this Agreement ("Customer Materials"), and that Amplify has the right to use such Customer Materials as contemplated hereunder or for any other purposes required by Customer. Customer is solely responsible for the accuracy, integrity, completeness, quality, legality, and safety of such Customer Materials. Customer is responsible for meeting hardware, software, telecommunications, and other requirements listed at [amplify.com/customer-requirements](https://www.amplify.com/customer-requirements).

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13. **Term/Termination.** This Agreement will be in effect for the Term and may be renewed or extended by mutual agreement of the parties. Without prejudice to any rights either party may have under this Agreement, in law, equity, or otherwise, a party will have the right to terminate this Agreement if the other party (or in the case of Amplify, an Authorized School User) materially breaches any term, provision, warranty, or representation under this Agreement and fails to correct the breach within 30 days of its receipt of written notice thereof. Upon termination, Customer will: (a) cease using the Products, (b) return, purge, or destroy (as directed by Amplify) all copies of any Products and, if so requested, certify to Amplify in writing that such surrender or destruction has occurred, (c) pay any fees due and owing hereunder, and (d) not be entitled to a refund of any fees previously paid, unless otherwise specified in the Quote. Customer will be responsible for the cost of any continued use of the Products following termination. Upon termination, Amplify will return or destroy any Student Data provided to Amplify hereunder. Notwithstanding the foregoing, nothing will require Amplify to return or destroy any data that does not include Student Data, including de-identified information or data that is derived from access to Student Data but which does not contain Student Data. Sections 3–14 will survive the termination of this Agreement.

14. Miscellaneous. This Agreement, including all addenda, attachments, and the Quote, as applicable, constitutes the entire agreement between the parties relating to the subject matter hereof. The provisions of this Agreement will supersede any conflicting terms and conditions in any Customer purchase order, other correspondence or verbal communication, and will supersede and cancel all prior agreements, written or oral, between the parties relating to the subject matter hereof. This Agreement may not be modified except in writing signed by both parties. All defined terms in this Agreement will apply to their singular and plural forms, as applicable. The word "including" means "including without limitation." This Agreement will be governed by and construed and enforced in accordance with the laws of the U.S., state of New York, without giving effect to the choice of law rules thereof. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns. The parties expressly understand and agree that their relationship is that of independent contractors. Nothing in this Agreement will constitute one party as an employee, agent, joint venture partner, or servant of another. Each party is solely responsible for all of its employees and agents and its labor costs and expenses arising in connection herewith. Neither this Agreement nor any of the rights, interests or obligations hereunder may be assigned or delegated by Customer or any Authorized School User without the prior written consent of Amplify. If one or more of the provisions contained in this Agreement will for any reason be held to be unenforceable at law, such provisions will be construed by the appropriate judicial body to limit or reduce such provision or provisions so as to be enforceable to the maximum extent compatible with applicable law. Amplify will have no liability to Customer or to third parties for any failure or delay in performing any obligation under this Agreement due to circumstances beyond its reasonable control, including acts of God or nature, fire, earthquake, flood, epidemic, pandemic, strikes, labor stoppages or slowdowns, civil disturbances or terrorism, national or regional emergencies, supply shortages or delays, action by any governmental authority, or interruptions in power, communications, satellites, the Internet, or any other network. Each party represents and warrants that it has all necessary right, power, and authority to enter into this Agreement and to comply with the obligations hereunder.

We are delighted to work with you and we thank you for your order!

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TWIN HILLS UNION SCHOOL DISTRICT

Board Agenda Item: 2025–26 District Instructional Continuity Plan

DATE: June 26, 2025

AGENDA ITEM: Approval of 2025–26 Instructional Continuity Plan (ICP)

REPORTED BY: Dana Pedersen, Superintendent

RECOMMENDATION:

It is recommended that the Board of Trustees approve the **2025–26 Instructional Continuity Plan** for Twin Hills Union School District as presented.

BACKGROUND:

Education Code requires that every Local Educational Agency (LEA) adopt an Instructional Continuity Plan (ICP) to ensure continuity of learning during emergency conditions that result in the closure of a school or facility for more than five school days. This new plan requirement must be board-approved by **July 1, 2025**, and updated annually thereafter through the Comprehensive School Safety Plan process.

DISCUSSION:

The **2025–2026 Instructional Continuity Plan (ICP)** for Twin Hills Union School District outlines a proactive and comprehensive framework to support continued access to instruction and essential services during extended emergency closures. Key components of the plan include:

- Communication systems for students, staff, and families
- Access to technology and learning platforms
- Instructional delivery models that maintain academic standards
- Supports for vulnerable learners, including English Learners, students with disabilities, and medically fragile students
- Staff training on remote learning and trauma-informed practices
- Mental health and social-emotional support aligned with the Whole Child framework
- Criteria and planning for return-to-site transitions

This year's plan also reflects districtwide goals to expand professional development in **trauma-informed practices** and to explore sustainable funding opportunities, including a **Multi-Payer Fee Schedule model** to support long-term service delivery.

The 2025–26 ICP was developed collaboratively with site and district leadership teams and reviewed by educational partners. It was **publicly noticed via the District's Public Notices webpage**, and a public hearing was held on **June 24, 2025**.

TWIN HILLS UNION SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

Instructional Continuity Plan (ICP) for 2025–2026

NOTICE IS HEREBY GIVEN that the **Board of Trustees of the Twin Hills Union School District** will hold a **Public Hearing** to solicit input on the **Instructional Continuity Plan (ICP)** for the 2025–2026 school year.

The ICP outlines how the district will ensure continuity of instruction and essential services during emergency conditions resulting in school closures lasting five or more school days. The plan includes strategies for maintaining access to instruction, supporting vulnerable student populations, providing technology and communication, and addressing social-emotional and mental health needs.

DATE: Monday, June 24, 2025

TIME: 4:30 p.m.

LOCATION: Apple Blossom Elementary
700 Watertrough Road, Sebastopol, CA 95472

DOCUMENT AVAILABILITY:

The draft Instructional Continuity Plan is available for public [review](#) and at the district office during regular business hours.

All members of the public are invited to attend and provide input.

For more information, please contact the Superintendent's Office at (707) 823-0871.



**Twin Hills
School District**

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

2025-2026

Instructional Continuity Plan

Board Approved: 06/26/25

Communication

Define communication protocols for families, students, and staff and faculty, including how the information will be made available and with what frequency.

Families, students, and staff will have regular communication from school officials in case of an emergency school closure. Twin Hills Union School District (THUSD) will use the school messaging system (e.g. robocalls, text messages, emails) and update the district website. The LEA will engage with pupils and families within 5 calendar days following an emergency through these various forms of communication.

Technology

Solidify and strengthen technology readiness for educators and students to support a pivot from in-person to remote learning through independent study.

Students will need appropriate devices and reliable Internet access. The school district will provide Chromebooks to each student. We have extra devices that can be shared if technology is damaged or destroyed during an emergency.

WiFi hotspots may be provided to families in need of stronger internet connection. THUSD is committed to a one-to-one model, making sure Chromebooks and Wi-Fi are available for every single student enrolled. THUSD has communicated and will continue to communicate information

regarding low-cost or no-cost internet access for our students.

Throughout the school year, we provide technological support so students and families are comfortable with all learning platforms and software. We use Google Classroom (LMS) so all digital resources and classwork are in one place. Students have access to Google Classroom (LMS) at school and outside of school.

Instruction and Assessment

Maintain flexibility and ensure that existing curriculum content can be accessed both in-person and online.

Instruction

The LEA will develop a plan to provide access to in-person or remote instruction within 10 instructional days following an emergency. That plan will be based on circumstances, access, and must align with CA Independent Study Ed Code. Twin Hills Union School District learning platforms were selected to align with our mission statement. THUSD recognizes that online platforms can be challenging. As a result, our learning platforms are fully integrated to the extent possible, so students log onto one platform and all the information they need is within that platform.

The District may provide both “synchronous” (live teaching via Zoom) and “asynchronous” (virtual lessons and independent work) learning based on teacher-created/curated courses. Art and some form of movement/PE will be incorporated, and there will be opportunities for students to connect with each other — through projects as well as virtual classroom time.

THUSD will continue to use course management systems, e.g. Google Classroom. The District’s structured schedule has been developed to provide stability and increase teacher-student interaction, but flexibility is built into the system.

Each teacher will craft a daily teaching schedule, which will be shared with families and posted to the school website. The schedules will address the state mandates for synchronous and asynchronous teaching, peer interaction, SEL support and Designated ELD. Students and families requiring other accommodations are encouraged to discuss options with

their teachers. Certificated teachers plan instructional schedules and student assignments to meet the appropriate minutes required by the state for their grade level. Teachers will be giving feedback and communicating with families on a regular basis. They will also prioritize essential learning and make standards-aligned learning objectives achievable. Staff members will offer additional academic support, when possible, through tutoring, check-ins, or virtual office hours.

Assessment

Teachers will use screening tools to monitor progress (e.g. Star Reading & Math), check for understanding using multiple strategies for formative assessment and define applicable, achievable goals that take students' unique circumstances into consideration.

Access

Ensure instruction is equitable, accessible, and inclusive

Supporting students with unique needs is a top priority for our district. It is an essential aspect in ensuring equity and access. We will support students with identified needs in the following ways.

Students with Individualized Education Plans (IEPs)

Students who are eligible for Special Education services will receive the services and supports listed in their IEPs in the respective instructional model (e.g. Distance Learning, Hybrid, etc). Special Education providers will work together with general education teachers to create schedules which allow students to access live teaching sessions as well as IEP services.

Students with Section 504 Plans

Students with Section 504 Plans will continue to receive accommodations per their Plan. A Section 504 Plan meeting will be convened within the first six weeks of the school year, to review and update the Section 504 Plan as appropriate. Section 504 Plan meetings may be offered virtually and/or via telephone.

Students with Individual Health Plans (IHPs)

Parents/guardians of students with Individual Health Plans (IHPs) will be contacted at the beginning of the school year, so that IHPs may be updated as appropriate. Individual Health Plan (IHP) meetings may be offered virtually and/or via telephone.

English Learners

We are proud to serve English learner (EL) students, and we recognize that our ELs face additional barriers to academic and personal success during an emergency. Fluency in the English language and grade-level academic proficiency are critical factors in helping our students achieve. In order to help mitigate the barriers our English learners face, the district will:

- Utilize the principles identified in California's English Learner Roadmap to implement instructional programs for English Learners.
- Offer a comprehensive program of Designated and Integrated English Language Development to all EL students, targeted to their specific language proficiency levels
- Prioritize oral language development during synchronous/live Distance Learning instruction and encourage oral language practice during asynchronous/self-paced Distance Learning instruction.
- Frequently monitor student progress, adapt instruction and/or provide interventions when necessary.
- Engage families of English Learners through ELAC/DELAC meetings, and other means, to determine how we can best meet the needs of EL students and families as they potentially face additional difficulties due to the emergency.
- Administer the English Learner Proficiency Assessment for California (ELPAC), according to state and public health guidelines

Foster Youth and Pupils Experiencing Homelessness

THUSD is working with families to eliminate any barriers that inhibit their ability to participate in school. Students who are identified as foster youth, as well as those who are experiencing homelessness, need special consideration and support, particularly during an emergency and students are not able to attend school on campus. We support foster youth and students who are experiencing homelessness by:

- Ensuring that we maintain regularly updated records identifying foster youth and students experiencing homelessness.
- Assigning a key staff member, such as the School Community Coordinator, Social Worker, or other designee, to monitor academic

- progress and overall well-being for the identified students.
- Utilize MTSS to address concerns/needs when necessary for the identified students.
 - Maintaining regular communication with parents/guardians or caregivers, and others who are identified as critical to the students' success.
 - Ensuring students have the resources needed to be successful, including technology devices, internet access, and school supplies.

Professional Learning

Provide educators with regular training on the tools, platforms, and strategies necessary if an LEA must pivot to remote instruction and assessment through independent study.

We will provide professional development to support the distance learning program through curriculum providers, collaboration time, best practices, etc. Teachers have been, and will continue to be, provided Designated ELD materials and professional development on supporting increased opportunities for student output in the targeted language and the use of visual cues and multimedia in a digital environment. Additionally, we have used professional development time to increase our knowledge of trauma and given skills to help support students.

The main component for ensuring engagement is to have engaging in-person and virtual learning experiences for students, accomplished through robust teaching, sharing best practices, professional development, social/emotional learning, developing personalized relationships. Teachers will continue to learn how to engage with students, virtually, daily to monitor, encourage, and support participation in the instructional program.

Teachers will learn pedagogies (e.g. [California Educators Together](#) platform) that support remote and hybrid-learning environments, as well as how to support virtual classroom management.

Well-being

Draw on the CSSP guidelines aligned with EC Section 32282.1(a) to provide access to physical and mental health professionals, and community intervention professionals, including those who speak languages other than English.

Whole School Safety and Prevention Plan

1. System to connect with students and families to promote attendance.
2. The District will consider strategies to become a trauma-responsive school system to support the school community.
3. Engage with students and families using culturally responsive techniques.
4. Use universal screening to identify the social-emotional and physical needs of students.
5. Professional development time to increase trauma knowledge and skills.
6. Engage staff in professional development about mental health de-stigmatization.
7. Provide information about mental health and wellness resources on the district and school websites and in communication with families.
8. Conduct routine check-ins using a trauma- and resilience-informed lens.
9. Include mental health and wellness resources on district and school websites and in communications with families (newsletters, emails, texts, robocalls, etc.).
10. Supply power for and restock necessary medicines and locate alternative sources of electricity in the event of outages.

Community and Family Wellness

1. Collaborate with local government and private agencies to provide workshops and support services regarding adult and student mental health, trauma responsiveness, suicide prevention, and resilience. Including services in languages other than English.
2. Share resources for basic and physical health needs: food banks, Medi-Cal, Covered California, energy programs, Section 8 housing, prescription and patient assistance programs, unemployment supports, local job postings, local CalFresh and food distribution, free internet access, etc.
3. Provide a link to CDE's Resources for Students in Crisis:
<https://www.cde.ca.gov/ls/cg/mh/studentcrisishelp.asp>

Staff Wellness

1. Acknowledges the importance of staff wellness and will work to support

- staff through the implementation of staff resilience, consultation, and mental health support.
2. Prior to school opening, and ongoing, provide training on secondary traumatic stress and self-care.
 3. Administrators will promote mindfulness techniques and staff social supports.
 4. Leadership is committed to open and routine communication with staff members, encouraging self-care.
 5. Promote the use of staff support groups to enhance staff cohesion and coping

Support Services

Maintain continuity of other support services, including special education, counseling, after-school programs, and access to kitchens and food services, adapting these services to the online or hybrid environment when necessary.

Special Education

Students who are eligible for Special Education services will receive the services and supports listed in their IEPs in the respective instructional model (Distance Learning vs. Hybrid). Special Education providers will work together and with general education teachers to create schedules which allow students to access live teaching sessions as well as IEP services.

Counseling

THUSD will continue to implement its PBIS program. Additionally, we implement *Character Strong*, *Restorative Circles*, *Morning Meetings*, and *Middle School Wellness Wednesdays* as an additional resources for teachers to support Social Emotional Learning. All teachers are encouraged to utilize these resources. During staff meetings, staff discuss the social and emotional well-being of students and what tiered approach will be utilized for a student of concern. The district has shared numerous resources with our families regarding trauma and links to community resources, which address anxiety and stress, hotlines and websites, time management tips, and information on how to stay productive. The district will partner with local community organizations to ensure all students have access to counseling services.

After-school Programs

THUSD's after school program, which supports working families, will operate within the guidelines and capabilities that the emergency dictates. They will work closely with the Superintendent to ensure all students are safe and have access to essential programs.

English Learners

English Learners will have dedicated Designated ELD time built into their synchronous learning sessions. Language objectives are built into online learning to support ELs language acquisition through Designated and Integrated ELD.

Food and Nutrition Services

While THUSD operates throughout an emergency, students will continue to be offered school breakfasts and lunches.

Meals will be available for pick up at identified school campuses within the district as follows:

- Meals will be provided free of charge to all children 18 years old and younger.
- All THUSD students may still obtain daily free meals in a grab and go setting, which will consist of two meals per day that can be picked up at the school site during generally scheduled pick-up windows.
- Meals will be distributed unheated; proper food handling and heating procedures will be provided.
- All safety protocols will be put into place during food distribution.
- Parents/guardians will be communicated with regularly through the district parent communication platform (ParentSquare) about the process, location and dates/times to pick up meals.
- Parents will receive communications related to meal service in their language of preference.
- In the event that on-site instruction resumes, the district will adjust its meal service plans to ensure that students continue to receive school meals. If future onsite instruction includes a hybrid model, students will receive school meals for both days of onsite instruction and Distance Learning.

Site-based Collaboration

Involve administrators, faculty, information technology staff, students, and parents in the development and implementation of the ICP.

The LEA will regularly review and update the plan based on feedback and lessons learned.

Twin Hills Union School District made the following efforts to solicit stakeholder feedback:

1. Family/ Parent representatives, including site-based advisory groups and participants in district-led family engagement meeting had multiple ways to provide feedback, including through school communication channels and during the public hearing process.
2. Consultation with teachers, other school personnel, local bargaining units of the school district, parents, and pupils in developing a learning continuity and attendance plan. (SB98)
3. Public hearing of the governing board of the school district for review and comment by members of the public. The agenda for the public hearing was posted at least 72 hours before the public hearing and included the location where the Learning Continuity Plan was available for public inspection.
4. The Governing Board adopted the Learning Continuity Plan in a public meeting before July 1, 2025 and it was integrated into the Comprehensive School Safety Plan.

Return to Site-based Learning

Specify conditions that must be met prior to returning from disruption, including reopening sites. The conditions can include proposed supports or mitigations where possible.

At the heart of this plan, is the goal of returning to in person instruction as quickly as possible once THUSD is able to meet the multiple conditions of reopening.

Following an emergency, the LEA will consider the following before resuming in-person learning on campus:

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality
- Access to safe, clean water and restroom facilities
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staffing levels
- Kitchens up and running for meals

The LEA will set a school reopening target date and communicate that with staff, students, and families.

Review and Updates of this Instructional Continuity Plan (ICP)

Annually through the Comprehensive School Safety Plan update process before March 1.

TWIN HILLS UNION SCHOOL DISTRICT

AGENDA MEMO

Meeting Date: June 26, 2025

Subject: Board Approval of Screening Instrument to Assess All K–2 Grade Students for Reading Difficulties, Including Risk of Dyslexia

Type: Action

Recommended Action: Superintendent recommends approval of **Amplify Education’s mCLASS with DIBELS 8th Edition and mCLASS Lectura** as the District’s K–2 universal reading screener. [Amplify Screener Website](#)

Background:

In alignment with the **SB 114 Education Omnibus Trailer Bill**, all California public schools are now required to adopt a state-approved screening instrument to assess K–2 students for reading difficulties, including risk of dyslexia and other neurological-based processing challenges.

To meet this requirement and support our early literacy goals, Twin Hills Union School District convened its K–2 site administrators to evaluate available options. The team unanimously recommends **Amplify Education’s mCLASS with DIBELS 8th Edition and mCLASS Lectura** as the preferred assessment suite.

This tool was selected in part because it aligns with the District’s recent **adoption of Amplify CKLA for English Language Arts**, providing seamless integration between instruction and assessment in both English and Spanish. Leveraging a shared platform across adoptions also offers a more cost-effective and streamlined implementation.

Program Details:

- **Grades Covered:** Kindergarten – 2nd
- **Languages:** English (mCLASS with DIBELS 8) and Spanish (mCLASS Lectura)
- **Includes:** Three benchmark screening windows per year
- **Aligns with:** Dyslexia risk screening requirements and early literacy development goals

Twin Hills Union School District

Board of Trustees – Agenda Item Memo

Date: 06/26/25

From: Dana Pedersen, Superintendent

Subject: First Reading – Board Policy /AR 5131.8: Student Use of Personal Devices

(Grades K–12)

Background:

In response to evolving technology use among students and recent input from school leaders, staff, and families, the district has developed a comprehensive board policy addressing the use of personal electronic devices on campus. This draft reflects CSBA-aligned language and best practices across California, with an emphasis on equity, student well-being, and instructional integrity.

Purpose of Policy:

Board Policy 5131.8 establishes clear, developmentally appropriate guidelines for the use of cell phones, smartwatches, and other personal devices across grade spans. The policy balances responsible student use with the need to maintain a safe, focused, and respectful learning environment.

Key features of the policy include:

- Age-specific guidelines (K–5, 6–8, 9–12) for when and where devices may be used.
- Protections against misuse, including recording, cyberbullying, or unauthorized communication.
- Alignment with IEP/504 plans and Ed Code §48901.7 regarding emergency communication.
- Annual acknowledgment through the district's Acceptable Use Agreement.

An accompanying **Administrative Regulation (AR 5131.8)** is proposed to outline implementation procedures, including staff enforcement, storage protocols, and parent appeal processes.

Next Steps: This policy is presented for **first reading- No action at this time**. Staff will collect any feedback before returning with a final version for adoption. Upon approval, the policy will be incorporated into student handbooks, staff training, and family communications for the 2025–26 school year.

Twin Hills Union School District

Board Policy / Administrative Regulation 5131.8

Student Use of Personal Devices (TK–12)

Presented: 1st Reading June 26, 2025

Category: Students

Purpose

The Governing Board recognizes that personal electronic devices, including but not limited to cell phones and smartwatches, are commonly used by students and families for communication and convenience. However, improper or excessive use of such devices during the school day can disrupt learning, contribute to distraction, and negatively affect student well-being.

This policy establishes clear expectations for the responsible use of personal devices, supports age-appropriate boundaries, and promotes safe and respectful school environments across all grade levels and learning models, including in-person, virtual, and hybrid instruction.

Board Policy (BP 5131.8)

Use of Personal Devices on Campus

- Students may bring personal electronic devices (e.g., cell phones, smartwatches, earbuds) to school; however, the District especially does not recommend that students in grades TK–5 bring devices unless absolutely necessary.
- All personal devices must be powered off and stored during the school day, including during class time, recess, lunch, and transitions.
- Student use of devices is discouraged and limited before and after school while on campus or waiting for transportation.
- Use of devices for recording, photography, messaging, social media, or entertainment during school hours is strictly prohibited.
- Students may only use devices during the school day with explicit staff permission for instructional, medical, or emergency purposes.

Emergency Use

Students may access personal devices in emergencies with staff authorization or by reporting to the school office, in accordance with Education Code § 48901.7.

Special Considerations

Students with documented accommodations through an IEP, 504 Plan, or healthcare plan may use personal devices as specified in that plan.

District Responsibility

The district and school sites are not responsible for the loss, theft, or damage of any personal electronic devices brought to school. Families are encouraged to consider the risk

of loss or damage before allowing students to bring personal devices, especially in lower grade levels.

Enforcement and Consequences

Infraction	Consequence
First Offense	Verbal reminder and redirection from staff.
Second Offense	Device confiscated until end of school day; parent/guardian notified.
Subsequent Offense	Device held for parent retrieval; behavior documentation; possible loss of device privileges.

Serious or repeated violations—such as harassment, cyberbullying, or unauthorized photography—may result in additional consequences consistent with BP 5144 (Discipline) and BP 5145.7 (Harassment Policies).

Administrative Regulation (AR 5131.8)

This regulation provides site-level guidance to implement Board Policy 5131.8 and ensure consistent enforcement and communication of expectations for student use of personal electronic devices across all grade levels and instructional settings.

Definitions

- Personal electronic device: Any non-district-issued device used for communication, entertainment, or accessing digital content. Examples include: cell phones, smartwatches, earbuds, tablets, music players, and gaming devices.
- Use: Any action involving activation, interaction, messaging, recording, listening, photographing, displaying, or broadcasting with a device.

General Procedures

- Personal electronic devices must be powered off and stored during school hours, including class time, recess, lunch, and transitions.
- Student use is discouraged and limited before and after school while on campus.
- Unauthorized use for recording, photography, messaging, social media, or entertainment is strictly prohibited.
- Students in grades TK–5 are strongly discouraged from bringing personal devices to school.
- If brought, devices must be kept off and stored in backpacks or turned into the main office per site protocol.
- - Students in grades 6–12 may bring personal devices but must power them off and store them during the school day.
- - Storage may be in backpacks or designated locked office locations based on site practices.
- - Limited, supervised use before or after school may be permitted depending on site protocols.

Virtual and Hybrid Programs (e.g., Orchard View School)

Teachers will establish clear expectations for device use during online instruction.

Students may not record, screenshot, or distribute virtual class content without permission.

Teachers shall support responsible digital citizenship and equitable access to learning tools.

Emergency Use

Students may use personal devices in emergencies with staff permission or by reporting to the main office, per Education Code § 48901.7.

Independent use during class or unstructured time is not allowed.

Accommodations

Students with an approved IEP, 504 Plan, or medical accommodation may use personal devices as required.

Staff will be informed of such accommodations and support their implementation.

Enforcement and Consequences

Infraction	Consequence
First Offense	Verbal reminder and redirection from staff.
Second Offense	Device confiscated until end of school day; parent/guardian notified.
Subsequent Offense	Device held for parent retrieval; behavior documentation; possible loss of device privileges.

Serious or repeated violations—such as harassment, cyberbullying, or unauthorized photography—may result in additional consequences consistent with BP 5144 and BP 5145.7.

Communication and Oversight

This regulation shall be:

- Included in school and program handbooks
- Reviewed during student and family orientations
- Supported through professional development for all staff
- Affirmed annually via a Technology Use Agreement signed by students and guardians

The Superintendent or designee will review this regulation annually in collaboration with site administrators to ensure equity and consistency across all programs.

MEMORANDUM OF UNDERSTANDING

Between

TWIN HILLS UNION SCHOOL DISTRICT

And

Catherine Myhers M.A.
(Myhers Consulting LLC)

This memorandum of understanding ("MOU") is entered into by and between the Twin Hills Union School District ("District") Catherine Myhers (Myhers Consulting LLC) ("Agency") for the purpose of providing support to the Special Education Program and District. District and Agency are hereafter referred to as "the Parties."

1. Services

Agency will provide the services to the District as outlined below.

Consultant/Agency will collaborate with the District Superintendent to provide the services listed below. Additional services may be identified and provided with the approval of the superintendent/board president.

1. Services

Agency will provide the following services in collaboration with the District Superintendent and/or Board President. Additional services may be identified and approved by the Superintendent or Board President as needed:

- Review current special education practices and provide guidance to staff
- Provide staff with support and guidance around legal issues
- Provide the Superintendent with recommendations on program needs and strengths
- Monitor current practices to ensure alignment with state and federal law
- Provide administrative support around special education activities
- Serve as the District's representative to the SELPA for the purpose of receiving meeting notes, updates, and handouts on current practices and guidelines

2. Payment

The total number of hours provided hereunder shall not exceed an average of **6 hours per week** over the term of the contract. The hourly rate for services shall be **\$125/hour** for the 2025–26 school year.

- In-person meetings shall be billed at a **minimum of two (2) hours**
- Payment shall be made upon submission of a monthly invoice detailing hours worked and services provided, in accordance with District accounts payable timelines

3. Duration of Agreement/Termination

This MOU shall be in effect from July 1, 2025 to June 30, 2026. This MOU may be terminated by either party hereto upon thirty (30) days' written notice to the other party for any reason. In case of emergency,

misconduct or other material breach of this MOU, the District may immediately terminate this MOU upon written notice to Agency. In the event of termination under this section, Agency shall no longer provide the services contemplated hereunder, and the District shall compensate Agency for services previously performed and unpaid (calculated on a per hour basis based on the amount of days of service previously performed in relation to the total number of days contemplated under this MOU), but District shall be entitled to reimbursement of any amount already paid to Agency but not earned under this per hour formula.

4. Employment Relationship

Agency shall be solely responsible for the recruitment, training, provision, and supervision of any adult person(s) providing services to the District's students hereunder. Agency shall be the sole employer of the individuals performing services hereunder for the benefit of the District.

Agency shall be solely responsible for paying staff salaries, salary related costs, and benefits, if any, of its employees providing services hereunder. Agency will maintain worker's compensation insurance for each of its employees as required by law.

The District does not have an employment relationship with Agency or its service providers (employees). The District shall not be considered to be the employer of any individuals providing services hereunder for any purpose whatsoever. The District shall not be liable for any compensation, wages, or expenses of Agency or its employees in connection with providing services hereunder. Agency hereby acknowledges its understanding of the above provisions.

5. Legal Assurances

No employee of Agency shall be allowed to commerce services hereunder until Agency has provided and the District has received and approved this Agreement, and until Agency has provided to District, for each individual service provider, all of the following:

Agency shall ensure that each of its employees providing services hereunder observes and complies with all rules and regulations of the District and all federal, state, and local laws, ordinances and regulations, including by not limited to confidentiality provisions in the California Education Code and the federal Family Educational Rights and Privacy Act ("FERPA"). Agency agrees that it will not share, or permit its employees to share, with any person information concerning any student other than as expressly authorized under law,

Agency understands and acknowledges that the District is a local educational agency as that term is defined by federal law, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act. In addition to obligating local educational agencies ("LEAs") to accommodate disabled persons in accessing their programs and facilities, LEAs are required to actively and systematically seek out and serve students with disabilities ("child find"), to ensure they receive a free, appropriate public education under the standards of each Act. Agency has been informed of and represents they understand these obligations, and will contact District any time any student receiving services under this agreement is suspected of being disabled as set forth in applicable law. Agency will ensure that its employees' services are coordinated with individual students' IEP team or Section 504 team, if applicable. Failure to do so will result in Agency assuming liability associated with any

allegations that the District failed in its child find responsibilities by virtue of participation in services provided by Agency.

Agency agrees to ensure that its employees providing services hereunder abide by all rules and restrictions applicable to visitors to the school campus. Agency's employees shall not interfere with or contradict any instruction or school activity provided by District staff, and shall not engage in any acts that would disrupt school activities.

6. Indemnification/Hold Harmless

To the furthest extent permitted by California law, Agency shall release from liability, defend, indemnify and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claims"), to property or persons, including personal injury and/or death, directly or indirectly arising out of, connected with, or resulting, solely from the acts of Agency or its adult support service provider(s) (employees), whether negligent or purposeful, in the execution or performance of the services or this MOU. This indemnification/hold harmless excludes any claims, demands, causes of action, or injuries based on the sole and exclusive conduct of District or its employees and officers.

To the furthest extent permitted by California law, District shall release from liability, defend, indemnify and hold free and harmless the Agency, its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claims"), to property or persons, including personal injury and/or death, directly or indirectly arising out of, connected with, or resulting, solely from the acts of District or its employees or officers, whether negligent or purposeful, in the execution or performance of the services or this MOU. This indemnification/hold harmless excludes any claims, demands, causes of action, or injuries based on the sole and exclusive conduct of Agency or its employees.

7. Severability

If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, that determination shall not invalidate or render unenforceable any other provision of this Agreement.

8. Governing Law

This Agreement shall be construed and interpreted in accordance with the laws of the State of California and shall be enforceable in any court of competent jurisdiction located in California.

9. Approval

This MOU must be approved by the District's Governing Board ("Board") and is not effective until approved by the Board.

10. Litigation

Any suggestions, concerns or disagreements with regard to the District's provision of services or Agency's employees' provision of services to District students shall be addressed between Agency and the District in an effort to amicably resolve said matter(s). Should litigation be necessary to enforce any terms or provisions of this Agreement, then each Party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

11. Counterparts

This Agreement may be executed in counterparts. A copy or original of this document with all signature pages appended together will be deemed a fully executed, original agreement.

12. Entire Agreement

This Agreement contains the entire agreement between the Parties and supersedes any and all prior agreements and understandings, written or oral, between the Parties concerning the subject matter hereof. This Agreement may not be modified in any respect except by a writing duly executed and approved by all Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated below.

AGENCY:

Catherine Myhers M.A.
Independent Contract
Dated:

DISTRICT:

Dana Pedersen
Superintendent
Dated:

Agenda Item: Action – Approval of GAMUT Policy Plus Subscription and Single-District Policy Development Workshop Participation

Meeting Date: June 26, 2025

Superintendent's Recommendation:

The Superintendent recommends approval of the investment in the GAMUT Policy Plus subscription and single-district Policy Development Workshop. This action will modernize the District's policy manual, increase operational transparency, and ensure alignment with current state and federal mandates.

Background:

The California School Boards Association (CSBA) provides GAMUT Policy Plus and Policy Development Workshop (PDW) services to support districts in aligning board policies with current legal requirements and best governance practices. Twin Hills Union School District currently subscribes to GAMUT Policy and seeks to expand its use by adopting **GAMUT Policy Plus**, which enables real-time policy editing, seamless integration with meeting agendas, and direct support from CSBA policy consultants.

To ensure a timely and customized refresh of the District's board policies, Twin Hills USD will participate in the **Policy Development Workshop (PDW) as a single district**, rather than in a consortium. This approach allows for an expedited timeline and focused alignment with the District's unique structures and needs.



05/21/2025

The California School Boards Association (CSBA) is pleased to provide the Twin Hills Union School District of Sonoma County the following quote for GAMUT¹ and policy services.

GAMUT Meetings

Already Subscribed

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

Already 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*)

\$2,425/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.

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. Discounted fees are available for districts with less than 1,000 ADA that participate in a consortium workshop (costs split between participating districts):

Three-district consortium workshop	\$5,420/district
Four-district consortium workshop	\$5,330/district
Five-district consortium workshop	\$5,275/district

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.

For additional information, please contact Miora "Mia" Allen at mallen@csba.org.

1 A \$500 site set up fee applies to new GAMUT sites

2 The standard quoted rates will be applicable for the next 6 months

Fee Proposal

A. Proposal Details

Project Name: Master Plan 2025

(Project title or street address of the project)

Reference Number: TBD

(For Architect's internal use)

Revision Number:

(Where applicable)

Date Submitted: May 28th, 2025

(DD/MM/YYYY)

B. Client Details

Client Name: Twin Hills Union School District

(Where applicable)

Contact Person: Dana Pedersen

(Name/Title)

Position/Title: Superintendent

(Job title/relationship to project)

Contact Number:

(Telephone/Mobile)

C. The Project

Project Description. Where applicable include location, building type, gross floor area, land area, construction budget and/or number of units.

Provide Master Plan for the District's School Sites, Apple Blossom, Orchard View, and Twin Hills Middle School

See "Master Plan Scope" for detailed description.

Fixed Fee - \$11,450

D. Fee

Persinger Architects and Associates propose the following fee options for the Clients consideration:

Scope	Fee Options		
	Basic Service	Additional	Additional
Record Documents Search	X	-	-
In Person Site Visit by Architect	X	-	-
Zoom Site Visits by Engineers	X		
One In Person Board Presentation	X	-	-
Board Presentations by Zoom	X		
Additional Site Visits -Architect	-	X	
Additional Site Visits -Engineer	-		X
Total	\$11,450	\$1,165	\$1,250

E. Engineering Consultants

Persinger Architects and Associates propose to provide the following Consultants

Scope	Fee Options		
	Zoom	In person/per visit	In person/per visit
Structural Engineer	X	X	-
Mechanical Engineer	X	X	-
Electrical Engineer	X	X	-
Civil Engineer	-	-	X
Landscape Architect	-	-	X
Total	\$11,450	\$1,250	\$1,425

F. Project Schedule

Work Stage <i>(Edit to meet your requirements)</i>	Duration <i>(Confirm weeks or months)</i>
Site Visits	June
Initial Board Presentation	July
Final Board Presentation	August
Total Duration	3 Months

G. Hourly Charge-Out

THIS IS A FIXED FEE PROPOSAL.

H. Expenses

In addition to the Architect's fee we propose the following expense costs for the Client's consideration:

Reimbursable expenses – *none*

I. Terms of Payment

Invoices will be provided on a monthly basis. Payments are to be received within *(30)* days of date of invoice.

Interest on late payments will be charged at *5%*. If payments are not received on the due dates *Persinger Architects reserves the right to stop work until payment has been rendered.*

J. Appointment Terms & Conditions

Confirm the terms and conditions upon which the proposal is based.

The terms of the appointment will be the Master Architectural Agreement. General Terms and Conditions. The Architect retains the copyright in all the designs.

K. Acceptance

To confirm acceptance of the proposal, make sure all pages are initialed and this page is signed by the appropriate member of the Client's body.

We confirm that this **Fee Proposal** is acceptable to us and we agree to *Persinger Architects and Associates Inc.* proposal.

Name: *Dana Pedersen, Superintendent*

(Print name and Title)

Date:

(DD/MM/YYYY)

Signature:

(Provided by Client)

Duly authorized to sign on behalf of: *Twin Hills Union School District*

(Name of company, organization or person)



Superintendent Dana Pedersen
Twin Hills School District
700 Watertrough Road
Sebastopol, Ca. 95472

May 31, 2025

I am very excited to continue working with the Twin Hills School District (THSD), beginning in August of 2025 and through the 2025/2026 School Year. North Bay Security Group (NBSG) will support the District Office and the (4) Four School Sites in providing Staff Intruder Training, Secure the campus and lockdown protocols, Incident Command protocols, and continue to 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 begins on July 1, 2025, and end on June 15, 2026.

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 2025/2026 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 Site Administrators to schedule the Active Intruder Response trainings.
 - 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.
 - Assist, monitor and evaluate a disaster drill and three (3) secure the campus/lockdown drills at each site. Conduct a 30-minute overview of ICS at each school site, 1-2 weeks prior to the day of the comprehensive disaster drill.

EOC/ICS Training

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

Secure the Campus and lockdown protocols and intruder response procedures

- Active Intruder training
- Lockdown vs. Secure the campus
- Assess, Secure, Defend

Evaluation and Reports

- End of year spreadsheet of all drills and trainings .

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.
-

Scope of work:

The contract includes NBSG participating/evaluating a comprehensive emergency drill at each site. Two NBSG will be present at these drills. NBSG will be conducting a comprehensive emergency drill with Apple Blossom and Orchard View, due to their close proximity.

NBSG will assist with the three Secure the Campus drills at each site. (Secure the Campus, Secure the Campus, transitioning to a lockdown and a Secure the Campus at the end of recess or lunch.)

NBSG will also evaluate the current safety supplies and make recommendations to ensure all sites are prepared for a potential emergency situation.

NBSG will conduct a 30-minute overview, prior to the comprehensive drill, going over drill expectations and a refresher of roles and responsibilities with staff.

NBSG will an ICS and intruder training in August to all Classified staff during the week of 8/11/2025.

NBSG will also complete 1-2 presentations to the school board, if requested.

NBSG will train 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.

The cost of the Safety aspects of this contract for the 2025/2026 School Year will be billed at \$5,600.00.

An invoice for services rendered will be sent to the Superintendent every three months, September, December, March and June, beginning on September 1, 2025. The final payment invoice will be sent on June 1, 2026. 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 \$1,400.00.

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.

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 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 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

Twin Hills School District

Dana Pedersen Date: 06/04/25

(Superintendent Dana Pedersen)

Consultant

North Bay Security Group

Bill Welch Date: 6/4/25

(Bill Welch, Owner NBSG)



**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

DEFERRED MAINTENANCE FUNDING TRANSFER 2025-26

Prior to the state budget crisis many years ago, Deferred Maintenance and Extreme Hardship Funding were restricted dollars deposited directly to Fund 14. We received 100% of our Extreme Hardship Funding the year the state began calculating LCFF and rolling the categorical dollars into that calculation. Since the state considers them categorical, we continue to receive Deferred Maintenance dollars based on the LCFF funding mechanism. These funds are received in the general fund (Fund 01) and are unrestricted. This District has made the decision to transfer these specific types of funds to Fund 14. These funds are spent based on a specific list of facility and maintenance projects approved by the Board.

This is a formal request to transfer from Fund 01 to Fund 14 the unrestricted dollar amount of \$50,000 to be used for deferred maintenance. This reduced amount is based on updated district priorities. These funds are considered committed.

Approved at the regular June 26, 2025 board meeting:

Motion by Trustee: _____

Second by Trustee: _____

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

Dated this 26th day of June, 2025: _____
Clerk/President of the Governing Board

THUSD & Tree House Hollow Preschool

Length of Lease Addendum

This is an addendum to the Lease Agreement signed on May 12, 2016, by Twin Hills Union School District (“District”) and Tree House Hollow Preschool (“Preschool”). This document modifies the Lease Agreement as described below.

The length of the Lease Agreement was previously extended for three additional years, 2018-19, 2019-20 and 2020-21. An addendum for 2021-22, 2022-23, 2023-24 and 2024-25 extended the Lease Agreement for those years. This addendum further extends the Lease Agreement by one year, the 2025-26 fiscal year, beginning July 1, 2025, and ending on June 30, 2026. All other terms and conditions are as stated in the original Lease Agreement, including the monthly rental rate annual increase, facility service costs, and proof of insurance requirements. Monthly rent for the 2025-26 fiscal year is \$1,064 (prior year \$967 * 10%).

The administration of THUSD and THH will work collaboratively to encourage preschool students to attend one of the THUSD schools in the following year, the goal being 20%. Enrollment information will be provided by THH on or before May 10.

At the conclusion of this fiscal year a new Lease Agreement or an additional addendum will be prepared. The District or Preschool may terminate the Lease Agreement upon the conclusion of the rental period, after giving 60 days written notice as required by the Lease Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

Date: _____, 20__	Date: _____, 20__
Twin Hills Union School District	Tree House Hollow Preschool
BY:	BY:
_____ Dana Pedersen, Superintendent	_____ Megan Wilson Executive Director
Board of Trustees:	Board of Directors:
Date: _____, 20__	Date: _____, 20__
Twin Hills Union School District	Tree House Hollow Preschool
BY:	BY:
_____ Jeff Harding, President Board of Trustees Twin Hills Union School District	_____, President Board of Directors Tree House Hollow Preschool

2025–26 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	Yes
---	-----

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.

2025-26 General Assurances

General assurances and certifications required for grants supported by state or federal funds in 2025-26.

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 .
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)