

**Twin Hills Union School District
Board of Trustees Regular Meeting
November 13, 2025
Agenda**

Location: **Twin Hills Middle School- Library (Rom 10)**
(1685 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

PUBLIC COMMENT ON CLOSED SESSION ITEMS

Before adjourning to Closed Session, the Board President will call for public comment on any items listed on the Closed Session agenda. Members of the public may address the Board at this time. Comments must be limited to matters within the Board's jurisdiction and specific to the Closed Session topics.

B. RECESS TO CLOSED SESSION - N/A

C. RECONVENE TO OPEN SESSION- N/A

D. 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.

November 2025 Honorees – Apple Blossom Elementary- Presented by Erin Elliott | Principal

Coordination of Services Team (COST)- 2025-2026 Launch!

**Twin Hills Union School District
Board of Trustees Regular Meeting
November 13, 2025
Agenda**

D. RECOGNITION & REPORTS (continued)

2. **Report:** Board of Trustees
3. **Report:** THUSD Superintendent | Dana Pedersen
4. **Report:** Principal Updates: Orchard View | Apple Blossom

E. 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.

1. **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.

2. **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.

F. DISCUSSION and/or POSSIBLE ACTION ITEMS

1. **Discussion/Action — Bond Program Update and Community Feasibility Survey**

Presenter: Isom Advisors, the District's Municipal Advisor — Greg Isom / Miguel Rodriguez

The Board will receive a third update from Isom Advisors on the District's general obligation bond program, including market conditions and results of the recently completed community feasibility survey. The presentation will summarize community feedback and assessed support levels for a potential future bond measure, and will outline possible next steps for the District's long-range facilities planning and bond program strategy.

Superintendent's Recommendation: Receive the community survey results and provide direction to staff and Isom Advisors regarding next steps in the District's bond planning process.

2. **Information—Monthly Enrollment Report** (Attachment)
3. **Action—Request Approval of Orchard View High Textbook List 2025-26** (Attachment)
4. **Action—Request approval of Twin Hills Charter School Sixth Grade Overnight Field Trip to Westminster Woods, Occidental CA (January 28- January 30, 2026)**
5. **Action—Request Approval of Apple Blossom Fifth Grade Overnight Field Trip to Westminster Woods, Occidental CA (March 1-March 13, 2026)** (Attachment)

**Twin Hills Union School District
Board of Trustees Regular Meeting
November 13, 2025
Agenda**

6. *Presentation/Information–2024–2025 CAASPP District Performance Review*

(Attachment)

Presented by: Dana Pedersen | Superintendent

The Board will receive an informational report on the district's 2024–2025 CAASPP results. The item includes a summary of student performance in English Language Arts, Mathematics, and Science, trend comparisons to prior years and statewide averages, and an analysis of outcomes across student subgroups.

7. *Information–Priority 1: Teaching Assignment Monitoring Outcomes (TAMO) Report*

(Attachment)

Presented by: Dana Pedersen | Superintendent

The Board will receive the **Teaching Assignment Monitoring Outcomes (TAMO)** report for the 2023–24 school year. This report fulfills the State Priority 1 Local Indicator requirement to publicly share teacher assignment monitoring data. See attached memo. No discussion or action is required.

8. *Discussion/Action Item– Budget Updates – First Interim Period Adjustments*

(Attachment)

Presented by: Patty Nosecchi | Business Manager

This item provides the Board with an overview of budget adjustments and transfers necessary to align district accounts for the First Interim reporting period. These updates reflect routine budget clean-up actions, including revisions to revenues, expenditures, and interfund transfers based on the most current financial activity. Board approval of these adjustments ensures that the district's financial records remain accurate and compliant in preparation for submission of the official First Interim Report to the Sonoma County Office of Education.

9. *Action Item— Approval of 2025–26 Contract with D. Conger for Consulting Services*

(Attachment)

Request Board approval of the 2025–2026 services contract with D. Conger to provide special education program support and administrative assistance, ensuring alignment with state and federal compliance requirements related to student support services. Restricted funds will be utilized for all applicable services.

G. CONSENT CALENDAR

(Attachment)

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: October 2025
2. Payroll and Expenditures: October 2025
3. Purchase Order Report: October 2025
4. Regular Board Meeting Minutes: October 09, 2025
5. Personnel Report: October 2025
6. **Approval of Title Change and Updated Job Description** for Aftercare Director Position to include Coordination of District Expanded Learning Opportunities (ELOP) Services- (Second Reading)
7. 2024-2025 RESIG Annual Worker's Compensation Report

**Twin Hills Union School District
Board of Trustees Regular Meeting
November 13, 2025
Agenda**

H. CORRESPONDENCE: N/A

I. RECONVENE TO CLOSED SESSION: N/A

RECONVENE TO OPEN SESSION- N/A

Report of Action Taken in Closed Session (if applicable)

In accordance with Government Code § 54957.1, the Board President will report any action taken in Closed Session, including the vote or abstention of each member present.

J. FORMAL CLOSING

1. Next Regular Board Meeting: **December 11, 2025 @ 4:30 pm** (Twin Hills Middle School-Library)
2. Motion to Adjourn

VIRTUAL ATTENDANCE INSTRUCTIONS

Join Zoom Meeting

<https://twinhillsusd-org.zoom.us/j/81110095905?pwd=K05qFqL3flqCRHdFaewmUbqroj9G6L.1>

Meeting ID: 811 1009 5905

Passcode: 564042

One tap mobile

+14086380968,,81110095905#,,,,*564042# US (San Jose)

+16694449171,,81110095905#,,,,*564042# US

Join instructions

<https://twinhillsusd->

[org.zoom.us/meetings/81110095905/invitations?signature=T4_cfr6lgmS0KtArR3l_qg45MD9CSSsM7-Or3ByZKOI](https://twinhillsusd-org.zoom.us/meetings/81110095905/invitations?signature=T4_cfr6lgmS0KtArR3l_qg45MD9CSSsM7-Or3ByZKOI)

(Agenda Posted 11/07/25)

TWIN HILLS UNION SCHOOL DISTRICT

SUPERINTENDENT'S MONTHLY ENROLLMENT REPORT 2025-26

For the November 13, 2025 board meeting

ENROLLMENT MO/YR	2017-18		2018-19		2019-20		2020-21				2021-22				2022-23			
	Sep 17	Jun18	Sep18	Jun19	Sep19	Jun20	Sep20	Oct19	Jan 21	Jun21	Sep21	Jan 22	Apr22	Jun22	Aug 22	Nov 22	Apr23	Jun23
Apple Blossom	406	399	416	404	396	408	355	401	348	343	322	319	317	317	295	299	299	298
Twin Hills CMS	269	262	281	267	246	240	225	247	219	219	207	210	210	206	204	201	198	198
Sub Total	675	661	697	671	642	648	580	648	567	562	529	529	527	523	499	500	497	496
Orchard View	236	237	236	226	228	233	247	227	245	227	222	224	219	219	216	215	212	212
SunRidge	283	281	275	276	282	279	272	281	268	261	213	220	221	221	241	238	230	230
Total	1,194	1,179	1,208	1,173	1,152	1,160	1,099	1,156	1,080	1,050	964	973	967	963	956	953	939	938

ENROLLMENT MO/YR	2023-24				2024-25								2025-26					
	Aug 23	Nov23	Apr24	Jun24	Aug 24	Nov24	Apr25	Jun25	Est. @ AB*	Net +Inc /-Dec	Aug 25	Sep 25	Oct 25	Est. @ AB*	Net +Inc /-Dec	Aug 25	Sep 25	Oct 25
Apple Blossom	288	288	292	292	307	304	306	306	294	+12	289	289	288	308	-20	289	289	288
Twin Hills CMS	205	208	207	207	204	207	209	208	205	+4	250	252	254	255	-1	250	252	254
Sub Total	493	496	499	499	511	511	515	514	499		539	541	542	563		539	541	542
Orchard View	226	227	228	227	219	219	217	213	230	-13	226	224	225	222	+3	226	224	225
SunRidge	235	238	235	235	255	257	255	255	258	-3	261	264	263	269	-6	261	264	263
Total	954	961	962	961	985	987	987	982	987	0	1026	1029	1030	1054	-24	1026	1029	1030

*AB = Adopted Budget

Orchard View School High School Textbook List

Subject	Publisher	Title
English	Educators Publishing Svc.	Wordly Wise
English	Pearson	My Perspectives gr. 9
English	Pearson	My Perspectives gr. 10
English	Pearson	My Perspectives gr. 11
English	Pearson	My Perspectives gr. 12
English	Poetry	An Introduction to Poetry
English	Prentice Hall	Literature The British Tradition CC gr12
English	Prentice Hall	Literature CC gr 9
English	Prentice Hall	Literature CC gr 10
English	Prentice Hall	Literature American Tradition CC gr 11
English	Thoughtful Learning	Write Ahead
English	Thoughtful Learning	Write Ahead Skills Book gr. 9-12
English	Novel by John Green	Anthropocene Reviewed:Essays Human-Cent Planet
English	Novel by Tahereh Mafi	A Very Large Expanse of Sea
English	Novel by Trevor Noah	Born a Crime
English	Novel by William Shakespeare	Romeo & Juliet
English	Novel by John Green	Turtles All the Way Down
English	Novel by Elizabeth Acevedo	The Poet X
English	Novel by James D. Houston	Farewell to Manzanar
English	Novel by Lorraine Hansberry	A Raisin in the Sun
English	Novel by Ray Bradbury	Fahrenheit 451
English	Novel by Zora Neale Hurston	Their Eyes Were Watching God
English	Novel by Jesmyn Ward	The Fire This Time:New Generation Speaks Race
English	Novel by Arthur Miller	The Crucible
English	Novel by F. Scott Fitzgerald	The Great Gatsby
English	Novel by Ta-Nehisi Coates	Between the World and Me
English	Novel by William Shakespeare	Hamlet
English	Novel by Mary Shelley	Frankenstein
English	Novel by Wilkie Collins	The Women in White
Film	McGraw Hill	American Cinema/American Culture
Film	McGraw Hill	Study Guide for American Cinema
Fine Arts	Davis	Discovering Art History
Foreign Language	Pearson Prentice Hall	Realidades -Level 1
Foreign Language	Pearson Prentice Hall	Realidades - Level 2
Foreign Language	Pearson Prentice Hall	Realidades - Level 3
Mathematics	Glencoe	Math for Business and Personal Finance
Mathematics	Kendall/Hunt	High School Math - Algebra 1
Mathematics	Kendall/Hunt	High School Math - Geometry
Mathematics	Kendall/Hunt	High School Math - Algebra 2
Mathematics	Pearson Education	Algebra 1 Common Core
Mathematics	Pearson Education	Algebra 2 Common Core
Mathematics	Pearson Education	Geometry Common Core
Mathematics	Prentice Hall	Precalculus

Orchard View School

High School Textbook List

PE/Health	Human Kinetics	Fitness For Life
Health	Pearson Education	Health
Practical Arts	Chelsea Green	Gaia's Garden
Practical Arts	Davis Publishing	Focus on Photography
Practical Arts	Davis Publishing	The Visual Experience
Practical Arts	Davis Publishing	Exploring Visual Design
Practical Arts	Davis Publishing	Communicating through Graphic Design
Practical Arts	McGraw Hill	Culinary Essentials
Practical Arts	Parragon Books	Calligraphy
Practical Arts	Pearson	Companion Animals
Practical Arts	Glencoe	Automotive Excellence Vol. 1 & 2
Practical Arts	Glencoe	Responsible Driving
Practical Arts	Prentice Hall	Child, Family & Community
Practical Arts	Thomas Delmar Learning	The Science of Agriculture: A Biological Approach
Practical Arts	Delmar Cengage Learning	Equine Science
Practical Arts	Thoughtful Learning	Inquire
Practical Arts	Zeta Jones	How to Make a Movie in 10 Easy Lessons
Science	Glencoe	Chemistry
Science	Holt, Rinehart & Winston	Physical Science
Science	Houghton Mifflin Harcourt	Biology
Science	McGraw Hill	Inspire Chemistry
Social Studies	McGraw Hill	World History, Culture, & Geography
Social Studies	McGraw Hill	United States History & Geography
Social Studies	McGraw Hill	Economics
Social Studies	McGraw Hill	Government
Social Studies	Prentice Hall	Psychology
Social Studies	Teachers' Curriculum Institute	Government Alive!
Social Studies	Teachers' Curriculum Institute	Econ Alive!
Social Studies	Teachers' Curriculum Institute	US History Alive!



Twin Hills School

DATE: 10/15/2025

TO: Twin Hills USD Board of Trustees

FROM: Cat Capriola and Vanessa Barboza

RE: Field Trip to Westminster Woods, January 2026

Our 6th-grade overnight trip is always a highlight! We spend two and a half days out in the redwoods doing team-building activities, challenges, and plenty of fun. With students coming from different elementary schools, this trip helps everyone get to know each other, build friendships, and create a strong sense of community. Being out in nature gives students a chance to unplug, breathe fresh air, and experience the calm and confidence that come from exploring the outdoors together. The connections and growth that happen on this trip set the tone for middle school—the benefits are seen throughout their time at Twin Hills!

Thank you for your consideration and continued support.

TWIN HILLS UNION SCHOOL DISTRICT
FIELD TRIP CHECKLIST*

TEACHER TO COMPLETE:

1. TEACHER'S NAME Cat Capriola & Vanessa Barboza CLASSES INVOLVED 3
DATE OF FIELD TRIP 1/28 - 1/30 ALTERNATE DATE N/A # OF STUDENTS 80
DESCRIPTION/DESTINATION _____

Outdoor Education @ Westminster Woods
CORRELATION WITH SUBJECT MATTER BEING STUDIED (ATTACH A COPY OF YOUR LESSON PLAN
DETAILING ACTIVITIES TO BE PRESENTED BEFORE AND AFTER THE FIELD TRIP):

Science Standards & Team Bonding

DEPARTURE TIME: 9:30am RETURN TIME: 2:00pm

2. INFORMATIONAL LETTER/PERMISSION NOTE: DEVELOP AN INFORMATIONAL LETTER USING DIS-
TRICT 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 VPS
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 VPS
YES/NO

3. TRANSPORTATION WILL BE BY: (CHECK MODE BELOW)

✓ DISTRICT SCHOOL BUS (THIS DATE HAS BEEN CLEARED WITH BUS SUPERVISOR MMBL)

✓ OTHER SCHOOL BUS - West County approved YES/NO

PRIVATE VEHICLE

CHARTER BUS (I HAVE COMPLETED THE CHARTER BUS CHECKLIST E 6153(5)) _____
YES/NO

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

5. COST OF TRANSPORTATION: 274.60 COST TO STUDENTS: Ø - fundraiser

6. DATE SUBMITTED TO PRINCIPAL: 10/10/25

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

PRINCIPAL TO COMPLETE:

PRINCIPAL'S RECOMMENDATION: APPROVE ☒ DENY ☐ DATE 10/10/25

REMARKS: _____

* TO BE COMPLETED AND RETURNED TO THE PRINCIPAL AT LEAST TWO (2) WEEKS PRIOR TO THE
PROPOSED FIELD TRIP.

CC: Bus Supervisor
School Secretary
District Office

Administrative Regulations
December 1982, September 1988



SCHOOL PROGRAMS CONTRACT

Contract Name Twin Hills
Client Name Twin Hills S26
Program Coordinator Shawna Whitestone
Billing Coordinator
Contract # 369353
Date Issued 10/07/2025
Deposit Amount \$5,900
Deposit Due 11/07/2025
Final Payment Due 01/28/2026
Address 1685 Watertrough Rd
City / State / Zip Sebastopol/CA/95472
Email swhitestone@twinhillsusd.org
Work Phone

1. Program Arrangements

a. Program Dates Arriving: January 28, 2026 Departing: January 30, 2026
b. First and Last Meals First Meal: Dinner Last Meal: Last Day Lunch
c. Attendees Students: 75 Chaperones: 10 Teachers: 3

2. Guarantee/Finances

- a. Client agrees to issue all payments in the form of a check.
- b. Client understands that a non-refundable, non-transferable deposit is required to hold the space for the dates listed as 1a above.
- c. Client understands and agrees that they will sign and date this agreement and return the original signed copy along with the deposit by the deposit due date listed above.
- d. Client understands that if the signed contract and deposit are not received at Westminster Woods by the deposit due date listed above, Westminster Woods shall be free to release the dates listed above for booking by other groups.
- e. Client understands that the full cost of the program will be specified in an invoice. Client agrees to pay the total amount specified in the final invoice.
- f. Client will submit a Certificate of Insurance with Westminster Woods named as "additionally insured" at least one month prior to program arrival date, in the amount of at least \$1 million.
- g. If different than 1c above, Client will provide final numbers of expected students, chaperones, and teachers to Westminster Woods at least two months prior to program arrival date.
- h. Client will be charged a minimum of 90% of the attendee numbers listed as 1c above. If different than 1c above, client will contact Westminster Woods and request an updated contract with corrected attendee numbers to be signed and returned by the original deposit due date, listed above.
- i. Client will provide final, complete attendance information on arrival day.
- j. Westminster Woods may include in the final invoice any a surcharge for any additional costs incurred by Westminster Woods in connection with special events or special requirements including costs related to utilities, maintenance services, garbage disposal or special permits.
- k. Client agrees to issue final payment by the arrival date listed above.
- l. If the final payment is not received by the arrival date listed above, Client agrees to pay 2% interest per month for any unpaid balance.
- m. If Client is not underwritten by any formal organization, the undersigned agrees to be held individually responsible for the financial obligation in final invoice.

3. Cancellation

- a. If cancellation of this event is necessary before 10/30/2025, the deposit will be forfeited.
- b. If cancellation occurs after 10/30/2025, Client is responsible for the full invoiced amount.
- c. If cancellation occurs due to Force Majeure, defined below, Westminster Woods will use its best efforts to allow, Client, at Client's option, to reschedule a future program, in which case any payments will be applied to the rescheduled program. If Client does not reschedule a future program, any payments will be forfeited.

4. Expectations

- a. Client understands that Westminster Woods assigns cabins, teacher houses, number of trail groups and meeting rooms based upon group sizes and the most effective use of its facilities. Therefore, these assignments may vary from year to year and are subject to last minute changes based upon unanticipated problems arising.
- b. Client agrees to follow all policies, protocols, guidelines, trainings, and safety regulations of Westminster Woods, and all applicable local, state and federal laws.
- c. Client agrees that any injury causing accidents will be reported immediately to the Westminster Woods staff person on duty.
- d. Client is responsible for providing at least one representative, employed by Client, who will remain on location (either on Westminster Wood's property or at the location of any off-site trip) for the duration of the program.
- e. If necessary, Client is responsible for providing a vehicle and qualified driver for transporting participants to a local medical facility.
- f. Westminster Woods reserves the right to remove anyone at any time or from the facility. In the event that a participant is removed from their program, Client is responsible for providing supervision to that person until they leave campus and, if necessary, a vehicle and qualified driver for the participant's transportation from the facility.
- g. Westminster Woods is not responsible for loss or damage to any valuables or vehicles while on the premises.
- h. Client agrees to pay for the repair or replacement of Westminster Woods property or equipment that was damaged or destroyed as a result of use by any of Client's attendees, regardless of whether such use was authorized or unauthorized. Westminster Woods, at its sole discretion, shall determine the extent of damages and the cost of repair or replacement of such property or equipment.
- i. Client may not assign this Agreement without Westminster Woods' written consent.

5. Indemnify and Hold Harmless

- a. Client agrees to indemnify and hold harmless Westminster Woods, its officers, agents, employees, directors and representatives from and against any and all claims, damages, losses of every nature, injuries to person or property (either or both), or expenses of whatever form or nature, including attorneys' fees and other costs of legal defense, whether direct or indirect, occurring in or about or in any way connected with the camp, as a result of or arising out of any acts or omissions of the Client, or any of its respective officers, agents, students, employees, guests or representatives.
- b. Westminster Woods agrees to indemnify and hold harmless the Client, from and against any and all claims, damages, losses of every nature, injuries to persons or property (either or both), occurring in or about or in any way connected with Westminster Woods and its use by the Client, as a result of or arising out of any acts or omissions of Westminster Woods, its officers, agents, or employees.
- c. In the event of any claims, demands, loss or liability arising out of the negligence of both the guest group and Westminster Woods, each party shall be responsible, including reasonable attorney's fees and costs, based upon its proportionate share of negligence.

6. Force Majeure

Should any fire or other casualty, earthquake, flood, epidemic, landslide, enemy act, war, riot, civil commotion, strike, slowdown, boycott or labor dispute or other similar event beyond the reasonable control of either party (any of the foregoing hereinafter referred to as "Force Majeure") prevent performance of this Agreement in accordance with its provisions, performance of this Agreement by either party shall be suspended or excused to the extent commensurate with such interfering occurrence. Force Majeure shall not excuse the payment of any sum of money owing hereunder prior to the occurrence of such Force Majeure. Illness of any guests or employees of the Client shall not be considered a Force Majeure for purposes of this Agreement.

7. COVID-19

In consideration for being permitted to use the Westminster Woods premises, the Client, on behalf of itself, and its respective officers, agents, students, employees, guests and representatives, hereby:

- (a) acknowledges the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure to those who may be infected with COVID-19 while on Westminster Woods' premises and/or participating in its programs, services, and activities;
- (b) knowingly and voluntarily assumes full responsibility for such risks; and
- (c) agrees to comply with Westminster Woods' safety measures and precautions which may include, but are not limited to, wearing personal protective equipment, hand washing, hand sanitizing, and social distancing.

I have read this agreement and agree to be bound by the terms herein:

School Authorized Representative Name: Shawna Whitestone Title: Principal
Signature: [Signature] Date: 10-7-25
Group Name: Twin Hills S26

Westminster Woods Representative Name: Chris Rhodes Title: Executive Director

Signature: [Signature] Date: 10/07/2025



Field Trip Checklist

Form E 6153 (1)

TO BE COMPLETED:

Requesting Teacher's Name: Diedrich Classes/Teacher's Involved: Diedrich/Kim
 Date of Trip: 3/11-3/13/2026 Alternate Date: none # of Students/Adults: 39/9 approx
 Destination/Description of Trip: 3 days, 2 nights @ Westminster Woods in Occidental, CA.
 Correlation with subject matter being studied: CA 5th Grade Science see attached
 Departure Time: 9:30am on 3/11/26 Return Time: 1:30pm on 3/13/2026
 # of Lunches Needed: 0 # of Snacks Needed: 0

Informational Letter/Permission Note: Develop an Informational Letter using District Form E 6153 (2) as a guideline. Obtain approval from the School Principal and attach completed district provided permission form E 6153 (3) and send home.

- Collect all Permission Notes (Teacher: keep on file until June)
- I have encouraged parents of children who are allergic to bee stings or insect bites or on medication to attend the field trip ✓ (Yes/No)
- I know where the field trip first aid kit and my student health problems summary are located and will take each along on the field trip ✓ (Yes/No)
- I WILL take 2 epipens on the field trip from the nurse/office staff ✓ (Yes/No)
- I have checked in with the School Nurse regarding any health concerns for students ✓ (Yes/No)

Transportation will be by: (Check Mode Below)

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

Name of Chaperones: To be determined
 Cost of Transportation: \$267.00 Cost to Students: \$420 per student

To figure the overall cost of the trip, add up the transportation costs and experience costs. Divide by the total number of students. Round up to the nearest whole number and add \$3-\$5 to help offset the cost for students who do not go/adjust for transportation fees.

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

Date Submitted to the Principal: 10/13/25 Approved: X Yes _____ No _____
 Principal's Signature: Tim Elliott Date: 10/13/25

Remarks:



SCHOOL PROGRAMS CONTRACT

Contract Name Apple Blossom
Client Name Apple Blossom S26
Program Coordinator Courtney Diedrich
Billing Coordinator
Contract # 473901
Date Issued 10/06/2025
Deposit Amount \$3,200
Deposit Due 11/07/2025
Final Payment Due 03/11/2026
Address 700 Watertrough Rd
City / State / Zip Sebastopol/CA/95472
Email cdiedrich@twinhillsusd.org
Work Phone

1. Program Arrangements

a. Program Dates Arriving: March 11, 2026 Departing: March 13, 2026
b. First and Last Meals First Meal: Dinner Last Meal: Last Day Lunch
c. Attendees Students: 39 Chaperones: 5 Teachers: 2

2. Guarantee/Finances

- a. Client agrees to issue all payments in the form of a check.
- b. Client understands that a non-refundable, non-transferable deposit is required to hold the space for the dates listed as 1a above.
- c. Client understands and agrees that they will sign and date this agreement and return the original signed copy along with the deposit by the deposit due date listed above.
- d. Client understands that if the signed contract and deposit are not received at Westminster Woods by the deposit due date listed above, Westminster Woods shall be free to release the dates listed above for booking by other groups.
- e. Client understands that the full cost of the program will be specified in an invoice. Client agrees to pay the total amount specified in the final invoice.
- f. Client will submit a Certificate of Insurance with Westminster Woods named as "additionally insured" at least one month prior to program arrival date, in the amount of at least \$1 million.
- g. If different than 1c above, Client will provide final numbers of expected students, chaperones, and teachers to Westminster Woods at least two months prior to program arrival date.
- h. Client will be charged a minimum of 90% of the attendee numbers listed as 1c above. If different than 1c above, client will contact Westminster Woods and request an updated contract with corrected attendee numbers to be signed and returned by the original deposit due date, listed above.
- i. Client will provide final, complete attendance information on arrival day.
- j. Westminster Woods may include in the final invoice any a surcharge for any additional costs incurred by Westminster Woods in connection with special events or special requirements including costs related to utilities, maintenance services, garbage disposal or special permits.
- k. Client agrees to issue final payment by the arrival date listed above.
- l. If the final payment is not received by the arrival date listed above, Client agrees to pay 2% interest per month for any unpaid balance.
- m. If Client is not underwritten by any formal organization, the undersigned agrees to be held individually responsible for the financial obligation in final invoice.

3. Cancellation

- a. If cancellation of this event is necessary before 12/11/2025, the deposit will be forfeited.
- b. If cancellation occurs after 12/11/2025, Client is responsible for the full invoiced amount.
- c. If cancellation occurs due to Force Majeure, defined below, Westminster Woods will use its best efforts to allow, Client, at Client's option, to reschedule a future program, in which case any payments will be applied to the rescheduled program. If Client does not reschedule a future program, any payments will be forfeited.

4. Expectations

- a. Client understands that Westminster Woods assigns cabins, teacher houses, number of trail groups and meeting rooms based upon group sizes and the most effective use of its facilities. Therefore, these assignments may vary from year to year and are subject to last minute changes based upon unanticipated problems arising.
- b. Client agrees to follow all policies, protocols, guidelines, trainings, and safety regulations of Westminster Woods, and all applicable local, state and federal laws.
- c. Client agrees that any injury causing accidents will be reported immediately to the Westminster Woods staff person on duty.
- d. Client is responsible for providing at least one representative, employed by Client, who will remain on location (either on Westminster Wood's property or at the location of any off-site trip) for the duration of the program.
- e. If necessary, Client is responsible for providing a vehicle and qualified driver for transporting participants to a local medical facility.
- f. Westminster Woods reserves the right to remove anyone at any time or from the facility. In the event that a participant is removed from their program, Client is responsible for providing supervision to that person until they leave campus and, if necessary, a vehicle and qualified driver for the participant's transportation from the facility.
- g. Westminster Woods is not responsible for loss or damage to any valuables or vehicles while on the premises.
- h. Client agrees to pay for the repair or replacement of Westminster Woods property or equipment that was damaged or destroyed as a result of use by any of Client's attendees, regardless of whether such use was authorized or unauthorized. Westminster Woods, at its sole discretion, shall determine the extent of damages and the cost of repair or replacement of such property or equipment.
- i. Client may not assign this Agreement without Westminster Woods' written consent.

5. Indemnify and Hold Harmless

- a. Client agrees to indemnify and hold harmless Westminster Woods, its officers, agents, employees, directors and representatives from and against any and all claims, damages, losses of every nature, injuries to person or property (either or both), or expenses of whatever form or nature, including attorneys' fees and other costs of legal defense, whether direct or indirect, occurring in or about or in any way connected with the camp, as a result of or arising out of any acts or omissions of the Client, or any of its respective officers, agents, students, employees, guests or representatives.
- b. Westminster Woods agrees to indemnify and hold harmless the Client, from and against any and all claims, damages, losses of every nature, injuries to persons or property (either or both), occurring in or about or in any way connected with Westminster Woods and its use by the Client, as a result of or arising out of any acts or omissions of Westminster Woods, its officers, agents, or employees.
- c. In the event of any claims, demands, loss or liability arising out of the negligence of both the guest group and Westminster Woods, each party shall be responsible, including reasonable attorney's fees and costs, based upon its proportionate share of negligence.

6. Force Majeure

Should any fire or other casualty, earthquake, flood, epidemic, landslide, enemy act, war, riot, civil commotion, strike, slowdown, boycott or labor dispute or other similar event beyond the reasonable control of either party (any of the foregoing hereinafter referred to as "Force Majeure") prevent performance of this Agreement in accordance with its provisions, performance of this Agreement by either party shall be suspended or excused to the extent commensurate with such interfering occurrence. Force Majeure shall not excuse the payment of any sum of money owing hereunder prior to the occurrence of such Force Majeure. Illness of any guests or employees of the Client shall not be considered a Force Majeure for purposes of this Agreement.

7. COVID-19

In consideration for being permitted to use the Westminster Woods premises, the Client, on behalf of itself, and its respective officers, agents, students, employees, guests and representatives, hereby:

- (a) acknowledges the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure to those who may be infected with COVID-19 while on Westminster Woods' premises and/or participating in its programs, services, and activities;
- (b) knowingly and voluntarily assumes full responsibility for such risks; and
- (c) agrees to comply with Westminster Woods' safety measures and precautions which may include, but are not limited to, wearing personal protective equipment, hand washing, hand sanitizing, and social distancing.

I have read this agreement and agree to be bound by the terms herein:

School Authorized Representative Name: _____ Title: _____

Signature: _____ Date: _____

Group Name: Apple Blossom S26

Westminster Woods Representative Name: Chris Rhodes Title: Executive Director

Signature:  _____ Date: 10/06/2025

Westminster Woods Camp and Conference Center

6510 Bohemian Highway

Occidental, CA, 95465

(707) 874-2426

Apple Blossom
Courtney Diedrich
700 Watertrough Rd
Sebastopol, CA 95472

Invoice
October 6, 2025

Charges

Apple Blossom S26: 3/11/26 to 3/13/26

Date	Description	Total
09/30/2025	(39 @ \$373.00) Student, 3 day program	\$14,547.00
09/30/2025	(5 @ \$278.00) Chaperone, 3 day program	\$1,390.00
09/30/2025	(2 @ \$0.00) Teacher	\$0.00
		\$15,937.00

Payments

Total Charges: \$ 15,937.00
Total Payments: \$ 0.00
Amount Due: **\$ 15,937.00**

TERMS:

To secure your reservation, a deposit in the amount of \$3,200 is due by 11/7/2025.

Final payment is due on your program date of 03/11/2026.

On your payments, please include contract number 473901.

Westminster Woods can apply discounted fees at a rate of 1 chaperone for every 8 students and 1 teacher for every 20 students. Additional chaperones and teachers must be preapproved by Westminster Woods and will be charged a corresponding fee.

WEST COUNTY TRANSPORTATION AGENCY

Transportation Department

367 West Robles Avenue, Santa Rosa, CA 95407

(707) 206-9988

Twin Hills USD

Apple Blossom School to Westminster Woods

DEPART: Wednesday, 03/11/2026 at 09:30 AM / RETURN: Wednesday, 03/11/2026 at

TRIP INFORMATION

Data Entry Date 08/12/2025	TRIP # 37130	Trip Status Quoted	Trip Customer Information	
Westminster Woods			Code 220	Apple Blossom School
6510 Bohemian Hwy			Agency:	Twin Hills USD
Occidental, CA 95465			Dept:	None
Received: 08/12/2025	07:52 AM	Times	700 Watertrough Rd	
Booked: 08/12/2025	Arr Sch Time:		Sebastopol, CA 95472	
Depart: 03/11/2026	Lv School: 09:30 AM		Phone: (707) 823-1041	Ext: <input type="text"/>
Return: 03/11/2026	Event Time:		Fax: (707) 823-8946	
Overnight: ☐	Dep Dest:		Contact:	
Drop/Return: ☐ Stay	Rtn Sch:		E-Mail:	PO #: <input type="text"/>
Out of Area: ☐ Take-1 Way			Acct #:	
Food: ☐ Return-1 Way				
Trip Type: Field Trip	Grade: Diedrich		Estimated Costs	
Leader: Diedrich				
Student #: 47	Adult #: 0	W/C: 0		
Pre-Sch #: 0				
Bus #: 1	Other Veh #: 0	Purpose		
ONE WAY DROP				
			Per Veh. Est: \$133.15	Total Estimated Cost: \$133.15

Customer Special Instructions	Trip Special Instructions	Trip Comments

Miscellaneous Expenses

TRIP EXPENSE DESCRIPTION		\$ EXPENSE
1:		\$0.00
2:		\$0.00
3:		\$0.00
4:		\$0.00
5:		\$0.00
TOTAL MISCELLANEOUS EXPENSES:		\$0.00

CONFIRMED (TRANSPORTATION): _____ DATE: _____



AFTER HOURS PHONE NUMBER FOR FIELD TRIPS 707-953-3019

Printed by the TransTraks System On: 09/11/2025 05:06:04 PM

Page 1 of 1

WEST COUNTY TRANSPORTATION AGENCY

Transportation Department

367 West Robles Avenue, Santa Rosa, CA 95407

(707) 206-9988

Twin Hills USD

Apple Blossom School to Apple Blossom

DEPART: Friday, 03/13/2026 at 12:45 PM / RETURN: Friday, 03/13/2026 at

TRIP INFORMATION

Data Entry Date	TRIP #	Trip Status	Trip Customer Information	
08/12/2025	37131	Confirmed	Code	220
Apple Blossom			Apple Blossom School	
700 Watertrough Road			Agency: Twin Hills USD	
Sebastopol, CA 95472			Dept: None	
Received: 08/12/2025 07:54 AM Times			700 Watertrough Rd	
Booked: 08/12/2025 Arr Sch Time:			Sebastopol, CA 95472	
Depart: 03/13/2026 Lv School: 12:45 PM			Phone: (707) 823-1041 Ext: Fax: (707) 823-8946	
Return: 03/13/2026 Event Time:			Contact:	
Overnight: Drop/Return: Stay Out of Area: Take-1 Way Food: Return-1 Way			E-Mail: PO #:	
Trip Type: Field Trip Grade: Diedrich			Acct #:	
Leader: Diedrich				
Student #: 47 Adult #: 0 W/C: 0				
Pre-Sch #: 0				
Bus #: 1 Other Veh #: 0 Purpose				
PICK UP GROUP AT WESTMINSTER WOODS 6510 Bohemian Hwy, Occidental take to Apple Blossom				
			Per Veh. Est: \$133.15 Total Estimated Cost: \$133.15	

Customer Special Instructions	Trip Special Instructions	Trip Comments

Miscellaneous Expenses

	TRIP EXPENSE DESCRIPTION	\$ EXPENSE
1:		\$0.00
2:		\$0.00
3:		\$0.00
4:		\$0.00
5:		\$0.00
TOTAL MISCELLANEOUS EXPENSES:		\$0.00

CONFIRMED (TRANSPORTATION): _____ DATE: _____

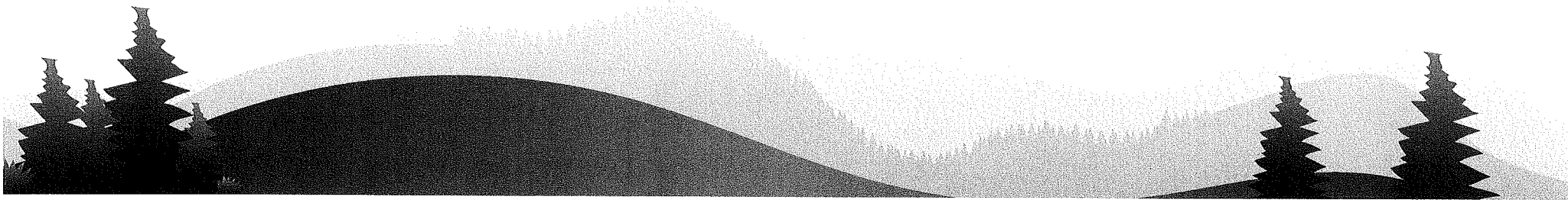


AFTER HOURS PHONE NUMBER FOR FIELD TRIPS 707-953-3019

Printed by the TransTraks System On: 09/11/2025 05:06:34 PM

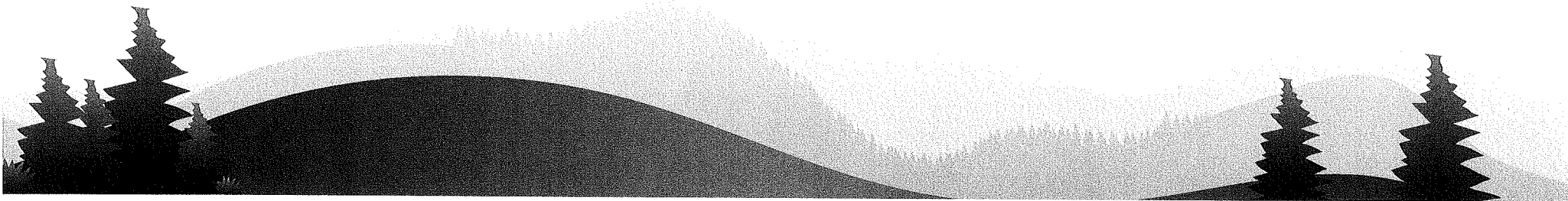
Why

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



And ALSO...

- **Builds community and relationships**
- **Develops independence and confidence**
- **Encourages safe risk taking and exploration**
- **Immerses students in a screen-free environment**
- **Time in nature promotes mental health and well-being**



Twin Hills Union School District CAASPP (All Sites)

****Updated 11/4/2025****

English Language Arts

% met or exceeded

All Students	2017	2018	2019
All Students	64%	69%	66%

Grade Level	2017	2018	2019
Grade 3	57%	73%	51%
Grade 4	59%	61%	63%
Grade 5	45%	71%	57%
Grade 6	79%	61%	67%
Grade 7	67%	72%	71%
Grade 8	69%	74%	78%
Grade 11	79%	75%	76%

Reading and Listening	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

Writing and Research	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

2022	2023	2024	2025	Change
63%	66%	61%	61%	0%

2022	2023	2024	2025	Cohort Change	Grade Change
47%	57%	38%	51%		+13%
53%	51%	48%	51%	+13%	+3%
55%	72%	65%	58%	+10%	-7%
65%	65%	65%	65%	0%	0%
79%	72%	75%	66%	+1%	-9%
72%	78%	66%	68%	-7%	+2%
69%	50%	90%	65%	-7%	-25%

*Colors represent cohorts

2022	2023	2024	2025	Change
		28%	30%	+2%
		59%	58%	-1%
		13%	12%	-1%

2022	2023	2024	2025	Change
		30%	30%	0%
		51%	54%	+3%
		19%	17%	-2%

2025 CA Comparison

CA Comparison	THUSD	Difference
49%	61%	+12%

CA Comparison	THUSD	Difference
44%	51%	+7%
46%	51%	+5%
49%	58%	+9%
48%	65%	+17%
50%	66%	+16%
48%	68%	+20%
57%	65%	+8%

CA Comparison	THUSD	Difference
23%	30%	+7%
49%	58%	+9%
28%	12%	-16%

CA Comparison	THUSD	Difference
27%	30%	+3%
43%	54%	+11%
31%	17%	-14%

Mathematics

% met or exceeded

All Students	2017	2018	2019
All Students	50%	52%	47%

Grade Level	2017	2018	2019
Grade 3	46%	62%	36%
Grade 4	56%	50%	47%
Grade 5	27%	44%	40%
Grade 6	59%	33%	51%
Grade 7	60%	58%	46%
Grade 8	51%	64%	58%
Grade 11	44%	43%	42%

Concepts and Procedure	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

Mathematical Practices	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

2022	2023	2024	2025	Change
44%	48%	47%	49%	+2%

2022	2023	2024	2025	Cohort Change	Grade Change
45%	53%	42%	45%		+3%
38%	45%	39%	47%	+5%	+8%
36%	39%	44%	39%	0%	-5%
33%	39%	51%	46%	+2%	-5%
60%	51%	48%	60%	+9%	+12%
47%	66%	53%	58%	+10%	+5%
46%	14%	45%	32%	-15%	-13%

*Colors represent cohorts

2022	2023	2024	2025	Change
		20%	21%	+1%
		54%	52%	-2%
		26%	27%	+1%

2022	2023	2024	2025	Change
		28%	29%	+1%
		48%	45%	-3%
		24%	27%	+3%

CA Comparison	THUSD	Change
37%	49%	+12%
CA Comparison	THUSD	Difference
46%	45%	-1%
42%	47%	+5%
36%	39%	+3%
37%	46%	+9%
36%	60%	+24%
34%	58%	+24%
31%	32%	+1%
CA Comparison	THUSD	Difference
21%	21%	0%
41%	52%	+11%
38%	27%	-11%
CA Comparison	THUSD	Difference
21%	29%	+8%
37%	45%	+8%
42%	27%	-15%

Science

% met or exceeded

All Students	2017	2018	2019
All Students			46%

Grade Level	2017	2018	2019
Grade 5			39%
Grade 8			56%
Grade 11 or 12			N/A

Life Science	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

Physical Sciences	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

Earth and Space Science	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

2022	2023	2024	2025	Change
48%	54%	51%	47%	-4%

2022	2023	2024	2025	Change
45%	60%	54%	44%	-10%
45%	50%	51%	48%	-3%
77%	42%	33%	56%	+23%

2022	2023	2024	2025	Change
114%	26%	18%	16%	-2%
60%	48%	56%	53%	-3%
26%	26%	26%	31%	+5%

2022	2023	2024	2025	Change
20%	22%	17%	19%	+2%
54%	54%	56%	50%	-6%
26%	24%	27%	31%	+4%

2022	2023	2024	2025	Change
11%	24%	22%	18%	-4%
62%	55%	54%	56%	+2%
27%	22%	23%	26%	+3%

CA Comparison	THUSD	Change
33%	47%	+14%
CA Comparison	THUSD	Difference
33%	44%	+11%
32%	48%	+16%
33%	56%	+23%
CA Comparison	THUSD	Difference
13%	16%	+3%
42%	53%	+11%
46%	31%	-15%
CA Comparison	THUSD	Difference
15%	19%	+4%
38%	50%	+12%
47%	31%	-16%
CA Comparison	THUSD	Difference
12%	18%	+6%
45%	56%	+11%
44%	26%	-18%

BOARD MEMO

TO: Board of Trustees

FROM: Superintendent

RE: Priority 1 Local Indicator – Teaching Assignment Monitoring Outcomes (TAMO)

DATE: 11/10/25

Purpose of the Report

This memo provides an overview of the Teaching Assignment Monitoring Outcomes (TAMO) for the **2023–24 school year**. TAMO is the state’s accountability measure under Priority 1: Basic Services, ensuring that students have access to appropriately assigned teachers, instructional materials, and safe and maintained school facilities.

What TAMO Measures

TAMO identifies the certification and authorization status of teachers assigned to classrooms and reports the percentage of teachers assigned as:

- Clear / Appropriately Assigned
- Out-of-Field
- Intern
- Ineffective
- Incomplete / Unknown

Why This Report Is Being Presented Now

Although the data reflects the 2023–24 school year, the California Department of Education released the TAMO results after the District submitted its Local Indicators in June. Due to this statewide delay, districts are required to present the TAMO data publicly at the next available Board meeting. This presentation fulfills the state’s Local Indicator public reporting requirement and will also be included in the upcoming California School Dashboard release and referenced in the LCAP.

Summary

The District continues to demonstrate strong rates of appropriately assigned teaching staff, with variation across charter programs. These results guide ongoing work in recruitment, credentialing pathways, and teacher support.

Board Action

Information Only — No Action Required

Priority 1 Local Indicator Report Update for 2025 CA Dashboard Teaching Assignment Monitoring Outcomes (TAMO)

The Local Indicators were approved at the June 2025 board meeting. However, because the state did not release the Teaching Assignment Monitoring Outcomes (TAMO) data in time, the district is required to present this information at the next available board meeting.

2025 CA Dashboard

The following will be listed on the 2025 CA Dashboard and represents data from the 2023-2024 school year.

Twin Hills School District (*non charter-Apple Blossom*)

2023-2024	Total Teaching Full-Time Equivalent (FTE)	Clear (% of teaching FTE)	Comparison to Statewide Average
LEA	15.8	100.0%	Above
County	2,429.7	83.1%	Below
Statewide	246,129.2	84.4%	N/A

For additional information about appropriately assigned teachers at schools within this local educational agency, please visit the Dataquest Teaching Assignment with School Data report at <https://dq.cde.ca.gov/dataquest/DQCensus/TchAssgnOutcomeLevels.aspx?cds=49709610000000&agglevel=District&year=2023-24&ro=y>

Charter Schools

2023-2024	Total Teaching Full-Time Equivalent (FTE)	Clear (% of teaching FTE)	Comparison to Statewide Average
Twin Hills Charter Middle	13.8	81.5%	Below
Sunridge	12.5	92.0%	Above
Orchard View	13.8	58.0%	Below
County	3,384.0	81.7%	Below
Statewide	278,927.1	82.5%	N/A

For additional information about appropriately assigned teachers at schools within this local educational agency, please visit the Dataquest Teaching Assignment with School Data report at **Twin Hills Charter Middle**
<https://dq.cde.ca.gov/dataquest/DQCensus/TchAssgnOutcomeLevels.aspx?cds=49709616052302&aggllevel=School&year=2023-24&ro=y>
Sunridge Charter
<https://dq.cde.ca.gov/dataquest/DQCensus/TchAssgnOutcomeLevels.aspx?cds=49709614930350&aggllevel=School&year=2023-24&ro=y>
Orchard View
<https://dq.cde.ca.gov/dataquest/DQCensus/TchAssgnOutcomeLevels.aspx?cds=49709614930319&aggllevel=School&year=2023-24&ro=y>

When the links are clicked it will show the following data:

Twin Hills Union School District (*non charter-Apple Blossom*)

	Total Teaching FTE	Clear	Out-of-Field	Intern	Ineffective	Incomplete	Unknown	N/A
<u>Apple Blossom</u>	15.8	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Twin Hills Union Elementary</u>	15.8	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Sonoma</u>	2,429.7	83.1%	3.2%	1.9%	6.8%	4.6%	0.0%	0.3%
<u>Statewide</u>	246,129.2	84.4%	3.0%	2.0%	5.5%	4.8%	0.0%	0.2%

Charter Schools

	Total Teaching FTE	Clear	Out-of-Field	Intern	Ineffective	Incomplete	Unknown	N/A
<u>Twin Hills Charter Middle</u>	13.8	81.5%	11.8%	0.0%	4.3%	2.4%	0.0%	0.0%
<u>Sunridge Charter</u>	12.5	92.0%	0.0%	0.0%	8.0%	0.0%	0.0%	0.0%
<u>Orchard View</u>	13.8	58.0%	41.9%	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Twin Hills Union Elementary</u>	55.9	83.3%	13.3%	0.0%	2.9%	0.6%	0.0%	0.0%
<u>Sonoma</u>	3,384.0	81.7%	4.4%	1.7%	6.9%	4.9%	0.1%	0.2%
<u>Statewide</u>	278,927.1	82.5%	4.3%	2.2%	6.0%	4.6%	0.1%	0.3%

Teaching Assignment Monitoring Outcomes (TAMO) Definitions

<https://www.cde.ca.gov/ds/ad/tamoinfo.asp#amodefinitions>

Clear	An assignment monitoring outcome of "clear" indicates that all relevant attributes or dimensions of the assignment were authorized by a clear or preliminary credential or authorized by a local assignment option (LAO) pursuant to Section 80005(b) of the California Code of Regulations [T5 §80005(b)] for specific state course codes where a credential or permit does not exist to authorize the indicated teaching assignment (e.g., student government or study hall.)
Out-of-Field	<p>An assignment monitoring outcome of "out-of-field" indicates that one or more relevant attributes of the assignment were authorized by the following limited permits:</p> <ul style="list-style-type: none"> • General Education Limited Assignment Permit (GELAP) • Special Education Limited Assignment Permit (SELAP) • Short-Term Waivers • Emergency English Learner or Bilingual Authorization Permits • Local Assignment Options (except for those made pursuant to T5 §80005(b)) <p>An "out-of-field" teacher is defined as someone who has a credential but has not yet demonstrated subject matter competence in the subject area(s) or for the student population associated with the assignment. More information about this term, approved by the SBE to comply with ESSA, can be found on the CDE Updated Teacher Equity Definitions web page.</p>
Intern	An "intern" teacher is defined as someone who has a bachelor's degree and has demonstrated subject matter competency in the subject area(s) or for the student population associated with the assignment, and who holds an intern credential while they complete coursework requirements to obtain a preliminary credential.
Ineffective	<p>An assignment monitoring outcome of "ineffective" indicates that one or more relevant attributes of the assignment had no legal authorization from a permit, credential or waiver, or one or more relevant attributes of the assignment were authorized by the following limited permits:</p> <ul style="list-style-type: none"> • Provisional Internship Permits, • Short-Term Staff Permits • Variable Term Waivers • Substitute permits or Teaching Permits for Statutory Leave (TPSL) holders serving as the teacher of record <p>More information about this term, approved by the SBE to comply with ESSA, can be found on the CDE Updated Teacher Equity Definitions web page.</p>
Incomplete	An assignment monitoring outcome of "incomplete" indicates that missing or incorrect information about the assignment was reported to CALPADS by the LEA which prevented a complete and accurate determination of the assignment authorization during the CTC assignment monitoring process. In some cases, the LEA or Monitoring Authority may have indicated that the assignment is appropriate; however, neither the CDE nor the CTC can validate the authorization basis for the assignment.
Unknown (UK)	An assignment monitoring outcome of "unknown" indicates that insufficient information about the assignment was reported to CALPADS by the LEA which resulted in an "unknown" determination of the assignment authorization during the CTC assignment monitoring process. This outcome is often the result of LEAs not reporting an English language service associated with a course in which English learners are enrolled. Although the assignment authorization may be "clear" in other areas, an assignment monitoring outcome of "unknown" in the EL authorization space results in an overall determination of "unknown" for the assignment.
Not Applicable (N/A)	An assignment monitoring outcome of "N/A" indicates that the assignment either required no authorization or evaluation of the authorization was not applicable given the state course code or some other attribute of the assignment. This includes specific state course codes not evaluated during the assignment monitoring process conducted by the CTC (e.g., 9143, 9154, or 9215) or because the assignment was an online, learner-led course in which the student sets the pace of instruction, and where content and instruction are provided solely by the online application.

BUDGET TRANSFERS

October, 2025 - Page 1 of 2		REVENUE		EXPENDITURES		NET CHANGE TO FUND BALANCE	
BR/BT #	GENERAL BUDGET CATEGORY	BUDGET INCREASE	BUDGET DECREASE	BUDGET INCREASE	BUDGET DECREASE	INCREASE (DECREASE)	
		Increases FB	Decreases FB	Decreases FB	Increases FB		ADDITIONAL INFORMATION
District 53, Fund 01							
BR 01	Starting Fund Balance	173,813				173,813	Set up by SCOE to revise starting balances after 24-25 close.
BR 02	Carryover/Fund Balance			156,569		(156,569)	Set up all Restricted: Carryover from 24-25.
BR 03	Rev/Exp: Other State/ Salaries + Benefits + Instructional Materials		16,151	16,151	16,151	(16,151)	Update Res7435+Res0000: See below.
	Update Res7435+Res0000: Res7435 is Learning Recovery EBG funds and the state is awarding all schools 100% of the amount cut in 23-24 but they have decided to split it in thirds and give 1/3 per year for 3 years. Results in reduced revenue and expenses in that resource and expenses moved to unrestricted.						
BR 12	Rev/Exp: Federal+Other State +Local / Salaries +Benefits + Supplies +Services	84,223		126,079		(41,856)	Update Restricted Resources 1100, 2600, 3010, 4035, 6019, 6266, 6300, 6546, 6762, 6770, 7810, 8150, 9032: See below.
	Update Res1100+Res6300: Lottery based on actual enrollment with expenses to match. Res2600 ELOP revenue decreased, expenses for summer program and current school year set up including cost to reimburse the after school program for their services. Federal Title 1 (Res3010) and Title 2 (Res4035) revenue and expenses decreased slightly. Set up Res6019 SSPDBG the new one time funding for this year with expenses for new English Language materials and software. Res6266 and Res6762 updated based on spending plan. Res6546 ERMHS expense adjustments. Res6770 Art and Music in Schools revenue increased, increasing fund balance. Res7810 expense adjustment. Res8150 small expense adjustments. Set up donations to teachers Res9032 with expenses to match.						
BR 13	Rev/Exp: Other Local/ Salaries + Benefits +Services	184,500		289,438		(104,938)	Update Unrestricted Res0000: See below.
	Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Set up revenue and cost for SCOE Administrator on Loan. Update services as needed based on currently known expenses.						
BR 14	Rev/Exp: State / Salaries+Benefits +Supplies +Services		41,308			(41,308)	Update Unrestricted Resources: See below.
	LCFF Calculator updated based on current CBEDS enrollment (October 2) and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 308/291 (funded on current year), now at 1st Interim enrollment/ADA are 289/274, net decrease to ADA of 17. This decrease in enrollment allows this non-charter school to be funded on prior year of 289.05 ADA, actual loss in funded ADA is 2. The following 2 years will use a rolling average for funded ADA. Property tax estimated revenue increased by \$500k to \$5.2 million. Increase in property tax also increases the In-Lieu transfer of property tax to the charters of over \$350k. New LCFF Calculator includes a change to EPA funding (Res1400).						
BR 15	Rev/Exp: TF+Local/ Salaries +Benefits +Services	16,000		193,034		(177,034)	Update Res6500, Res6547: Special Education. See below.
	Special Ed cost were increased as services were added including one NPS student. West County Consortium costs were updated based on new information. Psych and assessment services were added based on needs of the students. Salary and benefits updated based on actual payroll including the addition of 3 new 1:1 instructional assistants to support students. Salary and benefit costs for speech IAs was added as the WC Consortium is offering virtual services only this year. Set up Res6547 state preschool funding with expenses.						
BR 16	Rev/Exp: Other State/ Benefits	7,169		7,169		0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
BT 01	Fund Balance			5,000		(5,000)	Set up revolving cash balance.
	Totals	465,705	57,459	793,440	16,151	(369,043)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 03 Twin Hills Charter Middle							
BR 01	Starting Fund Balance	171,698				171,698	Set up by SCOE to revise starting balances after 24-25 close.
BR 02	Carryover/Fund Balance			86,319		(86,319)	Set up all Restricted: Carryover from 24-25.
BR 03	Rev/Exp: Other State/ Salaries + Benefits + Instructional Materials		10,231	788	788	(10,231)	Update Res7435 + Res0000: See below.
	Update Res7435+Res0000: Res7435 is Learning Recovery EBG funds and the state is awarding all schools 100% of the amount cut in 23-24 but they have decided to split it in thirds and give 1/3 per year for 3 years. Results in reduced revenue and expenses in that resource and expenses moved to unrestricted.						
BR 09	Rev/Exp: Other State+Local/ Supplies +Services	62,795		10,021		52,774	Update Restricted Resources 1100, 2600, 6300, 6019, 6546, 6770: See below.
	Update Res1100+Res6300: Lottery based on actual enrollment with expenses to match. Update Res2600 ELOP with cost for students attending the after school program. Set up Res6019 SSPDBG the new one time funding for this year with no expenses set up yet.. Update Res6546 to add small increase to revenue and a matching expense. Update Res6770 to add a small increase to revenue, no expense to match.						
BR 10	Exp/FB: Salaries + Benefits +Services				25,605	25,605	Update Unrestricted Res0000: See below.
	Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update services as needed based on currently known expenses.						
BR 11	Rev/Exp: State / Salaries+Benefits +Supplies +Services		30,496			(30,496)	Update Unrestricted Resources: See below.
	LCFF Calculator updated with CBEDS enrollment (October 2) and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 255/240, now at 1st Interim enrollment/ADA are 252/237, a decrease in funded ADA of 3. New LCFF Calculator includes a change to EPA funding (Res1400).						
BR 16	Rev/Exp: Other State/ Benefits		4,476		4,476	0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
	Totals	234,493	45,203	97,128	30,869	123,031	Net Increase/(Decrease) to Fund Balance
District 53, Fund 08: Student Body: All Schools							
BR 01	Starting Fund Balance	3,868				3,868	Set up by SCOE to revise starting balances after 24-25 close.
	Totals	3,868	0	0	0	3,868	Net Increase/(Decrease) to Fund Balance
District 53, Fund 09: Orchard View							
BR 01	Starting Fund Balance	53,898				53,898	Set up by SCOE to revise starting balances after 24-25 close.
BR 02	Carryover/Fund Balance			74,143		(74,143)	Set up all Restricted: Carryover from 24-25.
BR 03	Rev/Exp: Other State/ Salaries + Benefits + Instructional Materials		8,713	7,906	8,713	(7,906)	Update Res7435+Res0000: See below.
	Update Res7435+Res0000: Res7435 is Learning Recovery EBG funds and the state is awarding all schools 100% of the amount cut in 23-24 but they have decided to split it in thirds and give 1/3 per year for 3 years. Results in reduced revenue and expenses in that resource and expenses moved to unrestricted.						
BR 06	Rev/Exp: Other State / Salaries +Benefits +Supplies +Services	70,408		36,067		34,341	Update Restricted Resources 1100, 6300, 6019, 6546, 6770: See below.
	Update Res1100+Res6300: Lottery based on actual enrollment with expenses to match. Set up Res6019 SSPDBG the new one time funding for this year with some expenses based on spending to date. Update Res6546 revenue to match advanced principal apportionment with expenses to match. Update Res6770 salaries and benefits for technology/art, drama, music positions based on estimated costs to date and update revenue bases on advanced PA.						
BR 07	Exp/FB: Salaries + Benefits +Supplies +Services			22,384		(22,384)	Update Unrestricted Res0000: See below.
	Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses.						
BR 08	Rev/Exp: State/ Salaries +Benefits +Supplies +Services	19,848		0		19,848	Update Unrestricted Resources: See below.
	LCFF Calculator updated with higher ADA based on current CBEDS enrollment and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 222/216, now at 1st Interim enrollment/ADA are 224/218 net increase in funded ADA of 2. New LCFF Calculator includes a change to EPA funding (Res1400).						
BR 16	Rev/Exp: Other State/ Benefits		2,693		2,693	0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
	Totals	144,154	11,406	140,500	11,406	3,654	Net Increase/(Decrease) to Fund Balance

BUDGET TRANSFERS

October 2025 - Page 2 of 2		REVENUE		EXPENDITURES		NET CHANGE TO FUND BALANCE	
BR/BT #	GENERAL BUDGET CATEGORY	BUDGET INCREASE	BUDGET DECREASE	BUDGET INCREASE	BUDGET DECREASE	INCREASE (DECREASE)	ADDITIONAL INFORMATION
		Increases FB	Decrease FB	Decrease FB	Increases FB		
District 53, Fund 12: Child Development							
BR 01	Starting Fund Balance		19,762			(19,762)	Set up by SCOE to revise starting balances after 24-25 close.
BR 05	Rev/Exp: Local/ Salaries +Benefits +Supplies +Services		50,180		57,779	7,599	Update revenue as summer camp ended. Update salary with employer costs based on individual pay calcs and expenses to tighten budget. Update ELOP transfers and reduced revenue due to ELOP.
BT 01	Fund Balance			4,000		(4,000)	Set up revolving cash balance.
	Totals	0	69,942	4,000	57,779	(16,163)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 13: Cafeteria							
BR 01	Starting Fund Balance		3,903			(3,903)	Set up by SCOE to revise starting balances after 24-25 close.
BT 01	Fund Balance			4,000		(4,000)	Set up revolving cash balance.
	Totals	0	3,903	4,000	0	(7,903)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 14: Deferred Maintenance							
BR 01	Starting Fund Balance	9,672				9,672	Set up by SCOE to revise starting balances after 24-25 close.
BR 04	Exp: Facilities			59,830		(59,830)	Update based on AB/OV parking/play areas striping, TH window tinting and roof repair OV window tinting.
	Totals	9,672	0	59,830	0	(50,158)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 17: Reserve for Other Than Capital Outlay							
BR 01	Starting Fund Balance	4,473				4,473	Set up by SCOE to revise starting balances after 24-25 close.
	Totals	4,473	0	0	0	4,473	Net Increase/(Decrease) to Fund Balance
District 53, Fund 20: Reserve for Postemployment Benefits							
BR 01	Starting Fund Balance	6,860				6,860	Set up by SCOE to revise starting balances after 24-25 close.
	Totals	6,860	0	0	0	6,860	Net Increase/(Decrease) to Fund Balance
District 53, Fund 21: Bond (Measure M)							
BR 01	Starting Fund Balance	537				537	Set up by SCOE to revise starting balances after 24-25 close.
BR 04	Exp: Services			13,100		(13,100)	Update for cost of Master Plan and continuing disclosure services.
	Totals	537	0	13,100	0	(12,563)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 25: Capital Facilities							
BR 01	Starting Fund Balance	485				485	Set up by SCOE to revise starting balances after 24-25 close.
	Totals	485	0	0	0	485	Net Increase/(Decrease) to Fund Balance
District 53, Fund 40: Capital Outlay							
BR 01	Starting Fund Balance	1,408				1,408	Set up by SCOE to revise starting balances after 24-25 close.
	Totals	1,408	0	0	0	1,408	Net Increase/(Decrease) to Fund Balance
District 21: SunRidge							
BR 01	Contrib/Exp: Services	15,000	15,000	15,000		(15,000)	Res6500: Special education cost increase, budget needed increased to meet SEMB.
BR 02	Starting Fund Balance		50,972			(50,972)	Set up by SCOE to revise starting balances after 24-25 close.
BR 03	FB/Exp: Carryover		15,061	153,358		(168,419)	Set up all Restricted: Carryover from 24-25.
BR 04	Rev/Exp: Other State+Local/ Salaries +Benefits +Supplies +Services		50,550		46,951	(3,599)	Update Restricted Resources 1100, 2600, 6300, 6019, 6500, 6762, 9042: See below.
Update Res1100+Res6300: Lottery based on actual enrollment with expenses to match. Update Res2600 ELOP with cost for students attending the after school program. Set up Res6019 SSPDBG the new one time funding for this year with no expenses set up yet.. Update Res6500 to increase WC Consortium service amounts. Update Res6762 to move to correct expense account. Update Res9042 After Care Program revenue and expenses based on YMCA running this program for this school year.							
BR 05	Exp/FB: Salaries + Benefits +Services				1,568	1,568	Update Unrestricted Res0000: See below.
Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses.							
BR 06	Rev/Exp: State/ Salaries +Benefits		49,518			(49,518)	Update Unrestricted Resources: See below.
LCFF Calculator updated with higher ADA based on current CBEDS enrollment and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 269/252, now at 1st Interim enrollment/ADA are 265/248, a decrease in funded ADA of 4. New LCFF Calculator includes a change to EPA funding (Res1400).							
BR 07	Rev/Exp: Other State/ Instructional Materials +Services	9,717	10,000	2,344		(2,627)	Update Res2600+Res6546+Res6770: See below.
Resource changes made due to advanced principal apportionment. Res2600 ELOP revenue reduced and expense adjusted to equalize fund balance. Res6546 ERMHS and Res6770 AMIS small funding increase and expenses to match.							
BR 08	Rev/Exp: Local/ Benefits +Supplies +Services	1,786		27,802		(26,016)	Update Restricted Resources 6019, 7690, 7810, 9010, 9013: See below.
Update Res6019 to set up some one time expenses. Res7690 STRS on Behalf of State updated to current period estimate. Res7810 adjust based on actual services object. Res9010 set up Rotary grant and expense to match. Res 9013 fine tune cafeteria expenses.							
BT 01	Fund Balance			4,000		(4,000)	Set up revolving cash balance.
	Totals	26,503	191,101	202,504	48,519	(318,583)	Net Increase/(Decrease) to Fund Balance

For the November 13, 2025 board meeting

INDEPENDENT CONTRACTOR SERVICE AGREEMENT

Between
TWIN HILLS UNION SCHOOL DISTRICT
and
DIANE CONGER

1. Purpose

This Independent Contractor Service Agreement (“Agreement”) is entered into by and between the Twin Hills Union School District (“District”) and Diane Conger (“Consultant”) for the purpose of providing specialized consultation and facilitation in the area of Individualized Education Program (IEP) coordination and related compliance processes.

As a retired Behavior Specialist, the Consultant brings extensive experience in student support services and special education administration, including prior service as a Director of Student Support Services and Special Education.

Services under this Agreement are strictly consultative and facilitative in nature and shall not include direct behavioral intervention or treatment services to students.

2. Scope of Services

Consultant shall collaborate with the District Superintendent or designee to provide the following professional services:

- Support IEP teams in preparing for and conducting complex IEP meetings, including those involving Non-Public Schools (NPS) placements or related service providers;
- Attend and represent the District as a designee at IEP meetings for students served under or connected to contracts with the West Sonoma County Consortium (WSCC), ensuring appropriate documentation, representation, and compliance alignment;
- Facilitate communication and documentation among parents, staff, and service providers to ensure accurate implementation of IEPs;
- Provide expert consultation on behavioral supports and intervention frameworks as part of IEP planning, without delivering direct student services;
- Identify strategies to improve IEP processes, documentation, and collaborative problem-solving;
- Advise administrators and staff on compliance, parent engagement, and best practices related to IEP procedures.

Additional services may be authorized in writing by the Superintendent or designee.

3. Compensation

Consultant shall be compensated at the rate of **\$140 per hour**, not to exceed an average of eight (8) hours per week during the 2025–26 school year.

Consultant shall submit a monthly invoice itemizing hours worked and services

performed. Payment will be made in accordance with District accounts-payable timelines following receipt of a completed invoice and a current IRS Form W-9. Consultant shall be responsible for all taxes, STRS reporting obligations, and other filings required by law.

4. Term and Termination

This Agreement shall be effective July 1, 2025 through June 30, 2026.

Either party may terminate this Agreement upon thirty (30) days' written notice to the other party. The District may terminate immediately for cause, including misconduct or material breach. Upon termination, the District shall compensate Consultant only for services satisfactorily rendered up to the date of termination.

5. Independent Contractor Status

Consultant is an independent contractor and not an employee of the District. Consultant shall have no authority to bind the District to any contract or obligation. Consultant is solely responsible for all payroll taxes, STRS and IRS reporting, insurance, and any other expenses incurred in performing the services.

Nothing in this Agreement shall be construed to create an employment, partnership, or joint-venture relationship between the parties.

6. Fingerprinting and Background Clearance

In accordance with California Education Code Sections 45125.1 and 45125.2, if the District determines that the services provided under this Agreement will involve contact with students, the District shall arrange for and cover the cost of fingerprinting and Department of Justice (DOJ) background clearance for the Consultant prior to the commencement of such services.

Should it later be determined that the Consultant's duties involve contact with students, the District will initiate and provide the fingerprinting process at that time. Consultant agrees not to engage in any duties involving student contact until clearance has been completed and verified by the District.

7. Legal Assurances and Confidentiality

Consultant shall comply with all applicable federal, state, and local laws, including confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and relevant provisions of the California Education Code.

Consultant shall maintain the confidentiality of all student information encountered during the performance of services and shall observe all District and site rules while on campus.

8. Indemnification

To the fullest extent permitted by California law, Consultant shall defend, indemnify, and hold harmless the District, its officers, employees, agents, and volunteers from and

against any and all claims, damages, or liabilities arising out of or connected with Consultant's performance under this Agreement, except those resulting from the sole negligence or willful misconduct of the District.

9. Insurance

Consultant acknowledges personal responsibility for securing any professional or general liability insurance deemed necessary to protect against potential loss or liability associated with this engagement. Proof of insurance may be requested by the District.

10. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue for any dispute shall be in Sonoma County, California.

11. Entire Agreement and Modifications

This Agreement constitutes the entire understanding between the Parties regarding the subject matter herein and supersedes all prior oral or written understandings. Any modification must be in writing and signed by both Parties.

12. Signatures

Consultant	Twin Hills Union School District
Diane Conger	Dana Pedersen, Superintendent
Signature: _____	Signature:  _____
Date: _____	Date: <u>10/27/25</u>

TWIN HILLS UNION SCHOOL DISTRICT

Consent Calendar: Acceptance of Donations

OCTOBER 1 THROUGH OCTOBER 31, 2025

Date Received	Donor	Amount	Purpose
District 53, Fund 01: Apple Blossom Elementary School /General District			
10/06/25	Various Families	\$450.00	Teacher Designated Funds
10/10-30/25	Various Families	\$26,378.90	Walk-Jog Athon: 50% Instructional Assist salaries and benefits+50% school programs
<u>Total</u>		<u>\$26,828.90</u>	
District 53, Fund 03: Twin Hills Charter Middle School			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 09: Orchard View Charter School			
<u>Total</u>		<u>\$0.00</u>	
District 53, Fund 12: Apple Blossom After School Program			
<u>Total</u>		<u>\$0.00</u>	
District 21, Fund 09: SunRidge Charter School			
10/28/25	Rotary Club of Sebastopol	\$1,601.70	Teacher Mini Grants: PE equipment, dictionaries, books, garden and bird watching supplies
10/01-31/25	Various Families	\$19,336.00	Pledges/specialty pgm 2025-26
<u>Total</u>		<u>\$20,937.70</u>	

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

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

Donations marked * have not yet been deposited to SCOE.

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

For the November 13, 2025 board meeting.

Checks Dated 10/01/2025 through 10/31/2025

Board Meeting Date November 13, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
2121768	10/03/2025	Brattin, Connie	30.00
2121769	10/03/2025	Kyocera Document Solutions-CA	286.59
2121770	10/03/2025	Kyocera Document Solutions Northern CA , Inc.	635.84
2121771	10/03/2025	PresenceLearning, Inc.	203.42
2121772	10/03/2025	Sonoma County Office Of Educ.	75.00
2121773	10/03/2025	Douglas, Liat	67.43
2121774	10/03/2025	Alpha Analytical Laboratories	336.00
2121775	10/03/2025	Primo Brands	168.79
2121776	10/03/2025	DuVall, Maura	249.00
2121777	10/03/2025	Flyers Energy LLC	145.20
2121778	10/03/2025	Greene, Janet	1,875.00
2121779	10/03/2025	T-Mobile	160.00
2121780	10/03/2025	T-Mobile	89.49
2121781	10/03/2025	Starfall Education Foundation	35.70
Unpaid Tax			2.75
Expensed Amount			38.45
2121782	10/03/2025	Mobile Modular Mgmt Corp.	2,141.19
2121783	10/03/2025	Myhers, Catherine	3,500.00
2121784	10/03/2025	National Academy of Athletics	7,747.00
2121785	10/03/2025	ODP Business Solutions, LLC	4,801.21
2121786	10/03/2025	Persinger Architects Inc.	5,725.00
2121787	10/03/2025	Rising Phoenix Psych Ed Svcs	14,840.00
2121788	10/03/2025	ROOTS Solutions, LLC	2,375.00
2121789	10/03/2025	Twin Hills Usd Afterschool Pgm	4,003.24
2122362	10/08/2025	Copperfield's Books	758.83
2122363	10/08/2025	Mountain Fresh Spring Water	45.28
2122364	10/08/2025	Brady Industries, LLC	3,946.96
2122365	10/08/2025	Friedman's Home Improvement	779.24
2122366	10/08/2025	Learning Genie, Inc.	896.00
2122367	10/08/2025	ODP Business Solutions, LLC	1,394.95
2122368	10/08/2025	Pace Supply Corp.	40.49
2122369	10/08/2025	Rental Place LLC, The	47.00
2122370	10/08/2025	Sebastopol Auto Parts	28.75
2122371	10/08/2025	Sebastopol Hardware Center	1,052.06
2122372	10/08/2025	Vermeulen, Morgan	28.00
2123072	10/10/2025	Andrews, Courtney	35.00
2123073	10/10/2025	Revolution Foods PBC	35,636.53
2123074	10/10/2025	Common Ground Society	1,000.00
2123075	10/10/2025	Kyocera Document Solutions Northern CA , Inc.	262.21
2123076	10/10/2025	Deuyour, Ann	40.00
2123077	10/10/2025	Recology Sonoma Marin	1,108.77
2123078	10/10/2025	Recology Sonoma Marin	532.90
2123079	10/10/2025	Shura, Samantha	7,719.16
2123080	10/10/2025	Primo Brands	167.15
2123081	10/10/2025	Reyff Electric Co, Inc.	240.00
2123082	10/10/2025	Employment Development Dept.	768.27
2123083	10/10/2025	Lazer Jet Tech	120.00
2123084	10/10/2025	The Swain Center	1,200.00
2123085	10/10/2025	Terminix Processing Center	89.00

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

Checks Dated 10/01/2025 through 10/31/2025			Board Meeting Date November 13, 2025
Check Number	Check Date	Pay to the Order of	Check Amount
2124433	10/17/2025	ATT	376.12
2124434	10/17/2025	ATT	30.65
2124435	10/17/2025	ATT	129.25
2124436	10/17/2025	ATT	185.63
2124437	10/17/2025	ATT	31.41
2124438	10/17/2025	ATT	31.41
2124439	10/17/2025	CA School Boards Assn CSB 6744	1,475.00
2124440	10/17/2025	Kyocera Document Solutions Northern CA , Inc.	444.76
2124441	10/17/2025	Kyocera Document Solutions Northern CA , Inc.	635.84
2124442	10/17/2025	Kyocera Document Solutions Northern CA	2,542.70
2124443	10/17/2025	Department Of Justice	98.00
2124444	10/17/2025	Major Alarm, Inc.	413.84
2124445	10/17/2025	Forslund, Tim	1,225.35
2124446	10/17/2025	Frog Street Press LLC	400.00
2124447	10/17/2025	Loud and Clear Inc.	150.00
2124448	10/17/2025	ODP Business Solutions, LLC	2,353.25
2124449	10/17/2025	Terminix Processing Center	90.02
2124450	10/17/2025	Terminix Processing Center	100.00
2124451	10/17/2025	Pitkin, Lindsey	35.00
2124452	10/17/2025	Sign A Rama	1,784.41
2124453	10/17/2025	Aeries Software Inc. dba Eagle Software	9,850.64
2124454	10/17/2025	West So. Cty. Union Hs Dist.	120.00
2125875	10/24/2025	Apple Inc.	1,573.16
2125876	10/24/2025	Atamaniuk, Andy	111.89
2125877	10/24/2025	Cirimele, Terri	112.41
2125878	10/24/2025	Elsbree, Davida	1,323.03
2125879	10/24/2025	Flory Systems LLC	1,312.33
2125880	10/24/2025	Hergenrather, Nell	19.89
2125881	10/24/2025	Lee, Kristin	102.58
2125882	10/24/2025	Savvas Learning Company LLC	202.44
2125883	10/24/2025	ODP Business Solutions, LLC	1,871.11
2125884	10/24/2025	Scarola, Russell	226.98
2125885	10/24/2025	Howard Ind., Inc.	5,750.00
2126466	10/29/2025	Affronti, Jude	319.94
2126467	10/29/2025	BMO Bank N.A.	3,054.31
2126468	10/29/2025	Skutt Ceramics Products	467.24
2126469	10/29/2025	Sud, Anil	1,000.00
2126470	10/29/2025	Creative Ceramics & Glass LLC	540.68
2126471	10/29/2025	Flyers Energy LLC	96.42
2126472	10/29/2025	Forslund, Tim	15.00
2126473	10/29/2025	Harmony Farm Supply	140.44
2126474	10/29/2025	NCS Pearson Inc.	5,455.00
2126475	10/29/2025	Sequoia Landscape Materials	2,360.05
2126476	10/29/2025	Riebli, Nathan	294.04
2126477	10/29/2025	Sill, Kathy	78.34
2126478	10/29/2025	FHEG Santa Rosa Junior College	299.15
2126479	10/29/2025	Weeks Drilling & Pump Co.	1,603.97
Total Number of Checks			94 158,260.33

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

Checks Dated 10/01/2025 through 10/31/2025

Board Meeting Date November 13, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
--------------	------------	---------------------	--------------

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	58	82,827.54
03	Charter School: Twin Hills	25	15,545.60
09	Charter School Fund: Orchrd Vw	25	14,183.19
12	Child Development Fund	5	4,345.22
13	Cafeteria Fund	1	35,636.53
21	Bond Fund	1	5,725.00
Total Number of Checks		94	158,263.08
Less Unpaid Tax Liability			2.75
Net (Check Amount)			158,260.33

<i>Total Expenditures October 2025</i>	
Total Vendor Warrants, October 31, 2025	\$ 158,260.33
Payroll: October 10, 2025 Supplemental	15,362.52
Payroll: October 31, 2025 Regular	651,870.49
Total PR & Expenditures	\$ 825,493.34

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 10/01/2025 through 10/31/2025

Board Meeting Date November 13, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
2121523	10/03/2025	Davey, Kara	47.66
2121524	10/03/2025	Fauss, Kristi	35.00
2121525	10/03/2025	School Nurse Supply Inc.	280.49
2121526	10/03/2025	Gosling, Maria	15.41
2121527	10/03/2025	Mercurius USA	182.72
2121528	10/03/2025	ODP Business Solutions, LLC	193.67
2121529	10/03/2025	Sonoma County Family YMCA	3,300.00
2121530	10/03/2025	Wells Fargo Vendor Fin Serv	396.90
2122178	10/08/2025	Allen, Trisha	57.62
2122179	10/08/2025	Andy's Produce Market	1,006.67
2122180	10/08/2025	Davey, Kara	155.64
2122181	10/08/2025	Brady Industries, LLC	1,454.16
2122182	10/08/2025	Friedman's Home Improvement	378.83
2122183	10/08/2025	Rodriguez, Ana	32.74
2122184	10/08/2025	Ronan, Marcela	172.96
2122185	10/08/2025	Sebastopol Hardware Center	726.68
2122843	10/10/2025	Revolution Foods PBC	14,306.48
2122844	10/10/2025	Recology Sonoma Marin	644.75
2122845	10/10/2025	Employment Development Dept.	171.29
2122846	10/10/2025	Plumfield Inc. DBA Plumfield Academy	5,952.80
2122847	10/10/2025	Terminix Processing Center	153.06
2122848	10/10/2025	Kyocera Document Solutions NC	206.64
2124217	10/17/2025	ATT	278.00
2124218	10/17/2025	Kyocera Document Solutions Northern CA	912.49
2124219	10/17/2025	Department Of Justice	32.00
2124220	10/17/2025	ODP Business Solutions, LLC	398.61
2124221	10/17/2025	Aeries Software Inc. dba Eagle Software	2,031.12
2124222	10/17/2025	Tombe Realty, Inc.	19,144.20
2125712	10/24/2025	Allen, Trisha	68.47
2125713	10/24/2025	Gosling, Maria	211.24
2125714	10/24/2025	Imagine Learning LLC	504.51
2125715	10/24/2025	Mercurius USA	5,083.84
2125716	10/24/2025	PG&E	1,038.21
2125717	10/24/2025	Prosser, Sasha	72.59
2125718	10/24/2025	Rodriguez, Ana	10.38
2125719	10/24/2025	Smith, Snowma	164.44
2125720	10/24/2025	Thomasson, Theresa	245.54
2126226	10/29/2025	BMO Bank N.A.	46.15
2126227	10/29/2025	Colby-Sereano, Heather	137.59
2126228	10/29/2025	Prosser, Sasha	379.53
		Total Number of Checks	40
			60,631.08

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	40	60,631.08

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 10/01/2025 through 10/31/2025

Board Meeting Date November 13, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
		Total Number of Checks	40
			60,631.08
		Less Unpaid Tax Liability	.00
		Net (Check Amount)	60,631.08

<i>Total Expenditures October 2025</i>	
Total Vendor Warrants, October 31, 2025	\$ 60,631.08
Payroll: October 10, 2025 Supplemental	3,240.26
Payroll: October 31, 2025 Regular	174,842.95
Total PR & Expenditures	\$ 238,714.29

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.

Description

Includes Purchase Orders dated 10/01/2025 - 10/31/2025				Board Meeting Date November 13, 2025		
PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
P26-00228	The Swain Center	PO #8781 - EDUCATIONAL TUTORING	9DSO	01	Special Educati	6,000.00
P26-00229	Acco Brands USA LLC	PO #8755 - AB LAMINATING FILM	1ABS	01	Unrestricted/no	434.91
P26-00230	ACSA	PO #8769 - ACSA SUPERINTENDENT SYMPOSIUM	9DSO	01	Ed Effect	1,050.00
P26-00231	AGiRepair, Inc.	PO #8772 - AB CHROMEBOOKS REPAIR	1ABS	01	State Lottery	714.00
P26-00232	BMO Bank N.A.	PO #8702 - AB CNSL & INTERV	1ABS	01	Learning Recov	187.04
P26-00233	BMO Bank N.A.	PO #8756 - AB NURSE SUPLS	1ABS	01	State Lottery	30.44
P26-00234	BMO Bank N.A.	PO #8758 - AB LIBRARY & PIP ROOM	1ABS	01	State Lottery	180.56
P26-00235	BMO Bank N.A.	PO #8760 - AB INSTRUCT MATLS	1ABS	01	State Lottery	223.77
P26-00236	BMO Bank N.A.	PO #8778 - ACSA JOB POSTING CBO	9DSO	01	Unrestricted/no	385.00
P26-00237	Common Ground Socie	PO #8770 - KEYNOTE PRESENTATION	7DSW	01	Ed Effect	1,000.00
P26-00238	EPS Operations, LLC	PO #8726 - OV GR 9 - 12	3OVS	09	Lottery-instruc	1,534.55
P26-00239	Frog Street Press L	PO #8757 - AB PRE-K LILYPAD RENEWAL	1ABS	01	Unrestricted/no	400.00
P26-00240	Kinetic Solutions I	PO #8787 - AIR PURIFIER GERM FILTERS	7DSW	01	Arts Music Inst	5,708.31
P26-00241	Lazer Jet Tech	PO #8774 - AB HP CANNON DIAGNOSTICS ONLY	1ABS	01	State Lottery	120.00
P26-00242	ODP Business Soluti	PO #8725 - OV INSTRUCT, OFFICE, & 1ST AID	3OVS	09	Lottery-instruc	570.11
P26-00243	ODP Business Soluti	PO #8776 - DO SUPLS	9DSO	01	Unrestricted/no	179.77
P26-00244	ODP Business Soluti	PO #8761 - AB EL (SANCHEZ)	1ABS	01	State Lottery	354.09
P26-00245	Reyff Electric Co,	PO #8782 - TH IRRIG ELECTRICAL	2THS	01	Restricted Main	240.00
P26-00246	Roberts Mechanical	PO #8783 - TH MPR A/C	2THS	01	Restricted Main	2,979.59
P26-00247	Rose, Kameron	PO #8771 - TH MENTOR SERVICES	2THS	03	Ed Effect	1,250.00
P26-00248	SHI International C	PO #8775 - MICROSOFT OFFICE PRO SUBSCPT	7DSW	01	Unrestricted/no	3,618.03
P26-00249	Skutt Ceramics Prod	PO #8724 - OV KILN MOTOR	3OVS	09	State Lottery	467.24
P26-00250	Aeries Software Inc	PO #8780 - STUDENT INFORMATION SYSTEM	7DSW	09	Unrestricted/no	9,850.64
P26-00251	All About Learning	PO #8727 - OV READING	3OVS	09	Lottery-instruc	657.40
P26-00252	Apple Inc.	PO #8728 - OV MACBOOK AIR	3OVS	09	State Lottery	1,573.16
P26-00253	BMO Bank N.A.	PO #8763 - AB MICROPHONE/SPEAKER	1ABS	01	State Lottery	51.35
P26-00254	Kyocera Document So	PO #8784 - AB B1019 & TH B1141 COPIER MAINT	7DSW	01	State Lottery	8,100.00
P26-00255	Kyocera Document So	PO #8785 - OV KYOCERA COPIERS MAINT	3OVS	09	State Lottery	1,000.00
P26-00256	Kyocera Document So	PO #8786 - TH B1777 COPIER MAINT CONTRACT	2THS	03	State Lottery	1,700.00
P26-00257	Loud and Clear Inc.	PO #8762 - AB PIANO LAB HEAD UNIT REPAIRS	1ABS	01	Arts & Music	150.00
P26-00258	ODP Business Soluti	PO #8732 - TH (HAGAN)	1ABS	03	Lottery-instruc	254.42

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 10/01/2025 - 10/31/2025				Board Meeting Date November 13, 2025		
PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
P26-00259	BMO Bank N.A.	PO #8777 - BOARD MEETING SUPLS	7DSW	03	Unrestricted/no	213.95
P26-00260	BMO Bank N.A.	PO #8789 - AB MISC SUPLS	1ABS	01	Sp Ed-idea Bas	147.71
P26-00261	Kyocera Document So	PO #8733 - TH RISO SUPLS	2THS	03	State Lottery	180.24
P26-00262	Associated Plumbing	PO #8812 - AB SEWER MAIN REPAIR	1ABS	01	Restricted Main	8,011.00
P26-00263	NorBay Consulting	PO #8809 - AB FOLLOW-UP MOISTURE TESTING	1ABS	01	Restricted Main	1,500.00
P26-00264	ODP Business Soluti	PO #8790 - AB (MCKENNA)	1ABS	01	Unrestricted/no	260.68
P26-00265	ODP Business Soluti	PO #8794 - AB BALL STOOLS	1ABS	01	State Lottery	1,219.18
P26-00266	Sequoia Landscape M	PO #8788 - AB FILL SAND	1ABS	01	Restricted Main	2,360.05
P26-00267	Vivacity Tech PBC	PO #8811 - CHROMEBOOK CASES	7DSW	01	State Lottery	1,037.88
P26-00268	Vowel Valley, LLC	PO #8792 - AB LETTER TILES	1ABS	01	State Lottery	24.76
Total						65,919.83

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 10/01/2025 - 10/31/2025			Board Meeting Date November 13, 2025			
PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
P26-00087	Kinetic Solutions,	PO #8787 - SR AIR PURIFIER GERM FILTERS	4HAY	09	Arts Music Inst	2,594.69
P26-00088	Mercurius USA	PO #8743 - SR GR 5	4HAY	09	Lottery - Instr	223.53
P26-00089	Mercurius USA	PO #8744 - SR GR 1	4HAY	09	Lottery - Instr	475.26
P26-00090	ODP Business Soluti	PO #8742 - SR GR 1 & OFFICE	4HAY	09	Lottery - Instr	74.94
P26-00091	ODP Business Soluti	PO #8745 - SR WHITE BOARDS	4HAY	09	State Lottery	323.67
P26-00092	Aeries Software Inc	PO #8780 - STUDENT INFORMATION SYSTEM	4HAY	09	Unrestricted/no	2,031.12
P26-00093	Demco, Inc.	PO #8747 - SR LIBR BOOK TAPE	4HAY	09	State Lottery	123.82
P26-00094	Nasco	PO #8746 - SR 5TH GR	4HAY	09	Lottery - Instr	52.98
Total						5,900.01

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.

**Twin Hills Union School District
Board of Trustees Regular Meeting
October 9, 2025
Minutes**

Agenda Item #G-4

Location: Twin Hills Middle School: 1685 Watertrough Road, Sebastopol (Room 10)

A. FORMAL OPENING

1. The Board Meeting was called to order at 4:30 pm by *President Harding*.
2. Roll call: *All present*
3. Pledge of allegiance
4. Motion to approve agenda by Trustee Beck and second by Trustee Moise. *Approved 5-0.*
5. Public Comment on Closed Session Items: *No Comments*

B. RECESS TO CLOSED SESSION

The Board did not have Closed Session

C. RECONVENE TO OPEN SESSION

The Board began Open Session @ 4:35 pm

1. Report of Action Taken in Closed Session: *No Closed Session.*

D. RECOGNITION & REPORTS

1. Celebrating Successes: October 2025 Honorees are Twin Hills Charter Middle School Special Education Services Team.
2. Board of Trustee reports.
3. THUSD Superintendent, Dana Pedersen, report.
4. Principal updates by Shawna Whitestine, THCMS Principal, regarding advisory period, and Karina Haedo, SunRidge Principal, regarding Aeries Gradebook.

E. PUBLIC COMMENT ON OPEN SESSION ITEMS: *A comment and accompanying letter were presented via Zoom by teacher **Colleen Walsh** regarding Apple Blossom classroom(s). The **Board President** thanked Ms. Walsh for her input and directed **Superintendent Pedersen** to address the matter as a management function.*

F. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

1. Secondary review of the 10-Year Facilities Master Plan presented by Alexis Persinger of Persinger Architects. Motion to accept this Master Plan by Trustee Houghton and second by Trustee Beck. *Approved 5-0.*
2. Bond Program Update and Funding Opportunities presented by Greg Isom and Miguel Rodrigues of Isom Advisors. Motion to approve conducting a community feasibility survey by Trustee Beck and second by Trustee Ost. *Approved 5-0.*
3. Monthly Enrollment Report discussed with Superintendent Pedersen.
4. Motion to approve Resolution #2025-603 Commitment to Equitable Funding and Oversight of Nonclassroom-Based Charter Schools by Trustee Houghton and second by Trustee Moise. *Approved 5-0.*
5. First reading of proposed title change and updated job description for Aftercare Director position to include Coordination of District ELOP Services. There is no change to the salary schedule.

G. CONSENT CALENDAR: Motion to approve all items 1 through 7 by Trustee Moise and second by Trustee Beck. *Approved 5-0.*

**Twin Hills Union School District
Board of Trustees Regular Meeting
October 9, 2025
Minutes**

H. Removed.

I. CORRESPONDENCE:

1. SCOE letter regarding approval of the 2025-26 Adopted Budget.
2. Board advocacy letter ensuring equity in charter reform and protecting students from harmful fiscal impacts of SB414 with a recommendation to the Governor to VETO this bill.

J. FORMAL CLOSING

1. Next Regular Board Meeting: November 13, 2025 @ 4:30 pm (Twin Hills Middle School)
2. Motion to Adjourn: Motion to adjourn at 6:45pm by Trustee Houghton and second by Trustee Ost. *Approved 5-0.*

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

November 13, 2025

Certificated

Additions:

Changes:

- Russell, Kate – SR Teacher - Request for Medical FMLA/CFRA Leave of Absence 10/30/2025 through 11/30/2025

Separations:

Classified

Additions:

- Andrews, Courtney – Healthcare Technician Substitute – As needed, up to 5 hrs./day
- Pitkin, Lindsey – Healthcare Technician Substitute – As needed, up to 5 hrs./day
- Martinez Brattin, Consuelo “Connie” – Instructional Assistant and Yard Assistant Substitute As needed, up to 5.5 hrs./day

Changes:

Separations:

- Ramsey, Kate – SR Kindergarten Instructional Assistant resigned from regular position effective 10/29/25 and will move to SR Instructional Assistant Substitute
- Kilgore, Tayah – THCMS SPED Full Inclusion IA resigned effective 10/24/2025

TWIN HILLS UNION SCHOOL DISTRICT

JOB DESCRIPTION

Aftercare and Expanded Learning Opportunities (ELOP) Program Director

Summary

Under the direction of the Superintendent or assigned designee, the Aftercare and Expanded Learning Opportunities (ELOP) Program Director oversees the daily operations of the District's aftercare program and coordinates Expanded Learning Opportunities Program (ELOP) services across all school sites. This position supports the development, implementation, and evaluation of high-quality after-school and expanded learning programs that promote student engagement, academic enrichment, and social-emotional growth.

Duties and Responsibilities

- Serve as the site-level Aftercare Director at Apple Blossom Elementary, managing program operations, staff scheduling, and student activities.
- Coordinate districtwide Expanded Learning Opportunities (ELOP) services across Twin Hills Union School District, supporting site coordinators and principals to ensure program quality and consistency.
- Develop and implement systems to monitor attendance, program participation, and compliance with ELOP reporting requirements.
- Collaborate with site administrators and community partners to align programming with student and family needs.
- Assist in budget development and fiscal tracking related to aftercare and ELOP funding sources, ensuring resources are used effectively and in compliance with CDE guidelines.
- Support recruitment, training, and supervision of aftercare staff and ELOP program personnel; ensure adherence to district policies and safety procedures.
- Promote communication between aftercare programs, school staff, and district leadership to maintain a cohesive service model across sites.
- Assist with development of program schedules, enrichment activities, and partnerships that extend learning beyond the school day.
- Coordinate the collection and submission of required reports, data, and documentation for state compliance and district review.
- Perform other duties as assigned related to Expanded Learning and Aftercare Services.

Qualifications

Knowledge of principles and best practices in youth development, after-school programming, expanded learning, recreation, and community-based education. Understanding of child and adolescent development, program design, and enrichment learning models.

Ability to collaborate effectively with administrators, certificated and classified staff, parents, and community partners. Strong skills in organization, communication, supervision, and team leadership.

Demonstrated capacity to plan, coordinate, and evaluate programs that serve diverse student populations and align with district and state educational priorities. Ability to problem-solve, manage budgets and schedules, and adapt to changing program needs.

Experience working in schools, community agencies, youth-serving nonprofits, recreation programs, or educational enrichment settings preferred.

Experience and Education

- Combination of education, training, and experience demonstrating the knowledge and abilities required to perform the duties of the position.
- Experience in after-school or expanded learning coordination, youth programming, recreation services, education, or community-based organizations supporting children and families.
- Leadership or supervisory experience preferred, particularly in settings that involve program development, staff coordination, or partnership management.
- College coursework or a degree in education, recreation, child development, human services, or a related field desirable but not required.
- Demonstrated ability to plan, organize, and evaluate programs that promote student engagement and positive youth outcomes.

Physical and Mental Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a school and office environment with frequent interruptions.
- Must be able to lift, carry, push, or pull objects weighing up to 25 pounds.
- Ability to bend, kneel, reach, and sit or stand for extended periods.
- Maintain emotional control under stress; meet deadlines and work with frequent interruptions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position:

- Indoor and outdoor environments.
- Occasional exposure to noise, dust, and changing weather conditions.
- Interactions with students, staff, parents, and community partners in a variety of educational settings.
- Twelve (12)-month, 1.0 FTE position; work schedule and duties may vary depending on program needs.

Board Approved:

CYNTHIA M. WILKERSON
EXECUTIVE DIRECTOR
CALIFORNIA LICENSE 0736606



(707) 836-0779
(707) 836-9079 ADMIN. FAX
(707) 836-8671 BENEFITS FAX
(707) 836-9479 w/c FAX

October 30, 2025

MEMORANDUM

TO: District Superintendents, Chief Business Officials, and Workers' Compensation Contacts

FROM: Cynthia Wilkerson, Executive Director

SUBJECT: 2024-2025 Public Self-Insurer's Annual Report

RESIG is self-funded for workers' compensation claims and retains the liability for all workers' compensation claims for past years. RESIG is required to report to the Department of Industrial Relations (DIR) details of these claims annually. Attached is a copy of the summary portion of the 2024-2025 report.

Member Districts are required to advise their governing board, before December 31, 2025, of the amount of total liabilities reported (Labor Code §3702.6(b)). This total undiscounted amount is \$12,453,950 as of June 30, 2025. RESIG has sufficient funds to pay all of these outstanding liabilities. Member Districts are also required to report whether the funding of these liabilities is in compliance with GASB 10 standards; RESIG's accountants have certified compliance.

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

If you have any questions, please feel free to contact Beth Harville, RESIG's Director of Workers' Compensation at (707) 836-0779 ext. 114 or myself at ext. 104.



Public Self Insurers

Claim Liability - Annual Report

For Period: 07/01/2024 - 06/30/2025

September 29, 2025
REDWOOD EMPIRE SCHOOLS INSURANCE GROUP
5760 Skylane Blvd., Ste 100
Windsor, CA 95492

FORM AR-2 (1-2016)

Report Location Number: Identification of Location

Certificate Holder

5536-05-157 A

REDWOOD EMPIRE SCHOOLS INSURANCE GROUP at
SANTA ROSA

Redwood Empire Schools Insurance Group

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2024	To Date-	06/30/2025
		Incurred Liability		Paid To Date		Future Liability	
Date	#	Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2025 reported prior to 2020/21	110	\$4,177,552	\$14,673,524	\$3,645,658	\$10,602,450	\$531,894	\$4,071,074
2) Open and closed Liabilities							
A) All Cases reported in 2020/21	210	\$1,251,950	\$2,097,133	\$994,255	\$1,314,201	\$257,695	\$782,932
2020/21 Cases open	28	\$947,009	\$1,597,786	\$689,314	\$814,854	\$257,695	\$782,932
B) All Cases reported in 2021/22	472	\$1,884,590	\$2,833,491	\$1,616,599	\$1,764,090	\$267,991	\$1,069,401
2021/22 Cases open	45	\$1,363,393	\$2,143,517	\$1,095,402	\$1,074,116	\$267,991	\$1,069,401
C) All Cases reported in 2022/23	522	\$2,078,804	\$2,693,680	\$1,500,989	\$1,581,659	\$577,815	\$1,112,021
2022/23 Cases open	58	\$1,659,092	\$2,087,784	\$1,081,277	\$975,763	\$577,815	\$1,112,021
D) All Cases reported in 2023/24	518	\$2,073,701	\$2,519,541	\$1,278,144	\$1,406,393	\$795,557	\$1,113,148
2023/24 Cases open	55	\$1,704,013	\$2,039,504	\$908,456	\$926,356	\$795,557	\$1,113,148
E) All Cases reported in 2024/25	524	\$1,255,361	\$1,931,103	\$679,358	\$632,684	\$576,003	\$1,298,419
2024/25 Cases open	203	\$1,160,437	\$1,687,078	\$584,434	\$388,659	\$576,003	\$1,298,419

	\$ Indemnity	\$ Medical
SUBTOTAL	\$3,006,955	\$9,446,995

3) Estimate Future Liability (Indemnity Plus Medical)

TOTAL	\$12,453,950
-------	--------------

4) Total Benefits Paid During 2024/25 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

\$ Indemnity	\$ Medical
\$2,310,191	\$3,053,876

5) Number of MEDICAL-ONLY Cases Reported in 2024/25

360

6) Number of INDEMNITY Cases Reported in 2024/25

164

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

524

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

363

9) Number of Fatality Cases Reported In 2024/25

0

10) (a) Number of FY 2024/25 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2024/25

10

10) (b) Number of non-FY 2025 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2024/25

8

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

0

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

0

Files Uploaded

ALL Open Indemnity Claims (by reporting and by year) reported and with claims: RESIG- 2025 Open claims.xlsx

State of California

Dual Jurisdiction Claims

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

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

Instructions To Claims Administrator For Specific Excess Insurance

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

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

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

Calculation Of Specific Excess Coverage Entry For Annual Reports:

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

\$ 0

Files Uploaded

Certification

Administrating Agency's Certificate Number 157

☐ Or Self Administered

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

Agency Name REDWOOD EMPIRE SCHOOLS INSURANCE GROUP

Name Beth Harville

Phone (707) 836-0779

Fax

Email Address bharville@resig.org

Address 1 5760 Skylane Blvd., Ste 100

Address 2

City Windsor

State CA

Zip 95492

Name of Person Legally Responsible for this Electronic Signature:

Beth Harville (Date/Time of Signature) -09/29/2025 11:12



Public Self Insurers

Claim Liability - Annual Report

For Period: 07/01/2024 - 06/30/2025

Report Location Number: Identification of Location

5536-17-171 A

NORTH BAY SCHOOLS INSURANCE AUTHORITY at
FAIRFIELD

Certificate Holder

Redwood Empire Schools Insurance Group

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2024	To Date-	06/30/2025
		Incurred Liability		Paid To Date		Future Liability	
Date	#	Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2025 reported prior to 2020/21	1	\$3,480	\$11,695	\$3,480	\$1,170	\$0	\$10,525
2) Open and closed Liabilities							
A) All Cases reported in 2020/21	0	\$0	\$0	\$0	\$0	\$0	\$0
2020/21 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
B) All Cases reported in 2021/22	4	\$0	\$6,100	\$0	\$0	\$0	\$6,100
2021/22 Cases open	1	\$0	\$6,100	\$0	\$0	\$0	\$6,100
C) All Cases reported in 2022/23	0	\$0	\$0	\$0	\$0	\$0	\$0
2022/23 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
D) All Cases reported in 2023/24	1	\$0	\$3,333	\$0	\$3,333	\$0	\$0
2023/24 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
E) All Cases reported in 2024/25	0	\$0	\$0	\$0	\$0	\$0	\$0
2024/25 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0

3) Estimate Future Liability (Indemnity Plus Medical)

4) Total Benefits Paid During 2024/25 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

5) Number of MEDICAL-ONLY Cases Reported in 2024/25

6) Number of INDEMNITY Cases Reported in 2024/25

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

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

9) Number of Fatality Cases Reported In 2024/25

10) (a) Number of FY 2024/25 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2024/25

10) (b) Number of non-FY 2025 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2024/25

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

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

	\$ Indemnity	\$ Medical
SUBTOTAL	\$0	\$16,625

TOTAL	\$16,625
-------	----------

	\$ Indemnity	\$ Medical
	\$0	\$1,914

	0
--	---

	0
--	---

	0
--	---

	1
--	---

	0
--	---

	0
--	---

	0
--	---

	0
--	---

	0
--	---

Files Uploaded

ALL Open Indemnity Claims (by reporting and by year) reported and with claims: FY2024-25_SIPSummary-Cert5536-RESIG.pdf

State of California

Dual Jurisdiction Claims

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

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

Instructions To Claims Administrator For Specific Excess Insurance

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

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

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

Calculation Of Specific Excess Coverage Entry For Annual Reports:

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

\$

Files Uploaded

Certification

Adminstrating Agency's Certificate Number 171

☐ Or Self Administered

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

Agency Name NORTH BAY SCHOOLS INSURANCE AUTHORITY

Name Kami Linan

Phone (707) 428-1830

Fax

Email Address kamil@nbsia.org

Address 1 380A Chadbourne Rd

Address 2

City Fairfield

State CA Zip 94534

Name of Person Legally Responsible for this Electronic Signature:

Veronica Hudley (Date/Time of Signature) -09/29/2025 12:03