

**Twin Hills Union School District
Board of Trustees Regular Meeting
April 09, 2026
Agenda**

Location: **Apple Blossom Elementary (Room 3)**

(700 Watertrough Road, Sebastopol, CA 95472)

Start Time: **4:00 pm** (Closed Session) 4:30pm (Open Session)

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

1. **Conference with Labor Negotiator** [Gov. Code § 54957.6]
Agency Negotiator: Superintendent Dana Pedersen
Employee Organization: Twin Hills Teachers Association
2. **Superintendent Evaluation** [Gov. Code § 54957]

C. RECONVENE TO OPEN SESSION

4:30 pm

D. RECOGNITION & REPORTS

1. **Report:** Board of Trustees
 - i. Board Policy Committee Update
 - ii. Budget Committee Update

**Twin Hills Union School District
Board of Trustees Regular Meeting
April 09, 2026
Agenda**

2. **Report:** THUSD Superintendent | Dana Pedersen
3. **Celebrating Successes:** Each month, the Board of Trustees celebrates the programs, individuals, and achievements that embody our collaborative spirit and strengthen the Twin Hills school community.

April Focus: Orchard View Leadership Efforts
 - **Climate Action** - Sunny Galbraith (Teacher)
 - **Global Studies**- Tim Forslund (Teacher)

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. **Information – Proposition 2 Facilities Planning Update: District Design Committee Launch and Ongoing Scope Development**
The Chief Architect will provide an update on the launch of the District Design Committee and continued progress on scope development, including stakeholder engagement and refinement of project priorities to support a potential Proposition 2 funding submission. Alexis Persinger | Persinger Architects
2. **Information – 2026–2027 District School Year Calendar(s) Reflecting All School Sites Update** Dana Pedersen | Superintendent (Attachment)
3. **Information—Overview of 2025–2026 Youth Truth Survey Results Informing the 2026–2027 LCAP** Dana Pedersen | Superintendent (Attachment)
4. **PUBLIC HEARING – AB 1200 Disclosures: Collective Bargaining Agreement and Salary Adjustments (2025–2026 and 2026–2027)**
The Board will hold a public hearing to review the AB 1200 disclosure regarding the fiscal impact of proposed collective bargaining agreements and salary and benefit adjustments for all employee groups for the 2025–2027 term, prior to Board consideration for approval.

**Twin Hills Union School District
Board of Trustees Regular Meeting
April 09, 2026
Agenda**

5. **Action – Consideration of Approval of Tentative Agreement between Twin Hills Union School District and Twin Hills Teachers Association (2025–2027)**
The Board will consider approval of the Tentative Agreement between the District and the Twin Hills Teachers Association for the 2025–2027 term, following the required public hearing. Dana Pedersen | Superintendent (Attachment)
6. **Action – Certification of AB 1200 Disclosures for Collective Bargaining Agreements and Salary Adjustments (2025–2027)**
The Board of Trustees will consider approval to certify that the AB 1200 disclosures for proposed collective bargaining agreements and salary and benefit adjustments for all employee groups have been reviewed, and that the District can meet its financial obligations for the current and subsequent fiscal years. Katie Anderson | CBO (Attachment)
7. **Information – First Reading of Job Description: Digital Media Arts Teacher**
This is a first reading of an updated job description for Digital Media Arts Teacher at Twin Hills Middle School. This position is designed to provide students with hands-on, project-based learning experiences in digital media production, including video creation, storytelling, and multimedia communication. Dana Pedersen | Superintendent (Attachment)
8. **Action – Course Approval: Introduction to Arts, Media, and Entertainment (Elective)**
The Board will consider approval of a new elective course outline to expand student access to visual and media arts instruction and creative exploration, consistent with Proposition 28.
Dana Pedersen | Superintendent (Attachment)
9. **Action – (First Reading) Director of Special Education and School Psychologist**
Review a proposed job description establishing a dual-role certificated management position that integrates Special Education leadership with direct school psychology services, aligning responsibilities to strengthen program oversight, compliance, service delivery, and coordination of student supports across the district. Dana Pedersen | Superintendent (Attachment)
10. **Action – Approval of Resolution No. 2026-616: Establishment of School Psychologist / Director of Special Education Position (1.0 FTE – Certificated Management)**
The Board will consider approval of a resolution establishing a new certificated management position to strengthen internal capacity for special education services. The position is designed to be revenue neutral through reduced reliance on contracted services and will return with a final job description for Board approval. Dana Pedersen | Superintendent (Attachment)
11. **Discussion/Action – Approval of Resolution No. 2026-617: Longevity Pay for Unrepresented Classified and Supervisory Employees**
Review and approve a Resolution recognizing longevity pay provisions for unrepresented classified, district-level, and supervisory employees, including eligibility criteria, percentage increases based on years of service, and alignment with CalPERS reporting requirements. Katie Anderson | CBO (Attachment)

**Twin Hills Union School District
Board of Trustees Regular Meeting
April 09, 2026
Agenda**

12. Action – Consideration and approval of Resolution No. 2026-615 to Update Authorized Signers on the District’s Revolving Cash Accounts | 403b

Due to staffing changes, the resolution reflects the removal of a former employee and the addition of a new designated signer to ensure continuity of fiscal operations and proper internal controls across District accounts. Katie Anderson | CBO (Attachment)

13. Action – 2026–2027 Declaration of Need for Fully Qualified Educators

The Board of Trustees will consider approval of the annual Declaration of Need for Fully Qualified Educators, certifying that the District may have a limited number of positions for which fully credentialed teachers are not available. Approval allows the District to request emergency and limited assignment permits in identified areas, including multiple subject, single subject, and special education, based on projected staffing needs for the 2026–2027 school year. Katie Anderson | CBO (Attachment)

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: March 2026
2. Payroll and Expenditures: March 2026
3. Purchase Order Report: March 2026
4. Regular Board Meeting Minutes: March 12 , 2026
5. Personnel Report: March 2026
6. Enrollment Report: March 2026
7. Williams Settlement Quarterly Report January-March 2026

H. CORRESPONDENCE

I. RECONVENE TO CLOSED SESSION

J. REPORT OUT OF CLOSED SESSION

K. FORMAL CLOSING

1. Next Regular Board Meeting Anticipated: **May 7, 2026 @ 4:30 pm** (Twin Hills Middle - Library)
2. Motion to Adjourn

VIRTUAL ATTENDANCE INSTRUCTIONS

[Join Zoom Meeting](#)

ID: 85231997242 Passcode: 833986

(US) +1 301-715-8592

Passcode: 833986

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Join Zoom Meeting:

<https://twinhillsusd-org.zoom.us/j/85231997242?pwd=qCM31GTfOu2yTLARviFoDm6YRknU82.1&jst=2>

(04/03/26 Agenda Posted)

Twin Hills Union School District

Apple Blossom Elementary, Twin Hills Charter Middle, Orchard View & SunRidge

2026-2027 School Year Calendar

Agenda Item #F-2

<u>Su</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sa</u>
July						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
						1
2	3	4	5	6	7	8
9	[10]	[11]	[12]	<13>	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25^	26	27	28
29	30					

December						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<u>Su</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sa</u>
January						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

April						
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
		1	<2>	[3]	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Date	Event
July 3	Independence Day (Observed)
August 10	Professional Development - District & All Sites
August 11-12	Teacher Workdays - All Sites
August 13	First Student Day AB, TH & SR
August 17	First Student Day OV
September 7	Labor Day
October 16	Professional Development - All Sites
November 11	Veterans Day
November 23-27	Thanksgiving Break
December 21 -31	Winter Break
January 1-4	Winter Break

Date	Event
January 18	Martin Luther King Jr. Day
February 12	Lincoln Day
February 15	Presidents Day
March 22-26	Spring Break - All Sites
April 9	Local Holiday (For Emergencies)
May 24	Local Holiday (For Emergencies)
May 28	Last Student Day OV
May 31	Memorial Day
June 2	Last Student Day AB, TH & SR
June 3	Teacher Workday - All Sites
June 18	Juneteenth (Observed)

Legend:
<Bold> = First/Last Student Days [] = Teacher Workdays ____ = School Holidays and Breaks = District Holidays ^ = 12mo Emp Holiday
 Early Release and Minimum Days - See school bell schedule for times
 Early Release is every Wednesday AB & TH beginning 8/19 and ending 5/26 and every Thursday for SR beginning 8/20 and ending 5/27 .
 Minimum Days: August 13-14, (AB only October XX-XX), (THCMS only January 8 & March 19), (SR only October 26-29), June 1-2



Youth Truth Results
April 2026

Youth Truth Survey

Youth Truth

- National survey (39 states)
- SCOE pays for this survey for participating schools
- Survey to parents, students and staff
- Robust online analysis tool that allows you to analyze data in multiple ways

Overall data can be found [here](#)



Group		Question	Your School Jan 2026	Your School Jan 2025	Your School Jan 2024	Your School Jan 2023	Your School - Jan 2022	Your School - Apr 2021
Response Count								
AB	Students (3-5)	#	120	153	150	154	153	
	Family	#	58	79	82	82	66	
	Staff	#	26	36	37	36	22	
TH	Students (6-8)	#	256	191	205	193	218	177
	Family	#	79	87	74	78	84	107
	Staff	#	22	25	21	23	27	15
SR	Students (6-8)	#	47 <small>(only 6th/8th)</small>	58	54	55	61	71%
	Family	#	100	71	95	48	133	160
	Staff	#	22	25	20	23	21	22
OV	Students (6-8)	#	44	43	50	53	47	
	Students (9-12)	#	81	94	76	89	72	
	Family	#	92	55	34	40	57	
	Staff	#	20	20	6	10	14	

Important Note:

SunRidge: Only 6th and 8th grade students took the 2026 Youth Truth Survey

Youth Truth Summary

Exceptional	Above 90% OR School improvement AND better than (or same as) Sonoma County Schools
Great	Better than (or same) Sonoma County Schools, but decrease in school data
Good	School improvement, but lower than Sonoma County Schools
OK	Decrease in percentage AND lower than (or same as) Sonoma County Schools
To look at	Decrease by more than 15% AND lower than Sonoma County Schools

LCAP Questions- School Safety

Group		Question	Your School Jan 2026	Your School Jan 2025	Your School Jan 2024	Your School Jan 2023	Your School - Jan 2022	Your School - Apr 2021	Typical Sonoma school	School vs SC (2026)		School Change (2025 to 2026)	
School Safety													
AB	Students (3-5)	Do you feel safe at school?	73%	52%	62%	62%	68%		67%	↑	6%	↑	21%
	Family	My child's learning environment is safe.	86%	83%	84%	90%	84%		87%	↓	1%	↑	3%
	Staff	I feel safe at school.	69%	78%	86%	81%	71%	80%	87%	↓	18%	↓	9%
TH	Students (6-8)	I feel safe during school.	80%	75%	70%	65%	77%	86%	64%	↑	16%	↑	5%
	Family	My child's learning environment is safe.	95%	93%	85%	78%	74%	78%	80%	↑	15%	↑	2%
	Staff	I feel safe at school.	91%	84%	90%	86%	100%	100%	87%	↑	4%	↑	7%
SR	Students (6-8)	I feel safe during school.	91%	88%	63%	65%	69%	83%	64%	↑	27%	↑	3%
	Family	My child's learning environment is safe.	84%	80%	83%	78%	88%	83%	80%	↑	4%	↑	4%
	Staff	I feel safe at school.	100%	96%	95%	100%	94%	100%	87%	↑	13%	↑	4%
OV	Students (6-8)	I feel safe during school.	88%	79%	92%	94%	81%		64%	↑	24%	↑	9%
	Students (9-12)	I feel safe at school.	92%	85%	91%	91%	88%		70%	↑	22%	↑	7%
	Family	My child's learning environment is safe.	97%	98%	94%	92%	94%		78%	↑	19%	↓	1%
	Staff	I feel safe at school.	100%	100%	100%	100%	89%		87%	↑	13%	-	0%

LCAP Questions- School Connectedness/Belonging

Group		Question	Your School Jan 2026	Your School Jan 2025	Your School Jan 2024	Your School Jan 2023	Your School - Jan 2022	Your School - Apr 2021	Typical Sonoma school	School vs SC (2026)		School Change (2025 to 2026)	
School Connectedness													
AB	Students (3-5)	Do you like going to school?	34%	24%	29%	39%	50%		32%	↑	2%	↑	10%
	Family	I feel engaged with my child's school.	88%	73%	69%	72%	41%		79%	↑	9%	↑	15%
	Staff	Staff and students care about each other.	77%	85%	92%	83%	76%	89%	91%	↓	14%	↓	8%
TH	Students (6-8)	I enjoy school most of the time.	49%	41%	39%	45%	45%	64%	46%	↑	3%	↑	8%
	Family	I feel engaged with my child's school.	76%	71%	69%	56%	44%	49%	65%	↑	11%	↑	5%
	Staff	Staff and students care about each other.	86%	84%	95%	86%	100%	100%	81%	↑	5%	↑	2%
SR	Students (6-8)	I enjoy school most of the time.	55%	62%	35%	50%	52%	52%	46%	↑	9%	↓	7%
	Family	I feel engaged with my child's school.	84%	82%	79%	71%	57%	59%	65%	↑	19%	↑	2%
	Staff	Staff and students care about each other.	91%	100%	95%	100%	88%	100%	81%	↑	10%	↓	9%
OV	Students (6-8)	I enjoy school most of the time.	74%	63%	73%	77%	53%		46%	↑	28%	↑	11%
	Students (9-12)	I enjoy school most of the time.	53%	54%	66%	62%	62%		45%	↑	8%	↓	1%
	Family	I feel engaged with my child's school.	59%	65%	69%	72%	50%		61%	↓	2%	↓	6%
	Staff	Staff and students care about each other.	100%	100%	100%	100%	100%		89%	↑	11%	-	0%
Belonging													
AB	Students	Belonging	37%	27%	36%	38%	N/A		38%	↓	1%	↑	10%
TH	Students	Belonging & Peer Collaboration	51%	54%	44%	49%	57%	52%	50%	↑	1%	↓	3%
SR	Students	Belonging & Peer Collaboration	60%	68%	50%	45%	52%	53%	50%	↑	10%	↓	8%
OV	Students (6-8)	Belonging & Peer Collaboration	82%	91%	71%	75%	49%		50%	↑	32%	↓	9%
	Students (9-12)	Belonging & Peer Collaboration	58%	55%	60%	56%	62%		49%	↑	9%	↑	3%

Local Indicator Questions- Family Engagement

Group	Question	Your School Jan 2026	Your School Jan 2025	Your School Jan 2024	Your School Jan 2023	Your School - Jan 2022	Your School - Apr 2021	Typical Sonoma school	School vs SC (2026)	School Change (2025 to 2026)
Family Engagement-Local Indicator										
Building Relationships between School Staff and Families										
AB	Family	93%	89%	90%	91%	92%		86%	↑ 7%	↑ 4%
TH	Family	90%	95%	93%	86%	81%	86%	75%	↑ 15%	↓ 5%
SR	Family	92%	87%	93%	83%	86%	83%	75%	↑ 17%	↑ 5%
OV	Family	97%	100%	94%	95%	88%		77%	↑ 20%	↓ 3%
Developing Partnerships for Student Outcomes										
AB	Family	83%	77%	71%	78%	61%		78%	↑ 5%	↑ 6%
TH	Family	48%	56%	52%	36%	35%	55%	68%	↓ 20%	↓ 8%
SR	Family	61%	68%	66%	67%	71%	67%	68%	↓ 7%	↓ 7%
OV	Family	70%	72%	85%	79%	83%		69%	↑ 1%	↓ 2%
Seeking Input for Decision Making										
AB	Family	69%	59%	49%	58%	34%		67%	↑ 2%	↑ 10%
TH	Family	58%	66%	53%	51%	35%	38%	57%	↑ 1%	↓ 8%
SR	Family	69%	66%	50%	56%	50%	52%	57%	↑ 12%	↑ 3%
OV	Family	55%	76%	62%	69%	34%		49%	↑ 6%	↓ 21%

LCAP Questions- Social-Emotional Health

Social-Emotional Health													
AB	Students (3-5)	When I am feeling upset I know some ways to make myself feel better.	49%	53%	51%	56%			50%	↓	1%	↓	4%
TH	Students (6-8)	When I'm feeling upset, stressed, or having problems,there is an adult from school who I can talk to about it. f	55%	53%	44%	45%	46%	40%	47%	↑	8%	↑	2%
SR	Students (6-8)		55%	70%	37%	24%	19%	28%	47%	↑	8%	↓	15%
OV	Students (6-8)		49%	33%	43%	34%	23%		47%	↑	2%	↑	16%
OV	Students (9-12)		50%	43%	43%	43%	41%		50%	-	0%	↑	7%
TH	Students (6-8)		When I am feeling upset, stressed, or having problems I know some ways to make myself feel better or cope with it.	74%	65%	71%	68%	78%		67%	↑	7%	↑
SR	Students (6-8)	76%		59%	56%	63%	65%		67%	↑	9%	↑	17%
OV	Students (6-8)	78%		81%	78%	76%			67%	↑	11%	↓	3%
OV	Students (9-12)	82%		81%	82%	79%			69%	↑	13%	↑	1%

Highlights

2 Highest Improvement Questions for each School		Your School Jan 2026	Your School Jan 2025	Your School Jan 2024	Your School Jan 2023	Your School - Jan 2022	Your School - Jan 2021	Typical Sonoma school 2026	School vs County (2026)		School Change (2025 to 2026)	
AB	Do students from your class treat the teacher with respect?	22%	5%	34%	34%	33%		41%	↓	19%	↑	17%
	Do you feel safe at school?	73%	52%	62%	62%	68%		67%	↑	6%	↑	21%
TH	In most of my classes, we learn to correct our mistakes.	70%	58%	58%	62%	75%	77%	70%	-	0%	↑	12%
	My school encourages students to speak out against racism.	58%	43%					50%	↑	8%	↑	15%
SR	I am able to focus on my schoolwork.	72%	56%	43%	46%	54%	45%	49%	↑	23%	↑	16%
	When I am feeling upset, stressed, or having problems I know some ways to make myself feel better or cope with it.	76%	59%	56%	63%	65%		67%	↑	9%	↑	17%
OV (6-8)	The work that I do for my classes makes me really think.	74%	49%	71%	66%	50%		56%	↑	18%	↑	25%
	My school clearly communicates how to report acts of discrimination.	63%	34%					54%	↑	9%	↑	29%
OV (9-12)	My school has helped me develop the skills and knowledge I will need for college-level classes.	65%	46%	64%	52%	56%		50%	↑	15%	↑	19%
	My teachers explain things in a way that I understand.	70%	51%	71%	70%	N/A		62%	↑	8%	↑	19%

Initial Areas to Review- *Starting with Students*

2 Questions that demonstrated an area to review		Your School Jan 2026	Your School Jan 2025	Your School Jan 2024	Your School Jan 2023	Your School - Jan 2022	Your School - Jan 2021	Typical Sonoma school 2026	School vs County (2026)		School Change (2025 to 2026)	
AB	Does your teacher want you to do your best?	89%	91%	93%	95%	94%		91%	↓	2%	↓	2%
	When I am feeling upset I know some ways to make myself feel better.	49%	53%	51%	56%			50%	↓	1%	↓	4%
TH	I feel ready for the world of work.	29%	35%					36%	↓	7%	↓	6%
	How often do you work with other students for your classes even when your teacher doesn't ask or tell you to?	32%	37%	35%	43%	42%	25%	38%	↓	6%	↓	5%
SR	Adults from my school treat students with respect.	53%	68%	63%	65%	63%	61%	62%	↓	9%	↓	15%
	Students from my school treat adults with respect.	20%	44%	30%	29%	50%	53%	33%	↓	13%	↓	24%
OV (6-8)	I feel ready for the world of work.	44%	56%					36%	↑	8%	↓	12%
	Most of my teachers want me to explain my answers.	79%	88%	90%	92%	87%		77%	↑	2%	↓	9%
OV (9-12)	My teachers' expectations make me want to do my best.	58%	62%	68%	67%	70%		59%	↓	1%	↓	4%
	I care more about what I'm learning when I feel like I'm solving a real-world problem.	50%	63%					47%	↑	3%	↓	13%

Addressed in the new Re-Organized Unified LCAP

Engagement, Achievement, and Support	Climate, Culture, and Community
<ul style="list-style-type: none">• Implementation of the Standards• Professional Development/Collaborative Planning*• Academic Support*• Special Education Support• Student Engagement• College and Career Readiness (Orchard View Only)	<ul style="list-style-type: none">• Safety and Connectedness*• Family Engagement• Facilities

TWIN HILLS UNION SCHOOL DISTRICT DRAFT BOARD MEMORANDUM

Meeting Date: 04/09/2026

Agenda Item Title: Tentative Agreement with Twin Hills Teachers Association (2025–2027)

Agenda Section: F5

BACKGROUND / SUMMARY

The District and the Twin Hills Teachers Association (THTA) have reached a Tentative Agreement (TA) for the 2025–2026 and 2026–2027 school years. This agreement reflects collaborative negotiations and includes updates to salary, benefits, and selected contract articles.

The enclosed Tentative Agreement (see item F6) reflects the mutually agreed-upon contract language between the District and the Twin Hills Teachers Association. Revisions are presented in strikeout and underline format to denote deletions and additions. The document has been initialed by both parties as confirmation of agreement.

As reflected in the Tentative Agreement package included in the AB12pp, the parties worked to address operational needs, instructional expectations, and working conditions, including provisions related to work year, preparation time, independent study expectations, leaves, class size and compensation.

FISCAL IMPACT

The fiscal impact of the Tentative Agreement is reflected in the District's multi-year projections and will be presented through the AB 1200 disclosure process.

RECOMMENDATION

Superintendent recommends the Board ratify the AB 1200 Collective Bargaining Agreement between Twin Hills Union School District and the Twin Hills Teachers Association for 2025–2027, contingent upon completion of all required approvals and AB 1200 disclosure.

ATTACHMENTS

1. Tentative Agreement Package – THTA (2025–2027)
2. AB 1200 Disclosure (All Employee Groups)



AB1200
Collective Bargaining
Agreement

2025/26 – 2026/27

Sonoma County Office of Education

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

Name of School District:	Twin Hills Union School District
Name of Bargaining Unit:	THTA: Twin Hills Teacher's Association & 'Me Too'
Certificated, Classified, Other:	Certificated, Classified, Confidential and Management

The proposed agreement covers the period beginning: **July 1, 2025** and ending: **June 30, 2027**
(date) (date)

The Governing Board will act upon this agreement on: **April 9, 2026**
(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation		Annual Cost Prior to Proposed Agreement 2nd Interim 2025-26 FY 2025-26 2nd	Fiscal Impact of Proposed Agreement			
			Year 1 Increase/(Decrease) FY 2025-26	Year 2 Increase/(Decrease) FY 2026-27	Year 3 Increase/(Decrease) FY 2027-28	
1	Salary Schedule (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 8,865,381	\$ 221,583	\$ 452,881	\$ 461,939	
			0.00%	4.98%	4.84%	
2	Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 129,015	\$ 500	\$ 30,100	\$ 30,100	
			0.39%	23.24%	18.86%	
	Description of other compensation		Additional Stipends	Additional Stipends	Additional Stipends	
3	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 2,933,249	\$ 68,605	\$ 92,638	\$ 92,638	
			2.339%	3.09%	2.99%	
4	Health/Welfare Plans	\$ 1,247,723	\$ 11,200	\$ 11,760	\$ 11,760	
			0.90%	0.93%	0.93%	
5	Total Compensation - Add Items 1 through 4 to equal 5	\$ 13,175,368	\$ 301,888	\$ 587,379	\$ 596,437	
			2.291%	FTE	4.24%	
6	Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.	\$ 177,308	\$ 4,432	\$ 9,058	\$ 9,239	
7	Total Number of Represented Employees (Use FTEs if appropriate)	114.57				
8	Total Compensation Average Cost per Employee	\$ 114,999	\$ 2,635	\$ 5,127	\$ 5,206	
			2.291%	4.36%	4.24%	

Twin Hills Union School District

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

For all staff (certificated, classified, confidential and management), an on-schedule increase of 2.30% retro to July 1, 2025- June 30, 2026. Effective July 1, 2026 - June 30, 2027, for all staff (certificated, classified, confidential and management), an on-schedule increase of COLA (currently proposed at 2.41%).

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No changes to range or columns on any of the salary schedules.

11. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes ☒ No ☐

If yes, please describe the cap amount.

Cap increase from \$14,520 annually to \$15,360 for the period of October 2025 - September 2026. Cap increase from \$15,360 to \$16,200 for the period of October 2026 -September 2027.

- B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

1) Certificated work year moved from 186 days to 185 days, which equates to a .5% wage increase not captured on page 1. Hourly pay increased from \$35 per hour to \$50 per hour effective March 2nd 2026. Additional hourly pay now includes ELOP learning sessions, ELOP summer programming, SST participant and 504 participant. Additional stipends effect at ratification (4/9/2026) include; up to two hours of additional hourly pay for every short term independent study contract processed by teachers at the primary level, and 30mins of additional hourly pay at the middle school level, increase to behavior support stipend from \$750 per year to \$1,000, new SST coordinator stipend of \$2,000 per year, new IEP Coordinator stipend of \$2,000 per year, new 504 Facilitator stipend of \$2,000 per year, new overnight FT participant stipend of \$250 per night (previously subject to OT), new Overnight Coordinator Stipend of \$300 per trip. \$10 increase in lost prep pay. Class size overages for the Orchard View Hybrid learning; caseload increases from 22 students to 25 students, full-time FTE based on class load/caseload. Overages move from \$4.5 per day to \$10 per day, and at the secondary level from \$4.5 per day to \$2.00 per period per day.

- C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Positive impact to our salary schedule as we strive to remain competitive in the Sonoma County region. The board Board of Trustee's as well as District Administration strive to support THUSD teachers and staff with annual salary increases. Administrative staff will make necessary adjustments to staffing levels based on enrollment levels throughout the District as well as examining the success of District initiatives and programs.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

Reopeners in 2027-28; compensation and benefits.

E. Will this agreement create or increase deficit financing in the current or subsequent year(s)?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenue and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

The District is currently in a pattern of Deficit spending which the Board is working closely with the Administrative team to right size. The current tentative agreement will increase the continued deficit spending in all years of the multi-year projection. The current fund balance is large enough to support the added compensation increase while maintaining a positive certification, but the District will not be able to meet BP 3100 Board designated reserve level of 17%.

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

NA

G. Source of Funding for Proposed Agreement:**1. Current Year**

Fund Balance

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?**3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)**

Fund Balance

Twin Hills Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Unrestricted General Fund**Bargaining Unit: **Certificated, Classified, Confidential & Mangement**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 3/12/2026)	Adjustments as a Result of Settlement for 2025-26	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 13,590,757	\$ -	\$ -	\$ 13,590,757
Remaining Revenues (8100-8799)	\$ 2,318,182	\$ -	\$ -	\$ 2,318,182
TOTAL REVENUES	\$ 15,908,939	\$ -	\$ -	\$ 15,908,939
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 6,207,064	\$ 143,262	\$ -	\$ 6,350,326
Classified Salaries (2000-2999)	\$ 2,300,663	\$ 52,915	\$ -	\$ 2,353,578
Employee Benefits (3000-3999)	\$ 3,497,011	\$ 62,838	\$ -	\$ 3,559,849
Books and Supplies (4000-4999)	\$ 536,284	\$ -	\$ -	\$ 536,284
Services, Other Operating Expenses (5000-5999)	\$ 2,117,824	\$ -	\$ -	\$ 2,117,824
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 161,297	\$ -	\$ -	\$ 161,297
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
TOTAL EXPENDITURES	\$ 14,820,143	\$ 259,015	\$ -	\$ 15,079,158
OPERATING SURPLUS/(DEFICIT)	\$ 1,088,796	\$ (259,015)	\$ -	\$ 829,781
Transfers In and Other Sources (8910-8979)	\$ 1,806,270	\$ -	\$ -	\$ 1,806,270
Transfers Out and Other Uses (7610-7699)	\$ 1,817,000	\$ -	\$ -	\$ 1,817,000
Contributions (8980-8999)	\$ (2,154,893)	\$ -	\$ -	\$ (2,154,893)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (1,076,827)	\$ * (259,015)	\$ -	\$ (1,335,842)
BEGINNING BALANCE	\$ 3,796,934			\$ 3,796,934
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 2,720,107	\$ (259,015)	\$ -	\$ 2,461,092
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9750)	\$ 9,000	\$ -	\$ -	\$ 9,000
Reserved for Economic Uncertainties (9770)	\$ 734,253	\$ 7,309	\$ -	\$ 741,562
Designated Amounts (9775-9780)	\$ 1,976,854	\$ (269,376)	\$ -	\$ 1,707,478
Unappropriated Amount (9790)	\$ 0	\$ 3,052	\$ -	\$ 3,052

* Please see question on page 7.

Twin Hills Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Restricted General Fund**Bargaining Unit: **Certificated, Classified, Confidential & Mangement**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 3/12/2026)	Adjustments as a Result of Settlement for 2025-26	Other Revisions for 2026-27	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 135,800	\$ -	\$ -	\$ 135,800
Remaining Revenues (8100-8799)	\$ 1,597,522	\$ -	\$ -	\$ 1,597,522
TOTAL REVENUES	\$ 1,733,322	\$ -	\$ -	\$ 1,733,322
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 447,619	\$ 8,929	\$ -	\$ 456,548
Classified Salaries (2000-2999)	\$ 406,796	\$ 8,750	\$ -	\$ 415,546
Employee Benefits (3000-3999)	\$ 683,961	\$ 16,967	\$ -	\$ 700,928
Books and Supplies (4000-4999)	\$ 347,656	\$ -	\$ -	\$ 347,656
Services, Other Operating Expenses (5000-5999)	\$ 2,122,173	\$ -	\$ -	\$ 2,122,173
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 12,090	\$ -	\$ -	\$ 12,090
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
TOTAL EXPENDITURES	\$ 4,020,295	\$ 34,646	\$ -	\$ 4,054,941
OPERATING SURPLUS (DEFICIT)	\$ (2,286,973)	\$ (34,646)	\$ -	\$ (2,321,619)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ 2,154,893	\$ -	\$ -	\$ 2,154,893
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (132,080)	\$ * (34,646)	\$ -	\$ (166,726)
BEGINNING BALANCE	\$ 584,363			\$ 584,363
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 452,283	\$ (34,646)	\$ -	\$ 417,637
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ 452,283	\$ (34,646)	\$ -	\$ 417,637
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amount (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

Twin Hills Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Combined General Fund**Bargaining Unit: **Certificated, Classified, Confidential & Mangement**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 3/12/2026)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 13,726,557	\$ -	\$ -	\$ 13,726,557
Remaining Revenues (8100-8799)	\$ 3,915,704	\$ -	\$ -	\$ 3,915,704
TOTAL REVENUES	\$ 17,642,261	\$ -	\$ -	\$ 17,642,261
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 6,654,683	\$ 152,191	\$ -	\$ 6,806,874
Classified Salaries (2000-2999)	\$ 2,707,459	\$ 61,665	\$ -	\$ 2,769,124
Employee Benefits (3000-3999)	\$ 4,180,972	\$ 79,805	\$ -	\$ 4,260,777
Books and Supplies (4000-4999)	\$ 883,940	\$ -	\$ -	\$ 883,940
Services, Other Operating Expenses (5000-5999)	\$ 4,239,997	\$ -	\$ -	\$ 4,239,997
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 173,387	\$ -	\$ -	\$ 173,387
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
TOTAL EXPENDITURES	\$ 18,840,438	\$ 293,661	\$ -	\$ 19,134,099
OPERATING SURPLUS (DEFICIT)	\$ (1,198,177)	\$ (293,661)	\$ -	\$ (1,491,838)
Transfer In and Other Sources (8910-8979)	\$ 1,806,270	\$ -	\$ -	\$ 1,806,270
Transfers Out and Other Uses (7610-7699)	\$ 1,817,000	\$ -	\$ -	\$ 1,817,000
Contributions (8980-8999)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (1,208,907)	\$ *	\$ -	\$ (1,502,568)
BEGINNING BALANCE	\$ 4,381,297			\$ 4,381,297
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 3,172,390	\$ (293,661)	\$ -	\$ 2,878,729
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ 461,283	\$ (34,646)	\$ -	\$ 426,637
Reserved for Economic Uncertainties (9770)	\$ 734,253	\$ 7,309	\$ -	\$ 741,562
Designated Amounts (9775-9780)	\$ 1,976,854	\$ (269,376)	\$ -	\$ 1,707,478
Unappropriated Amount - Unrestricted (9790)	\$ 0	\$ 3,052	\$ -	\$ 3,052
Unappropriated Amount - Restricted (9790)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties Percentage	4.02%			4.02%

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Child Development Fund

Bargaining Unit: **Certificated, Classified, Confidential & Mangement**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 3/12/2026)	Adjustments as a Result of Settlement 2025-26	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 360,820	\$ -	\$ -	\$ 360,820
TOTAL REVENUES	\$ 360,820	\$ -	\$ -	\$ 360,820
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ 299,118	\$ 6,880	\$ -	\$ 305,998
Employee Benefits (3000-3999)	\$ 71,272	\$ 2,510	\$ -	\$ 73,782
Books and Supplies (4000-4999)	\$ 27,220	\$ -	\$ -	\$ 27,220
Services, Other Operating Expenses (5000-5999)	\$ (27,990)	\$ -	\$ -	\$ (27,990)
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 369,620	\$ 9,390	\$ -	\$ 379,010
OPERATING SURPLUS (DEFICIT)	\$ (8,800)	\$ (9,390)	\$ -	\$ (18,190)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ (30,000)	\$ -	\$ -	\$ (30,000)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 21,200	\$ *	\$ -	\$ 11,810
BEGINNING BALANCE	\$ 94,366			\$ 94,366
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 115,566	\$ (9,390)	\$ -	\$ 106,176
COMPONENTS OF ENDING BALANCE:				
Revolving Cash (9711)	\$ 4,000	\$ -	\$ -	\$ 4,000
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9780)	\$ 111,566	\$ 610	\$ -	\$ 112,176
Unappropriated Amounts (9790)	\$ -	\$ (10,000)	\$ -	\$ (10,000)

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Cafeteria Fund

Bargaining Unit: **Certificated, Classified, Confidential & Mangement**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 3/12/2026)	Adjustments as a Result of Settlement 2025-26	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 377,000	\$ -	\$ -	\$ 377,000
TOTAL REVENUES	\$ 377,000	\$ -	\$ -	\$ 377,000
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ 58,536	\$ 1,346	\$ -	\$ 59,882
Employee Benefits (3000-3999)	\$ 34,619	\$ 491	\$ -	\$ 35,110
Books and Supplies (4000-4999)	\$ 231,400	\$ -	\$ -	\$ 231,400
Services, Other Operating Expenses (5000-5999)	\$ 139,350	\$ -	\$ -	\$ 139,350
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 463,905	\$ 1,837	\$ -	\$ 465,742
OPERATING SURPLUS (DEFICIT)	\$ (86,905)	\$ (1,837)	\$ -	\$ (88,742)
Transfers In and Other Sources (8910-8979)	\$ 87,000	\$ 2,000	\$ -	\$ 89,000
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 95	\$ * 163	\$ -	\$ 258
BEGINNING BALANCE	\$ 13,126			\$ 13,126
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 13,221	\$ 163	\$ -	\$ 13,384
COMPONENTS OF ENDING BALANCE:				
Revolving Cash (9711)	\$ 4,000		\$ -	\$ 4,000
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9775-9780)	\$ 9,221	\$ 163		\$ 9,384
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

Public Disclosure of Proposed Collective Bargaining Agreement
Twin Hills Union School District

Page 5

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund

Bargaining Unit: **Certificated, Classified, Confidential & Mangement**

	Current Year	Year 2	Year 3
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	\$ 13,726,557	\$ 13,836,655	\$ 14,218,683
Remaining Revenues (8100-8799)	\$ 3,915,704	\$ 3,514,743	\$ 3,558,008
TOTAL REVENUES	\$ 17,642,261	\$ 17,351,398	\$ 17,776,691
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 6,806,874	\$ 6,807,636	\$ 6,942,502
Classified Salaries (2000-2999)	\$ 2,769,124	\$ 2,610,309	\$ 2,661,967
Employee Benefits (3000-3999)	\$ 4,260,777	\$ 4,247,823	\$ 4,338,693
Books and Supplies (4000-4999)	\$ 883,940	\$ 455,122	\$ 463,370
Services, Other Operating Expenses (5000-5999)	\$ 4,239,997	\$ 3,738,139	\$ 3,814,372
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 173,387	\$ 223,390	\$ 223,390
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 19,134,099	\$ 18,082,419	\$ 18,444,294
OPERATING SURPLUS (DEFICIT)	\$ (1,491,838)	\$ (731,021)	\$ (667,603)
Transfers In and Other Sources (8910-8979)	\$ 1,806,270	\$ 1,794,550	\$ 1,694,550
Transfers Out and Other Uses (7610-7699)	\$ 1,817,000	\$ 1,819,000	\$ 1,717,000
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (1,502,568)	\$ (755,471)	\$ (690,053)
BEGINNING BALANCE	\$ 4,381,297	\$ 2,878,729	\$ 2,123,258
CURRENT-YEAR ENDING BALANCE	\$ 2,878,729	\$ 2,123,258	\$ 1,433,205
COMPONENTS OF ENDING BALANCE:			
Reserved Amounts (9711-9740)	\$ 426,637	\$ 573,080	\$ 720,887
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 741,562	\$ 698,752	\$ 711,955
Reserved for Economic Uncertainties - Restricted (9770)	\$ -	\$ -	\$ -
Board Designated Amounts - Unrestricted (9775-9780)	\$ 1,707,478	\$ 851,426	\$ 363
Board Designated Amounts - Restricted (9775-9780)	\$ -	\$ -	\$ -
Unappropriated Amounts - Unrestricted (9790)	\$ 0	\$ -	\$ -
Unappropriated Amounts - Restricted (9790)	\$ -	\$ -	\$ -

WARNING: 9790 entries must be positive

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		Current Year	Year 2	Year 3
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 18,528,326	\$ 17,446,359	\$ 17,776,431
b.	State Standard Minimum Reserve Percentage for this District Enter percentage:	4.00%	4.00%	4.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 741,133	\$ 697,854	\$ 711,057

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9770)	\$ 741,562	\$ 698,752	\$ 711,955
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 0	\$ -	\$ -
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9770)	\$ 352,148	\$ 364,148	\$ 376,148
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 1,093,710	\$ 1,062,900	\$ 1,088,103
f.	Reserve for Economic Uncertainties Percentage	5.90%	6.09%	6.12%

3. Do unrestricted reserves meet the state minimum reserve amount?

Current Year

Yes

☒

No

☐

Year 2

Yes

☒

No

☐

Year 3

Yes

☒

No

☐

4. If no, how do you plan to restore your reserves?

5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5 on Page 1 (i.e., increase was partially budgeted), explain the variance below:

Page 1 includes salary increases in Funds 12 & Fund 13, page 4 only includes the impact of salary increases for Fund 01.

6. Please include any additional comments and explanations of Page 4 as necessary:

Assumptions

The assumptions upon which this certification is made are as follows:

Staff utilized the most current Board approved 2nd Interim Report as the foundation for calculating the in increased costs associated with the negotiated changes to the THAT contract and subsequent 'Me Too' made available to all staff. Additionally, Staff incorporated the Board approved staffing changed from the most recent 3/12/2026 board meeting to incorporate known salary and benefit changes into the multi-year projection. All questions concerning the assumptions or calculations related to this document should contact Katie Anderson at kanderson@twinhillsusd.org.

Concerns regarding affordability of agreement in subsequent years (if any):

District staff will continue to monitor the budget in conjunction with the THUSD Board of Trustees in the current and subsequent years for fiscal stability.

Twin Hills Union School District

L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Twin Hills Union School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1st, 2025 to June 30th, 2027.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year**Budget Adjustment Categories:**

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase (Decrease)

Budget Adjustment Increase/(Decrease)	
\$	-
\$	304,888
\$	(304,888)

Subsequent Years**Budget Adjustment Categories:**

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase (Decrease)

Budget Adjustment Increase/(Decrease)	
\$	
	\$1,183,816.00
	(\$1,183,816.00)

Budget Revisions

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

☒ I hereby certify ☐ I am unable to certify

**District Superintendent
(Signature)**

Date

☒ I hereby certify ☐ I am unable to certify

**Chief Business Official
(Signature)**

Date

Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

M. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

District Superintendent (or Designee)
(Signature)

April 9th, 2026

Date

Dana Pedersen
Contact Person

707-823-0871

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on April 9th. 2026, took action to approve the proposed Agreement with the THTA Bargaining Unit and 'Me Too'.

President (or Clerk), Governing Board
(Signature)

April 9th, 2026

Date

Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Tentative Agreement

THTA Package Proposal to THUSD

March 2, 2026 6:04 PM

This package is presented in an attempt to close negotiations for 2025/26 and 2026/27.

ARTICLE 8

TEACHING HOURS/WORK YEAR

8.1 The length of the teacher workday, including preparation time, lunch, relief periods, and time required before and after school, shall not exceed 7.25 hours. **Unit members shall be in their classroom, prepared and ready to provide instruction when the student instructional day begins.** Nothing in this Section shall preclude a teacher from voluntarily working hours in excess of 7.25 hours in any teacher workday.

8.4.1 At Orchard View School ~~the length of the teacher workweek, the regular, full-time teacher workweek shall be thirty-six and one-quarter (36.25) hours, consistent with other District sites. The workweek includes~~ including preparation time, lunch, relief periods, and time required before and after school, ~~shall not exceed 36.25 hours.~~ Nothing in this Section shall preclude a teacher from voluntarily working hours in excess of 36.25 hours in any teacher workweek. Part time teachers' workweeks will be computed as a percentage of the full time teacher workweek.

8.2 Every teacher shall be entitled to one duty-free, uninterrupted lunch period of thirty (30) minutes and one relief period of at least fifteen (15) minutes per regular workday.

8.2.1 SunRidge teachers will work with their Director to schedule a duty free lunch of thirty (30) minutes some time between 10:00 a.m. and 2:00 p.m. during each workday.

8.3 **The work year for unit members shall consist of one hundred and eighty six (186) days. Effective July 1, 2026 the work year for unit members will be one hundred and eighty-five (185) days.**

8.3.1 **For unit members assigned to a school with a one hundred and seventy-five (175) day instructional calendar, five (5) work days beyond the instructional year shall be at the direction of site and/or district administration.**

8.3.2 **There will be a minimum of two (2) work days at the start of the school year and one (1) at the end of the school year. These work days will not include professional development or other meetings, but are reserved for teachers to prepare for the start and end of the school year.**

8.3.3 **Decisions on what professional development will be offered will be decided by a committee made up of an equal number of members from the District and THTA.**

- 8.4 District shall provide full time certificated employees a minimum of four hundred ten (410) minutes of prep time per week. Part time certificated employees working fifty percent (50%) or more of the work week shall receive prep time on a pro rata basis (a percentage of 410 minutes) in an amount approximately equivalent to the percent of time worked in a one week period. Job share teachers shall receive prep time equal to one full-time position.
- 8.4.1 Prep time will be scheduled by the site administrator.
- 8.4.2 Prep time minutes do not have to be consecutive and may be provided during instructional and non-instructional times.
- 8.4.3 During prep time, teachers may be asked to do the following:
1. Substitute teach in emergencies (shall be paid at **the extra duty hourly rate \$40.00 per hour**). When needed the District will ask for volunteers that are willing to substitute teach during their prep time.
 2. Attend school meetings and hold/attend parent conferences.
- 8.4.4 The prep time provisions outlined in 8.4.3 do not apply to minimum days; **common planning time days, staff development days** or rainy days.
- 8.4.5 The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in cases of emergency or by mandate of California or Federal law. (An emergency is any immediate or unexpected event or condition that cannot reasonably be foreseen by the District). Prior to any amendment, modification, or rescission under this Article, the District shall negotiate with the Association.
- 9.5 The District shall assign and require no more than a total of two (2) hours of non-teaching duties per month per teacher over and above the regular teacher workday, and such duty shall be distributed as equally as possible among all teachers at the school where the activity originates. In addition, the District may require attendance at faculty meetings for a total of sixty (60) minutes per school month over and above the regular teacher workday. If the school has a shortened day, the faculty meeting may begin earlier to extend the time of the meeting. Non-teaching duties are those which are required by the District and which do not involve instruction of students.
- 8.5.1 At Orchard View School these hours may be distributed as no more than a total of one (1) hour of non-teaching duties per month per teacher over and above the regular teacher workweek, and such duty shall be distributed as equally as possible among all teachers at the school where the activity originates. In addition, the district may require attendance at two (2) faculty meetings for a total of (120) minutes per school month.
- 8.5.2 Exceptions to the above shall be as follows:
- 8.5.2.1 In-service education as provided in Article 16.
- 8.5.2.2 Teacher orientation days as set forth in the school calendar and shall not exceed four (4) days.

- 8.5.2.3 Extracurricular activities which are voluntarily contracted for between the employee and the District.
- 8.5.2.4 An emergency, as referenced in 8.3.5 above, is any immediate or unexpected event or condition which cannot reasonable be foreseen by the District.
- 8.5.2.5 Attendance shall be mandatory at Back-to-School Night, open house, and parent conferences.
- 9.4.1 In the event of illness or leave, the attendance at the above activities shall be made up within a reasonable time.

8.6 Special meetings of extended duration or number: The parties recognize that based on the particular needs associated with a class and students assigned to a class, the classroom teacher may be required to participate in more or longer meetings outside of the regular work day to address those particular needs and/or classroom dynamics. In such situations, the teacher may meet with the Superintendent and THTA representatives to review the situation and discuss possible accommodations if such are determined appropriate. Such accommodations may include some release time with a substitute so that the teacher may attend such meetings during the work day, or additional aide time, or compensatory time off, or a specific stipend. Such agreed upon accommodations shall be specified in a written MOU between the District and the Association and shall not act as precedent with regard to any other requests for accommodation.

8.7 Short-Term Independent Study

The District and THTA agree that short-term independent study is not a substitute for in-class instruction.

8.7.1 Unit members are expected to implement and oversee short-term independent study contracts for students assigned to their roster(s), as directed by the site administrator.

8.7.1.1 ~~Contracts will not be issued during the first fifteen (15) student days or the last forty-five (45) student days.~~

8.7.1.2 ~~Contracts are available for a minimum of five (5) days and a maximum of ten (10) days.~~

8.7.2 Unit members will be given a minimum of ten (10) working days' notice prior to requirements to complete an independent study contract. If fewer than ten (10) days are provided completion of the contract is at the unit member's discretion.

8.7.3 Effective July 1, 2026 Unit members assigned to self-contained classes shall be compensated two (2) hours at the extra duty hourly rate for each contract that the teacher completes (Only available to unit members not assigned to Orchard View). Unit members assigned to departmentalized classes shall be compensated one half-hour (0.5) at the extra duty hourly rate for each independent study contract for which they are assigned to provide work.

ARTICLE 9

CLASS SIZE

- 9.1 Except in traditional large group instruction ~~or experimental classes where the Association has agreed in writing~~, the class size maximum shall be:

<u>Elementary Class</u>	<u>Maximum</u>
Transitional Kindergarten	20
Kindergarten – Third	24
Fourth – Fifth	28
Sixth – Eighth	28
Combination Class 4/5	26
<u>Extensive Support Needs</u>	<u>12</u>
<u>(ESN) Self-Contained</u>	

~~9.1.1 The Sixth-Eighth grade maximum is determined by the total pupil contact per day (e.g. 5 periods x 28 students per day = 140) excluding specialty classes listed under 9.5 and activity classes.~~

9.1.2 For Kindergarten through Third grade, class size numbers may increase or decrease pursuant to Local Control Funding Formula (LCFF) regulations. If the District needs to change class size ratios, it will consult with THTA. If LCFF regulations change, all affected items in this Article will be reopened for the following year.

9.1.3 The TK maximum is based on the presence of a full day assistant in each TK classroom to bring the ratio to one adult for every ten (10) students.

- 9.2 At SunRidge Charter School the class size case load for grades 1-8 shall be a maximum of 28 students. The maximum class size for TK shall be 20 and K shall be 24.

- 9.3 At Orchard View School the following shall apply to in-person classes:

~~9.3.1 Any classes offered must have at least 10 students enrolled, or continuation of the course will be reviewed by the District Board. The maximum class size shall be 22.~~

~~9.3.2 The District Board shall approve the class schedule by the July Board meeting.~~

~~9.3.3 1 No unit member shall teach more than 3 classes per school year without approval by the Superintendent.~~

- 9.4 At Orchard View, case load is defined as the number of independent study students for whom the unit member assigns and supervises course work.

9.4.1 ~~At Orchard View School~~ The case load shall be a maximum of 25 22 students and one class (1.5 hours/week). If no class is taught the case load is 25.

Teachers teaching a K-12 class:
22 students + 1 class = 100%

18 students + 1 class = 80%

13 students + 1 class = 60%

11 students + 1 class = 50%

9.4.2 For the first in-person class (1.5 hours/week) assigned, a unit member's allowable caseload shall be reduced by three (3) students. Each subsequent class (1.5 hours/week) assigned, the caseload shall be reduced by two (2) students during the semester(s) the class is taught.

9.4.3 Part-time unit member FTE and caseload limits shall be determined according to the table below:

	<u>0 class</u>	<u>1 class</u>	<u>2 classes</u>	<u>3 classes</u>
<u>1.0 FTE</u>	<u>25 Students</u>	<u>22 Students</u>	<u>20 Students</u>	<u>18 Students</u>
<u>0.8 FTE</u>	<u>20 Students</u>	<u>17 Students</u>	<u>15 Students</u>	<u>13 Students</u>
<u>0.6 FTE</u>	<u>15 Students</u>	<u>12 Students</u>	<u>10 Students</u>	<u>8 Students</u>
<u>0.5 FTE</u>	<u>13 Students</u>	<u>10 Students</u>	<u>8 Students</u>	<u>6 Students</u>

9.5 For elementary, self-contained classrooms, and independent study caseloads the District will pay a class size overage of \$10.00 per student per day over the maximum listed in 9.1, 9.2, and 9.4.

For secondary, the District will pay a class size overage of \$2.00 per student per period over the maximum listed in 9.1 excluding specialty classes listed under 9.6.

~~The District will pay a class size overage of \$4.50 per student per day for classes over the maximum class size stated above.~~

9.5.1 Payment shall be made at the conclusion of the school year and shall be based upon actual enrollment on a prorata basis for that period of time during the school year that the student maximums are exceeded. Orchard View School teachers will not be required to carry more than the case load maximum listed in 9.43 (pro-rated for part-time teachers).

9.6 For the purpose of this Article, traditional large group instruction includes the following:

9.6.1 Study Hall

9.6.2 Physical Education ~~and related games~~

9.6.3 Band

9.6.4 Chorus

9.6.5 Drama

9.6.6 Library

9.6.7 ~~Arts and Crafts~~

9.6.8 Other large group instructional classes that have the mutual agreement between teacher and principal

- 9.7 ~~The goal of the District is to have small group instruction in special day classes. When Special Education capacity exceeds the current District policy (current Resolution 2021-535 – Appendix M), the teacher and principal will meet to discuss methods to address the needs of the class and the teacher.~~

For each student above 23 assigned to an Educational Specialist's caseload, the District will pay the affected unit member \$10 per student per day. Caseload for the purposes of this subsection shall mean the number of students assigned in SEIS/CalPADS to that Educational Specialist.

ARTICLE 10 LEAVES

For purposes of this Article, immediate family shall mean the employee's spouse/partner, grandfather, grandmother, grandchild, father, stepfather or father-in-law, mother, stepmother or mother-in-law, son or son-in-law, daughter or daughter-in-law, stepchild, brother, sister, uncle, aunt, nephew, or niece of the employee or of the spouse/partner of the employee. Immediate family also includes anyone living in the household of the employee or any person who has stood in the place of the relatives specified above. (Moved from 10.2.5)

10.1 Sick Leave

10.1.1 Every teacher **unit member** shall be entitled to ten (10) days of paid sick leave as set forth in California Education Code section 44978, et seq.

10.1.1.1 A teacher **unit member** may request an unpaid leave of absence for personal reasons. The request shall be made to the District Superintendent and approved or ratified by the School Board. This shall be done well enough in advance to allow the District to secure a temporary replacement. If the leave is approved, it shall be without pay and without benefits unless otherwise approved by the Board. Employee may continue benefits at his/her own expense as allowed by the carrier. If the leave is of a short duration (1-2 weeks), the District shall continue to pay all employee benefits.

10.1.2 Every teacher **unit member** shall be entitled to a written statement of his/her accrued sick leave total, to include the entitlement for the current sick leave total and to include the entitlement for the current school year, upon request.

10.1.3 A teacher **unit member** shall notify the District as soon as the teacher **unit member** ascertains the need for sick leave. Every effort shall be made by the teacher **unit member** to give at least twelve (12) hours notification.

10.1.4 Sick leave may be taken for **a unit member's own illness or for the illness of an immediate family member.** ~~a spouse, child or domestic partner.~~

10.1.5 When there is reasonable suspicion of abuse (i.e., extensive use of Fridays and Mondays, days taken consistently in conjunction with holidays and vacations) of the leave policy, the District may require a doctor's certificate as proof of illness after three (3) consecutive days of absence.

10.2 Personal Leave

10.2.1 A teacher unit member may use up to seven (7) accrued or accumulated days of paid sick leave per year, which shall be non-cumulative, for personal leave. Neither a reason for the day nor proof of its use shall be required, except that in no case shall a teacher use a personal leave day to perform work for compensation by another employer or for work stoppage or slowdown or any other concerted activity, nor in violation of the Education Code.

10.2.2 The teacher unit member shall not be required to secure permission, nor give advance notification, in the case of a death or serious illness of a relative of the teacher, or an accident involving the teacher unit member's person or property, or the person or property of a member of the teacher unit member's immediate family.

10.2.3 Notification of intent for an officer or designee, as specified by the Association, to take personal leave shall be in the same way as for taking sick leave except that at least two (2) days notice shall be given in the case of using personal leave for Association business.

10.2.4 Under all circumstances, an employee shall verify in writing that the personal leave was used only for purposes stipulated in this Article (Ed. Code 44981). A form (certificated illness form) shall be provided by the District.

~~10.2.5 For purposes of this Section, immediate family shall mean the employee's spouse/partner, grandfather, grandmother, grandchild, father, stepfather or father-in-law, mother, stepmother or mother-in-law, son or son-in-law, daughter or daughter-in-law, stepchild, brother, sister, uncle, aunt, nephew, or niece of the employee or of the spouse/partner of the employee. Immediate family also includes anyone living in the household of the employee or any person who has stood in the place of the relatives specified above.~~

~~10.3 Maternity/Paternity Unpaid Leave~~

~~10.3.1 Unit members who wish to absent themselves from duty for any related reasons prior to and following the birth or adoption of a child may apply for unpaid maternity/paternity leave. This leave may be requested for a maximum of twelve (12) months.~~

~~10.3.2 Requests for maternity leave shall be submitted in writing, addressed to the governing Board and delivered to the Personnel Office, at least sixty (60) days prior to the desired commencement date of the leave or by March 1, if such leave is being requested for the following year and such need is known by March 1.~~

~~10.3.3 Written request for leave shall include beginning and ending dates of the requested leave. Any request to extend the leave must be submitted forty-five (45) days in advance of the initial requested end date.~~

~~10.3.4 A letter from the employee's physician indicating the expected date of birth of a child, and any known or expected medical complications, shall accompany the request for leave.~~

~~10.3.5 When a child is born to or adopted by a unit member, the District will grant ten (10) additional days of paid leave.~~

~~10.3.6 Unit members not covered by maternity disability leave may use their personal necessity leave days to extend their leave.~~

~~10.4 Maternity Disability~~

~~10.4.1 The District shall provide for leave of absence from duty for any certificated unit member of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery there from. The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the unit member and unit member's physician.~~

~~10.4.2 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment in the District.~~

~~10.4.3 At least sixty (60) days prior to the expected birth of the child, the unit member shall submit to the District a physician's statement noting the expected date of birth. An employee may continue to work until the onset of physical disability.~~

~~10.3~~ 5 Industrial Accident and Illness Leave

~~10.3~~ 5.1 teacher **Unit members** shall be entitled to sixty (60) days paid leave of absence from his/her duties on account of an industrial accident or illness arising out of the course of his/her employment with the District, in accordance with the California Education Code section 44984.1.

~~10.3~~ 5.2 The allowable leave shall not be accumulated from year-to-year.

~~10.3~~ 5.3 Industrial accident or illness leave shall commence on the first day of absence.

~~10.3~~ 5.4 Any compensation paid to the teacher **unit member** under this Article and any other payments as a result of said injury or illness from whatever source shall, when added to his/her temporary disability indemnity under the California Labor Code, result in a payment to him/her of not more than his/her full salary.

~~10.3~~ 5.5 Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.

~~10.3~~ 5.6 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

~~10.3~~ 5.7 In order to qualify for benefits under this Section, the ~~teacher~~ **unit member** must advise the District in writing as soon as possible, but no later than five (5) working days, of the accident giving rise to the industrial illness or injury specifying the date, time, place and circumstances of the injury or illness.

~~10.3~~ 5.8 The District reserves the right to require a doctor's certificate or other sufficient proof of illness or injury as a condition of qualification of benefits under this Section.

10.46 Bereavement Leave

10.46.1 Bereavement Leave may be taken for immediate family members ~~as defined in Section 10.2.5.~~

10.46.2 Every ~~teacher~~ **unit member** shall be entitled to ~~three (3) days of paid leave of absence or five (5) days~~ **of paid leave of absence** if 300 miles or more of travel one way is required.

10.46.3 ~~In the case of the death of the employee's spouse/partner, child, or parent of the teacher, the leave entitlement shall be five (5) days or seven (7) days if 300 miles or more of travel one way is required.~~ **Unit members may also access personal leave and/or sick leave pursuant to 10.1 and 10.2, for this purpose.**

10.57 Jury Duty

10.57.1 A ~~teacher~~ **unit member** shall be entitled to as many days of paid leave as are necessary for the purpose of service as a juror in any legal proceeding.

10.68 Religious Leave

10.68.1 Members of religious faiths will be granted leave from duties on major religious holidays, not provided for in District-adopted school calendar, sufficient to attend the services of their place of worship without loss of pay. Such absences will be limited to three (3) days in any school year, which shall be applied against personal leave.

10.79 Extended Illness Leave

10.79.1 If a ~~teacher~~ **unit member** has utilized all of his/her accumulated sick leave and is still absent from his/her duties on account of illness or accident for a period of five (5) school months or less, then the amount of salary deducted in any month shall not exceed the sum which was actually paid a substitute or what would have been paid a substitute or fifty percent (50%) of the salary due during the period of absence, whichever is the lesser amount. The five months or less period during which the above deductions occur shall not begin until all other paid sick leave provisions for which the ~~teacher~~ **unit member** is eligible have been exhausted.

10.~~810~~ Study Leave

10.~~810~~.1 Any study leave tour approved by the District under Appendix C shall be treated as an unpaid leave as defined in this Section.

10.~~810~~.2 The District may on application grant study leave to a teacher **unit member** not to exceed one (1) year for the purpose of permitting study or travel by the employee which would benefit the pupils and the School District.

10.~~810~~.2.1 Any such leave shall be treated as unpaid leave (as defined in this Section) unless designated as paid leave by the District, in which case the District shall determine the extent and rate of pay.

10.~~810~~.2.2 Any teacher **unit members** desiring study leave shall apply to the District no later than February 1 of the school year preceding that during which the leave is desired. Final date to approve the leave requested shall be March 1 of the same year.

10.~~810~~.2.3 In the event of a paid study leave, the teacher **unit member** shall agree to render two (2) consecutive years service to the District following the study leave period and shall post a bond to indemnify the District against loss if he/she fails to render such service.

10.~~911~~ Unpaid Leave

10.~~911~~.1 A teacher **unit member** may request an unpaid leave of absence for personal reasons. The request shall be made to the District Superintendent and approved or ratified by the School Board. This shall be done well enough in advance to allow the District to secure a temporary replacement. If the leave is approved, it shall be without pay. If the leave is of a short duration (1-2 weeks), the District shall continue to pay all employee benefits.

10.~~911~~.2 Any unpaid leaves approved shall be for a specified time period. teacher **Unit members** are required to confirm in writing their intent to return on the specified dates at least two (2) months in advance or no later than March 1, whichever comes first.

10.~~911~~.3 The District and the Association acknowledge that there are issues related to repetitive requests for long-term leaves, including, but not limited to, retention of seniority although not working, costs, commitment to the District, maintaining updated teaching staff, and programmatic continuity. With those concerns in mind, the District and Association agree that beginning with leave requests made after July 1, 2005, full-time leaves will generally be limited to a total of three (3) years within a ten (10) year period. Unit members may request

a fourth year of leave, but such request will be reviewed in consideration of the following:

- a. Costs.
- b. Commitment to teaching career.
- c. Commitment to return.
- d. Special consideration of the individual.

Board's decision regarding a fourth year is final and is not precedent with regard to any other request. (6/05)

10.911.4 At the point when full-time leaves are not an option as described above, the unit member shall:

- a. Return to full-time employment, or
- b. Request a part-time leave, not to exceed .6 of a full-time position. Such requests must be made on an annual basis by March 1. Such requests may or may not be approved by the Board, based on the needs of the District and the educational programs, or
- c. Request a job share of at least .4 of a full-time position in accordance with Article II. (2/06)

~~10.12~~ Family Care Leave

~~Each unit member who has been employed by the District for more than one continuous year is eligible for an unpaid Family Care Leave not to exceed twelve (12) weeks within a twelve (12) month period, unless a longer leave is agreed upon by the District and the unit member. Family Care Leave may be used for the birth of the unit member's child, placement of a child for adoption or foster care, to care for a spouse, child, or parent with a serious health condition, or a serious health condition which renders the unit member unable to perform essential job functions.~~

~~During the period of such leave the District shall maintain the unit member's group health benefits, if any, on the same basis as if the unit member was in paid status. Upon return from Family Care Leave, the unit member is entitled to return to the same position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The unit member's absence under Family Care Leave shall not be considered a break in service.~~

~~The unit member must provide the District with at least thirty (30) days advance notice for the leave if the need is foreseeable; if the need is not foreseeable, notice must be given as soon as practicable under the circumstances.~~

10.1013 Catastrophic Leave

10.1013.1 Donation of Sick Leave

The Catastrophic Leave program permits unit members to donate sick leave days to another unit member when that unit member or a member of his/her immediate family suffers from a verifiable catastrophic illness or injury if prescribed conditions are met.

10.1013.2 Definitions:

10.1013.2.1 "Catastrophic Illness" or "Injury" - means an illness or injury that is expected to incapacitate the unit member for an extended period of time, or that incapacitates an immediate member of the unit member's family, child, spouse or domestic partner which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all his or her sick leave and other paid time off.

Order of Leave - Accordingly, leave shall be used in the following order:

- (a) Accrued fully-paid sick leave;
- (b) Catastrophic leave; and
- (c) Extended/differential leave, if available.

10.1013.2.2 "Eligible Leave Credits" – means ~~vacation leave and sick leave~~ leave accrued to the donating employee.

~~The superintendent is responsible for seeing that a request to receive donated sick leave is in compliance with the provisions of Education Code section 44043.5.~~

10.1013.3 Procedure

10.1013.3.1 The unit member who is or whose immediate family member is suffering from a catastrophic illness or injury requests in writing that sick leave be donated transferred from the leave bank and provides a physician's verification of catastrophic illness or injury and submits a Leave Request Form to the District.

10.1013.3 1.2 The District shall notify the Association within two (2) business days of receiving a request. The designated Association representative shall review the request and confirm that it meets the requirements for catastrophic leave. The Association shall notify the District to make a request for donation of leave open the bank.

10.1013.3 1.3 The District will notify unit members of the request for donation of leave and collect information about who will donate. The request for donations will not disclose who is requesting the leave and for what purpose.

10.1013.3 1.4 The District shall inform the requesting unit member of the number of days that have been donated, which shall be not more than 36 days per request.

10.1013.3 1.5 Unit members may donate up to three (3) days per occurrence. The donating unit member must have at least fifteen (15) days of accumulated sick leave in order to donate days. The District will take one day first from each donating unit member, then the second day, etc. up to the maximum allowed per request.

Eligible leave credits may be donated to an employee for catastrophic leave when all the following requirements have been met:

10.13.1 An employee, meeting the definition of Catastrophic Illness, requests in writing to the superintendent that eligible leave credits be donated and provides verification of catastrophic illness or injury to self, spouse or child indicating the incapacitating nature and probable duration of the illness or injury. If necessary, the superintendent may require a letter from a physician verifying the catastrophic illness or injury.

10.13.2 If the superintendent approves the transfer of eligible leave credits, employees who will retain at least twenty (20) days of accrued leave time after the donation, may donate eligible leave credits at a minimum of one work day of the donor; the maximum donation shall be three (3) days. The superintendent shall inform the classification (certificated or classified) of the request for donation of accrued leave time and the method by which donations may be made including that all donated accrued leave is irrevocable.

10.13.2.1 Donation of accrued leave may be made only within the requesting employee's classification i.e., certificated to certificated and classified to classified.

10.13.2.2 The district office shall maintain a record of donated leave credits in a separate account.

10.13.2.3 Any remaining donated leave credit shall be held in a separate account designed as Catastrophic Leave Credits.

10.13.3 The employee making the request must exhaust all accrued paid leave credits and shall continue to use any additional accrued leave received on a monthly basis prior to using the donated leave.

10.13.4 Qualifying employees may use donated leave credits for a maximum of thirty-six (36) work days.

10.114 Maternity Disability

10.114.1 This section is meant to reflect eligible unit member's rights pursuant to California's Pregnancy Disability Leave Act. Further interpretations of these laws will apply.

10.114.2 The District shall provide for leave of absence from duty for any certificated unit member of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery there from. The length of the

leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the unit member and unit member's physician.

10.~~114~~.32 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment in the District.

10.~~114~~.43 At least sixty (60) days prior to the expected birth of the child, the unit member shall submit to the District a physician's statement noting the expected date of birth. An employee may continue to work until the onset of physical disability.

10.12 Family Care Leave

10.12.1 This section is meant to reflect eligible unit member's rights pursuant to FMLA and/or CFRA. Further interpretations of these laws will apply.

10.12.2 Each unit member who has been employed by the District for more than one continuous year is eligible for an unpaid Family Care Leave not to exceed twelve (12) weeks within a twelve (12) month period, unless a longer leave is agreed upon by the District and the unit member. Family Care Leave may be used for the birth of the unit member's child, placement of a child for adoption or foster care, to care for a spouse, child, or parent with a serious health condition, or a serious health condition which renders the unit member unable to perform essential job functions.

10.12.3 During the period of such leave the District shall maintain the unit member's group health benefits, if any, on the same basis as if the unit member was in paid status. Upon return from Family Care Leave, the unit member is entitled to return to the same position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The unit member's absence under Family Care Leave shall not be considered a break in service.

10.12.4 The unit member must provide the District with at least thirty (30) days advance notice for the leave if the need is foreseeable; if the need is not foreseeable, notice must be given as soon as practicable under the circumstances.

10.13 Maternity/Paternity Unpaid Leave

10.~~13~~.1 Unit members who wish to absent themselves from duty for any related reasons prior to and following the birth or adoption of a child may apply for unpaid maternity/paternity leave. This leave may be requested for a maximum of twelve (12) months.

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- 10.13.2 Requests for maternity leave shall be submitted in writing, addressed to the governing Board and delivered to the Personnel Office, at least sixty (60) days prior to the desired commencement date of the leave or by March 1, if such leave is being requested for the following year and such need is known by March 1.
- 10.13.3 Written request for leave shall include beginning and ending dates of the requested leave. Any request to extend the leave must be submitted forty-five (45) days in advance of the initial requested end date.
- 10.13.4 A letter from the employee's physician indicating the expected date of birth of a child, and any known or expected medical complications, shall accompany the request for leave.
- 10.13.5 When a child is born to or adopted by a unit member, the District will grant ten (10) additional days of paid leave.
- 10.13.6 Unit members not covered by maternity disability leave may use their personal necessity leave days to extend their leave.

10.1417 Reproductive Loss Leave

10.1417.1 An eligible unit member may take up to five days of leave within 3 months following a reproductive loss event. Leave may be used non-consecutively. A reproductive loss event is defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

10.1417.2 In order to be eligible, the unit member must have worked for the District for at least 30 days. An eligible unit member is one who would have been the parent had the reproductive loss not occurred.

10.1417.3 If a unit member experiences more than one reproductive loss event within a 12-month period, the District shall not be obligated to grant more than 20 cumulative days of reproductive loss leave.

10.1417.4 Reproductive loss leave is unpaid, except that a unit member may choose to use accrued and unused sick leave.

10.1417.5 The District shall not retaliate against an individual, including, but not limited to, refusing to hire, discharging, demoting, fining, suspending, expelling, or discriminating against, a unit member because of the unit member's exercise of the right to reproductive loss leave.

10.1417.6 The District will maintain the confidentiality of any unit member requesting leave under this section.

Dan Peterson
12/8/25
Justin M. Kowaluk 12/8/25

ARTICLE 15 COMPENSATION

15.1 Wages and other compensation shall be paid to the teachers in accordance with Appendices E and E-1 attached hereto and made a part hereof. **The District and THTA agree that they share a goal of offering salary and benefits at a level competitive with comparable school districts in west Sonoma County.**

15.2 Update July ~~2025~~ 2022:

- Effective July 1, 2022, seven percent (7%) on schedule increase with two professional development days added at the end of the year. These days will be added to the ongoing school calendar with THTA's input on future placement.
 - Beginning in the 2023-24 school year there will be a minimum of 2 work days at the start of the school year and 1 at the end of the school year. These workdays will not include professional development or other meetings, but are reserved for teachers to prepare for the start and end of the school year.
 - Decisions on what professional development will be offered will be decided by a committee made up of an equal number of members from the District and THTA.
 - Effective July 1, 2023, COLA on schedule increase for 2023-24. COLA is to be determined by the California State Enacted Budget in July of 2023.
 - Agree to 3 year phase-in restructured salary schedule:
 - Effective July 1, 2022, Phase 1 2022-23: Eliminate Steps 28 through 31, last step is 28 (\$100,535)
 - Effective July 1, 2023, Phase 2 2023-24: Eliminate Steps 24 through 28, last step is 24 (\$100,535*) Update 6/1/23: Steps 22-23: Step 22 \$95,230, Step 23: \$97,504
 - Effective July 1, 2024, Phase 3 2024-25: Eliminate Steps 20 through 24, last step is 20 (\$100,535*). Steps 16-19*: Step 16 \$90,684, Step 17 \$92,955, Step 18 \$95,230, Step 19 \$97,504.
- *The restructured salary schedule will have the negotiated increases applied to it so the final step amounts listed above will be different.*
- Effective July 1, 2022, eliminate the cap on years of experience for teachers when they come to the District.
 - Update March 2025: Salary schedule for 24-25 shall be increased by 2.75% effective March 1, 2025. All bargaining unit members will receive a retroactive payment equal to 1.75% of their 23-24 salary schedule base, retroactive to July 1, 2024.
 - **Effective July 1, 2025, the District shall increase the certificated salary schedule by two and three tenths percent (2.3%).**

District:

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- **Effective July 1, 2026, the District shall increase the certificated salary schedule by the same percentage as the District receives as the funded LCFF COLA (currently projected to be 2.41%). Also, beginning in the 2026-27 school year there will be 1 fewer professional development day in the calendar, which is equivalent to a 0.5% increase.**

- 15.3 Teachers covered by this contract who work less than a full school year or part-time shall receive a prorata portion of the amounts indicated on the salary schedule set forth in Appendix E.
- 15.4 Unit members who have an earned Master's degree shall be paid an additional \$1,000.
- 15.5 The District shall compensate teachers using their own personal vehicles for previously approved official school business at the IRS rate per mile.
- 15.6 Part time unit members, and those on shared contracts, shall accrue credit for salary advancement purposes when they have accumulated 75% of a school year. The accumulation shall take place within consecutive years and the salary advancement will be effective at the beginning of the school year after which the 75% accumulation has been earned. No time earned beyond the 75% accumulation may be carried forward.

APPENDIX E-1 (Article 15)

SUPPLEMENTAL AND EXTRACURRICULAR ASSIGNMENTS CERTIFICATED STAFF

The Extra Duty Hourly Rate shall be \$50.00 per hour. This Rate shall apply whenever indicated in the contract, as well as in the following situations, when the District requests a unit member perform the responsibilities:

- Academic Support Programs (Afterschool Tutoring, Homework Club, Summer Programming, Expanded Learning Sessions, School, Renew Teacher, Monday Math, etc.);
- Provide Professional Development Training
- Course Design for University of California A-G requirements (pre-approval of hours and assignment required);
- Detention;
- BST (Behavior Support Team) BHT-Member (up to a maximum of \$1,000 per person);*
- Home/Hospital Instruction
- SST participant
- 504 participant

Stipends

All extracurricular stipends and hourly positions are offered at the discretion of the site administrator and subject to annual program need and pre-approval.

The following flat-rate stipends shall be paid when a unit member is requested by a school site and/or District to perform the following responsibilities:

SST Coordinator*	<u>\$2,000</u>	Up to one (1) position per site. <u>SST Coordinator(s) are not eligible for the SST Participant compensation.</u>
Teacher In Charge*	\$1500	Up to one (1) stipend per site

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IEP Coordinator*	<u>\$2,000 pro-rated by FTE</u>	
<u>504 Facilitator*</u>	<u>\$2,000</u>	<u>Up to one (1) position per site. 504 Facilitator(s) are not eligible for the 504 Participant compensation.</u>
ELAC Coordinator*	\$750	Up to two (2) stipends per year
Coach**	\$1,500.00	Up to 12 coaches per year: girls/boys basketball, co-ed football, girls volleyball
<u>Overnight Field Trip Attendee</u>	<u>\$250 per night</u>	<u>For any unit member who attends and stays overnight with a field trip.</u>
<u>Overnight Field Trip Coordinator</u>	<u>\$300 per trip</u>	<u>Stipend is per field trip, and may be split among multiple unit members,</u>

* Indicates the stipend is paid one-time per year at the end of the year.

** Indicates the stipend is paid one-time per year after the sport has ended.

*** Indicates the stipend is paid one-time per year in the October Supplemental

~~The District and THTA will agree to a job description for the Overnight Field Trip Coordinator~~

Stipend Descriptions: THTA Agrees to the Stipend Description for 504 Facilitator and Teacher-in-Charge as proposed by the District on January 26, 2026. THTA Agrees to the Stipend Description for Overnight Field Trip Coordinator as proposed by the District on March 2, 2026.

District:

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THTA:

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TA 9/30/25
Darnell 9/30/25

ARTICLE 16

IN-SERVICE EDUCATION

Zeslin M. Komahmba
9/30/25

- 16.1 The District shall, whenever practical, either provide trainings to unit members or allow for unit members to attend outside trainings or conferences.
- 16.2 Such trainings or conferences shall reflect the goals of the school site plan and district programs and take into consideration the needs of classroom teachers and specialists.
- 16.3 District trainings may take place during the school day, outside of contract hours or during the summer break.
 - 16.3.1 Trainings during the day will not be compensated, but teachers will be released from their classroom and a substitute will be paid for by the district.
 - 16.3.2 Unit members who attend training that take place outside of contract hours will be paid at the extra duty hourly rate ~~\$40.00 per hour~~ up to a maximum of ~~(15 hours)~~ per year, effective July 1, 2018.
 - 16.3.3 The District may offer voluntary professional development days at one or more school sites to be paid ~~\$300~~ at the extra duty hourly rate for six (6) hours and ~~\$150~~ for three (3) hours of participation.
- 16.4 For attendance at outside trainings or conferences a unit member must submit a request to their immediate supervisor for initial approval and then to the superintendent (see Appendix L). Expenses will be paid by the district and the member will not incur loss of pay or benefits. Participation of unit members to outside trainings or conferences will be rotated in an equitable manner.
 - 16.4.1 Once training is complete, a stipend form must be completed and approved by the site administrator before payment is made.
 - 16.4.2 Compensation is limited to current school year (compensation must be paid in the same school year training was completed).
- 16.5 Instead of being paid for trainings that take place outside of contract hours or during summer break, unit members can choose to earn credits for advancement on the salary schedule.
 - 16.5.1 Unit members may earn credits for advancement on the salary schedule through County or District in-services, college credit, study tours or approved program development on behalf of the district. Fifteen (15) hours equal one (1) semester unit.
 - 16.5.2 Approval of credit awards is mandatory for placement on the salary schedule. Unit members must fill out Appendix C and turn it into the District. Earned units where column movement is appropriate will be compensated the next school year if documents are submitted to the district office by September 1.

TA

9/30/25

Dan P. Papp
Lesli M. Komalmbin

9/30/25

9/30/25

ARTICLE 17

UNIT MEMBER-TEACHER TRANSFER AND REASSIGNMENT

17.1 Definitions

"Reassignment" is a change from one grade level or core subject to another grade level or core subject within the same school.

"Transfer" is a change from one school site to another.

"Days" shall be days when the District Office is open for business.

"Opening/Vacancy" is an unoccupied probationary or permanent position which needs to be filled.

17.2 Application for Assignment

17.2.1 No later than the April staff meeting, each site administrator will conduct a unit member' teachers' meeting to review enrollment, class size, discuss the direction of the school, special needs of the school and students, possible openings at each school, and focus of the District for the following school year. Applications for fall assignments shall be distributed at this meeting. Unit members Teachers who are on leave will also be asked to complete this form.

17.2.1.1 Unit members Teaching-staff will be notified of the meeting date for each school site at least one week prior to the meeting date.

17.2.1.2 Within 10 working days of the meeting referenced in 17.2.1, all unit members teachers shall complete an Application for Assignment Form (See Appendix F). This information will be used by the site administrators and superintendent to fill possible openings and review possible changes of assignment.

17.3 Involuntary Transfer or Reassignment

17.3.1 The District reserves the right to transfer or reassign unit members from one position to another open position within the District. Such transfer or reassignment shall be based upon the following criteria:

17.3.1.1 Experience (at grade level and subject matter, number of years taught expressed as FTE and other pertinent experience)

17.3.1.2 Needs of the District and school site as guided by the District and school vision statements

17.3.1.3 Credentials on file with the County Office (State teacher credentials and Board approved waivers)

17.3.1.4 Current Assignment

17.3.1.5 Personal and Professional Needs of the unit member ~~teacher~~

17.3.1.6 Seniority

When these criteria are perceived as equal by the Administration, seniority shall be a prime factor. Such transfers shall not be in violation of the mandatory provisions of the California Education Code.

17.3.2 All probationary and permanent staff will be assigned first before assignment of temporary ~~unit members teachers~~.

17.3.3 When applying the above criteria, preferential consideration will be given to the following probationary and permanent staff:

17.3.3.1 Those individuals who volunteered or were assigned a combination class in the current year will not be assigned a combination class in the succeeding school year without their consent.

17.3.3.2 Those individuals who currently occupy an assignment that will not exist in the following school year or that was a one year assignment.

17.3.3.3 Those individuals who were given an assignment for the current school year that was not listed as an interest/preference on their Application for Assignment Forms.

17.3.3.4 Those individuals whose current assignment is different than the one held in the prior year. The District will attempt to not change assignments twice in two years unless it is at the request of the individual or unless they were notified of the temporary nature of the assignment. (See 17.6)

17.3.4 No unit member shall be involuntarily assigned more than two (2) different grade levels or subject areas during a period of three (3) years.

17.4 Voluntary Reassignment

17.4.1 A unit member may request a reassignment during the school year to take effect at the beginning of the next school year. A request shall be made on the Application for Assignment form (See Appendix F) and submitted to the Site Administrator or his/her designee. The request shall be kept confidential and on file with the Site Administrator, or the designee.

17.4.2 When two (2) or more employees request a reassignment to the same opening, the reassignment shall be based on the criteria in 17.3.1

17.5 Voluntary Transfer

17.5.1 Notwithstanding Section 17.3, a unit member may request a transfer during the school year to take effect at the beginning of the next school year. A transfer may occur provided an open position exists. A request

shall be made on the Application for Assignment form (See Appendix F) and submitted to the Superintendent or his/her designee. The request shall be kept confidential and on file with the Superintendent, or the designee.

- 17.5.2 An open position will be posted for five (5) days and emailed to the unit member's District email except during winter, spring and the summer break, when the posting requirement will be ten (10) days.
- 17.5.3 An open position may be advertised internally and externally simultaneously.
- 17.5.4 The District shall consider and interview all qualified internal applicants prior to reviewing or considering external applicants.
- 17.5.5 An open position shall be filled by the unit member applying by the closing date when the unit member has had a successful prior evaluation and the recommendation of the receiving site administrator.
- 17.5.6 When two (2) or more employees request a transfer to the same opening, the transfer shall be based on the criteria in 17.3.1.
- 17.5.7 If there are open positions remaining after all certificated staff members have been given the opportunity to apply, such positions will be posted in the District office, District website, at each school office, and copies placed in each certificated staff member's school mail box. During the summer, notices will be mailed or emailed to the unit member's district email address unless the unit member gives a new address.
- 17.5.8 When an open position occurs within three weeks of the first day of student instruction or during the school year, the position will be advertised outside of the District. All such positions filled by probationary teachers will be considered an open position for the following school year.

17.6 Notification of Assignments

- 17.6.1 By June 1, unit members ~~teachers~~ shall be notified of their assignments. Unit members ~~Teachers~~ who are given an assignment which has an anticipated limited duration (for example, replacing a unit member ~~teacher~~ on leave) will be so informed.

17.7 Denial of Request

- 17.7.1 Upon receiving a written request from a unit member denied a transfer or reassignment or involuntarily transferred or reassigned, the District will provide a written response explaining the reason for denial of the transfer/reassignment within ten (10) days.

TA 9/30/25

District Response to THTA Proposal
September 30, 2025 @ 2:50

Dan Fedur 9/30/25

Zuli M. Kornalmba

9/30/25

ARTICLE 22

MISCELLANEOUS PROVISIONS

22.1 Any individual contract between the District and an individual teacher covered by this contract heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement.

22.2 The District shall retain all residual rights and rights of copyright for all tapes, publications and any other educational materials produced at District expense on District time or at District direction, unless discussed and agreed upon prior to submission for copyright or sale.

22.3 A teacher's notification to the District that he/she intends to resign shall remain revocable until such time as the Superintendent acts to accept the resignation (see Board Policy #4117.2).

22.4 Teachers shall have reasonable latitude to present and exchange ideas, materials, and positions in their day to day teaching activities.

22.5 The Association may "consult" with the District over educational objectives, the content of courses and curricula, and the selection of textbooks.

22.6 The School Site Council, Advisory Board, or Charter Council shall meet three times a year.

22.7 If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

22.8 It is further agreed that within ten (10) days of receipt of notification of the court's decision, negotiations shall commence regarding matters related to such provision.

22.9 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over State laws, to the extent permitted by State law.

22.10 When there is not a substitute the District shall do the following:

22.10.1 For self-contained classrooms the District will first attempt to cover the affected class with an administrator. When this is not possible, students will be split into the other classes at their grade level or one grade level above or below. **The teacher(s) who receive the students will receive a pro-rated portion of the substitute rate (whole day or half-day) based upon the number of students they receive.** ~~A stipend of \$50/teacher will be paid to the affected teachers.~~

22.10.2 For departmentalized classrooms the District will ask for volunteers that are willing to substitute teach during their prep time. Teachers who substitute teach during their prep shall **receive 1 hour of extra duty pay for their missed prep period.** ~~be paid at \$40 per hour (8.3.3.1).~~

ARTICLE 25 EMPLOYEE BENEFITS

- 25.1.1 The District shall pay the premium for health insurance in the dollar amount specified in the schedule attached as Appendix I.
- 25.1.1.1 Effective October 1, 2022, the District contribution for medical benefits shall be \$1,100 per month for a full-time unit member.
- 25.1.1.2 Effective October 1, 2023, the District contribution for medical benefits shall be \$1,200 per month for a full-time unit member.
- 25.1.1.3 Effective October 1, 2024, the District contribution for medical benefits shall be \$1,212 per month for a full-time unit member.
- 25.1.1.4 **Effective October 1, 2025, the District contribution for medical benefits shall be \$1280 per month for a full-time unit member.**
- 25.1.1.5 **Effective October 1, 2026 the District contribution for medical benefits shall be \$1350 per month for a full-time unit member.**
- 25.1.2 Teachers who are absent on account of illness and who have exhausted their accumulated paid leaves and are placed on the 39-month re-employment list shall continue to receive insurance coverage for sixty (60) days.
- 25.1.3 Teachers on District approved unpaid leaves of absence or retiring from service may apply for health insurance coverage for the period of the leaves or retirement. The cost of said coverage is to be borne solely by the individual teacher applying for the benefit. The District assumes no responsibility for the collection and payment of any insurance premium; the Association and employee, so covered, agree to hold the District harmless from liability associated with extended coverage.
- 25.1.4 Premium costs above the dollar amount specified in Appendix I are the responsibility of the employee.

Remainder of Article unchanged.

District:


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THTA:



ARTICLE 26

TERM AND COMPLETION OF MEET AND NEGOTIATIONS

26.1 This agreement shall be effective as of July 1, ~~2025~~ ~~2022~~ and continue for a three (3) year period, to June 30, ~~2028~~ ~~2025~~.

26.2.1 Reopeners for ~~2027-28~~ ~~2023-24~~ shall be as follows:

Article 15 – Compensation

Article 25 – Employee Benefits

Two (2) articles of each party's choice

~~26.2.2 Reopeners for 2024-25 shall be as follows:~~

~~Article 15 – Compensation Article 25 –~~

~~Employee Benefits~~

~~Two (2) articles of each party's choice~~

26.3 The District and the Association agree that they will support this Agreement for its term. The Association or its representatives will not appear before the Governing Board of the Twin Hills Union School District to seek change in any provisions of this Agreement during its term, except by mutual agreement of the District and the Association.

District:


DP 3/2/2026

THTA:


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3/2/26

Memorandum of Understanding
Between
Twin Hills Union School District
And
Twin Hills Teachers Association

March 2, 2026
Regarding: After School Tutoring

The Parties agree as follows:

1. The Parties have reached a tentative agreement in contract negotiations to increase the rate of compensation for bargaining unit members performing after-school tutoring to \$50 per hour.
2. The District and THTA have an interest in implementing this Agreement immediately, in order to compensate teachers at the higher rate and provide tutoring to students.
3. Therefore, from the date of execution of this Agreement, the District agrees that it shall pay bargaining unit members at a rate of \$50 per hour for any after school tutoring performed by the unit member.
4. This increased rate via Agreement shall be applicable only through June 30, 2026. The parties acknowledge that after June 30, 2026, the contractual rate for after school tutoring shall apply.
5. This Agreement shall not set precedent in any way, and shall expire in full on June 30, 2026.

For THUSD:

Date: 03/02/26 For THTA:

Date: 3/2/26

Name: Dana Pedersen

Name: Leslie Konvalinka

Signature: Dana Pedersen

Signature: Leslie M. Konvalinka

2/19/26

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District Proposal
January 26, 2026

Appendix E-1 Job Descriptions

I. Teacher-in-Charge (TIC)

The Teacher-in-Charge (TIC) serves as the designated certificated staff lead during the temporary absence or unavailability of the site administrator. The TIC does not assume formal administrative authority.

Responsibilities include:

- Serving as the primary on-site contact for routine matters; supporting established school procedures; providing general student supervision (e.g., yard, bus, or traffic duty); and ensuring urgent issues are promptly communicated to the principal/director or district administration.
- Representing the site at meetings only at the principal's request and solely for liaison or informational purposes.
- Performing related duties within the scope of a certificated, non-administrative role, consistent with California Education Code.

II. Section 504 Facilitator Role

The Section 504 Facilitator role provides certificated coordination and liaison support to assist with Section 504 processes and does not assume the administrative authority of the site administrator or Section 504 Coordinator.

Responsibilities include:

In addition to attending Section 504 meetings, the individual will support communication among parents, staff, and service providers and serve as a liaison to ensure appropriate follow-up, documentation, and implementation of Section 504 plans, as directed.

- ~~Attending and coordinating Section 504 meetings; supporting communication with parents, staff, and service providers; and serving as a liaison for follow-up, documentation, and implementation of Section 504 plans, as directed.~~
- Referring matters requiring eligibility determinations, plan approval, or administrative decisions to the site administrator and performing related duties within the scope of a certificated, non-administrative role.

District Proposal

March 02, 2026

Appendix E-1 Job Descriptions

Overnight Field Trip Coordinator Stipend Description

The Overnight Field Trip Coordinator will be responsible for planning and coordinating the overnight field trip including but not limited to logistics, permission forms, communication with other support staff, parents and administration, transportation, risk management, fund raising coordination including but not limited to establishing and collecting fees, organizing support activities, and other needs as they may arise.

TWIN HILLS UNION SCHOOL DISTRICT
MYP: ALL SCHOOLS COMBINED for 2025-26 AB1200

		Current	Projection	Projection
		Year 2025-26	Year 2026-27	Year 2027-28
COLA (percentage)		2.30%	2.41%	3.06%
Funded COLA		2.30%		
ADA for LCFF Funding purposes		992.05	980.06	982.01
Enrollment		1,030.00	1,030.00	1,030.00
Revenue				
LCFF Sources: LCFF, EPA, Property Tax	8010-8099	12,230,828	12,337,794	12,716,491
Transportation Funding: NEW 15-16		106,299	108,861	112,192
Revenue Transfer (Def Maint F14)		(50,000)	(50,000)	(50,000)
Basic Aid Supplement	8011-BAS	1,439,430	1,440,000	1,440,000
Federal Revenues	8100-8299	176,262	176,262	176,262
Other State Revenues	8300-8599	324,768	337,561	337,989
		68,706	-	-
		821,197	566,190	566,189
STRS on Behalf of State		605,773	636,060	667,863
Local Revenues	8600-8799	1,918,998	1,798,670	1,809,705
Total Revenue		17,642,261	17,351,398	17,776,691
Expenditures				
Certificated Salaries	1000-1999	6,565,360	6,639,956	6,878,217
2025-26 Negotiated Settlement Increase - COLA 25/26 + 26/27		152,192	190,738	30,100
Certificated Reduction per 03/12/2026 Board Meeting			(57,243)	-
Certificated Salaries One Time Grant Funds		89,323	34,185	34,185
Classified Salaries	2000-2999	2,611,641	2,567,220	2,634,577
2025-26 Negotiated Settlement Increase - COLA 25/26 + 26/27		61,665	60,666	-
Classified Reduction per 03/12/2026 Board Meeting			(44,968)	-
Classified Salaries One Time Grant Funds		95,818	27,390	27,390
Employee Benefits -- Statutory	3301-3399;	445,099	428,903	437,483
Employee Benefits One Time Grant Funds		44,477	15,166	15,166
Employee Benefits STRS on Behalf of State	3101-3199	605,773	636,060	667,863
Employee Benefits STRS	3101-3199	1,201,049	1,211,759	1,236,120
Employee Benefits PERS	3201-3300	636,851	632,036	657,880
Employee & Retiree Benefits -- Health & Welfare	3400-3499;3700-3799;3900-3998	1,233,194	1,282,823	1,282,389
EE Benefits-H&W One Time Grant Funds		14,529	5,283	5,283
2025-26 Negotiated Settlement Increase - COLA 25/26 + 26/27		79,805	35,793	36,508
Books and Supplies	4000-4999	714,635	432,622	440,870
Books and Supplies One Time Grant Funds		169,305	22,500	22,500
Services, Other Operating Expenses	5000-5999	3,865,831	3,565,865	3,642,099
Services One Time Grant Funds		374,166	172,274	172,273
Restricted Expense Adjustment		-	-	-
Capital Outlay	6000-6999	-	-	-
Other Outgo	7100-7299 7300-7499	23,387	23,390	23,390
Other Outgo: BAS to D21 charter	7299	150,000	200,000	200,000
Total Expenditures		19,134,100	18,082,419	18,444,296
Excess (Deficiency)		(1,491,839)	(731,021)	(667,604)
Transfers In	8910-8929	1,806,270	1,794,550	1,694,550
Transfers Out (enter as negative)	7610-7629	(1,817,000)	(1,817,000)	(1,717,000)
Other Sources	8930-8979	-	-	-
Other Uses (enter as negative)	7630-7699	-	-	-
Contribution to Restricted Program	8980-8999	-	-	-
Total Transfers/Other Uses		(10,730)	(22,450)	(22,450)
Net Increase (Decrease)		(1,502,569)	(753,471)	(690,054)
Fund Balance				

TWIN HILLS UNION SCHOOL DISTRICT
MYP: ALL SCHOOLS COMBINED for 2025-26 AB1200

Beginning Balance		4,381,297	2,878,728	2,125,257
Audit Adjustment(s)		-	-	-
Net Ending Balance		2,878,728	2,125,257	1,435,201
Components of Ending Balance:				
Revolving Cash (nonspendable)	9711	9,000	9,000	9,000
Stores (nonspendable)	9712	-	-	-
Restricted (Res 2000-9999)	9740	752,545	566,080	713,887
Restricted Res2600 ELOP 23-24 Audit Adjustment		-	-	-
Committed	9750	-	-	-
Assigned: West County JPAs, SPED, RESIG		88,000	88,000	88,000
Assigned: Transportation JPA	9780	-	-	-
Assigned: Portables	9780	-	-	-
Assigned - 1 Time Discr. Funds: 2015-16 thru 2018-19		-	-	-
Assigned - Amount required for Charters to meet BP3100		-	-	-
Assigned - BP 3100 17% Reserve		1,287,620	763,424	(87,639)
Assigned - Fund Bal Site Support/Pensions/Tech/Facilities-Net		-	-	-
Assigned - Lottery Unrestricted		-	-	-
Assigned - COVID19 Legal / No Expense Reductions		-	-	-
Assigned - Adjustment / Reduce Assignments		-	-	-
Reserve for Economic Uncertainties (4%)	9789	741,562	698,752	711,955
Unassigned/Unappropriated Ending Bal	9790	-	0	-
Net Ending Balance		2,878,728	2,125,257	1,435,204
FUND 17 Calculation of Estimated Ending FB per year		\$ 352,148	\$ 364,148	\$ 376,148
General Fund + Fund 17 Combined Reserve Total		13%	10%	6%

Fund 12: Child Development		Current Year 2025-26	Projection Year 2026-27	Projection Year 2027-28
Revenue				
LCFF Sources: LCFF, EPA, Property Tax	8010-8099	-		
Federal Revenues	8100-8299	-		
Other State Revenues	8300-8599	-		
Local Revenues	8600-8799	360,820	366,232	371,726
Total Revenue		360,820	366,232	371,726
Expenditures				
Certificated Salaries	1000-1999	-		
Classified Salaries	2000-2999	299,118	312,118	326,032
2025-26 Negotiated Settlement Increase - COLA 25/26 + 26/27		6,880	7,522	-
Employee Benefits -- Statutory	3301-3399;	71,272	75257.35406	79,530
2025-26 Negotiated Settlement Increase - COLA 25/26 + 26/27		2,510	2,713	-
Books and Supplies	4000-4999	27,220	27,764	28,320
Services, Other Operating Expenses	5000-5999	(27,990)	(28,550)	(29,121)
Capital Outlay	6000-6999	-	-	-
Other Outgo	7100-7299 7300-7499	-	-	-
Other Outgo: BAS to D21 charter	7299	-	-	-
Total Expenditures		379,009	396,825	404,761
Excess (Deficiency)		(18,189)	(30,593)	(33,036)
Transfers In	8910-8929			
Transfers Out (enter as negative)	7610-7629	30,000	30,000	30,000
Other Sources	8930-8979	-	-	-
Other Uses (enter as negative)	7630-7699	-	-	-
Contribution to Restricted Program	8980-8999	-	-	-
Total Transfers/Other Uses		30,000	30,000	30,000
Net Increase (Decrease)		11,811	(593)	(3,036)
Fund Balance				
Beginning Balance		94,366	106,177	105,584
Audit Adjustment(s)				
Net Ending Balance		106,177	105,584	102,548
Components of Ending Balance:				
Revolving Cash (nonspendable)	9711	4,000	4,000	4,000
Stores (nonspendable)	9712			
Restricted (Res 2000-9999)	9740			
Committed	9750			
Assigned				
Reserve for Economic Uncertainties (4%)	9789	102,177	101,584	98,548
Unassigned/Unappropriated Ending Bal	9790			
Net Ending Balance		106,177	105,584	102,548

TWIN HILLS UNION SCHOOL DISTRICT
DISTRICT, ALL SCHOOLS COMBINED: 2025-26 Multi-Year Projection @ 2nd Interim

Fund 13: Child Development		Current Year 2025-26	Projection Year 2026-27	Projection Year 2027-28
Revenue				
LCFF Sources: LCFF, EPA, Property Tax	8010-8099	-		
Federal Revenues	8100-8299	105,000	107,100	109,242
Other State Revenues	8300-8599	271,000	276,420	281,948
Local Revenues	8600-8799	1,000	1,000	1,000
Total Revenue		377,000	384,520	392,190
Expenditures				
Certificated Salaries	1000-1999	-		
Classified Salaries	2000-2999	58,536	61,080	63,803
2025-26 Negotiated Settlement Increase - COLA 25/26 + 26/27		1,346	1,472	-
Employee Benefits -- Statutory	3301-3399;	34,619	35,812	37,070
2025-26 Negotiated Settlement Increase - COLA 25/26 + 26/27		491	531	-
Books and Supplies	4000-4999	231,400	236,028	240,749
Services, Other Operating Expenses	5000-5999	139,350	142,137	144,980
Capital Outlay	6000-6999	-	-	-
Other Outgo	7100-7299 7300-7499	-	-	-
Other Outgo: BAS to D21 charter	7299	-	-	-
Total Expenditures		465,742	477,060	486,602
Excess (Deficiency)		(88,742)	(92,540)	(94,411)
Transfers In	8910-8929			
Transfers Out (enter as negative)	7610-7629	89,000	93,000	95,000
Other Sources	8930-8979	-	-	-
Other Uses (enter as negative)	7630-7699	-	-	-
Contribution to Restricted Program	8980-8999	-	-	-
Total Transfers/Other Uses		89,000	93,000	95,000
Net Increase (Decrease)		258	460	589
Fund Balance				
Beginning Balance		13,126	13,383	13,843
Audit Adjustment(s)				
Net Ending Balance		13,383	13,843	14,431
Components of Ending Balance:				
Revolving Cash (nonspendable)	9711	4,000	4,000	4,000
Stores (nonspendable)	9712			
Restricted (Res 2000-9999)	9740			
Committed	9750			
Assigned				
Reserve for Economic Uncertainties (4%)	9789	9,383	9,843	10,431
Unassigned/Unappropriated Ending Bal	9790			
Net Ending Balance		13,383	13,843	14,431

TWIN HILLS UNION SCHOOL DISTRICT

Principal/Director Salary Schedule

2025-2026 School Year

<u>Step</u>	<u>Salary</u>
1	\$130,412
2	\$133,670
3	\$137,016
4	\$140,432
5	\$143,941
6	\$146,821
7	\$149,757
8	\$152,749
9	\$155,813
10	\$158,933

Effective 7/1/2025

Annual Stipend: Masters Degree \$1,000
Doctorate Degree \$1,000

Health/Other Benefits: Administrators may select a medical, dental and vision insurance benefit plan from any of the plans offered other certificated employees with a total dollar allowance equal to the total of the certificated employee health plans as agreed in the collective bargaining contract.

Work Year: School Principals/Directors work year is 205 days per contract year.

Vacation: Shall be planned for the summer months and holiday periods. Vacation requests during the school year shall be submitted to the Superintendent for review and action.

Sick Leave: Shall accrue at one day per month (11 days per contract year).

Updated : 3/12/2026

Board Approved:

TWIN HILLS UNION SCHOOL DISTRICT

District Business Manager Salary Schedule 2025-2026

STEP	Annual Salary
1	\$95,993
2	\$100,791
3	\$105,829
4	\$111,123
5	\$116,678
6	\$122,514
7	\$128,637
8	\$135,072

Effective 7/1/2025

Longevity:

3% at 11th year of service in position

4% at 15th year of service in position

5% at 20th year of service in position

Work Year: 12 months

Vacation: (per board action on 4/26/01)

Years 1-3 15 days

Years 4-6 18 days

Years 7-on 21 days

Health/Other Benefits:

The business manager may select benefit plans from those offered to certificated employees.

Classification:

The business manager is classified as a confidential management employee.

Updated 03/13/2026

School Board Approved:

TWIN HILLS UNION SCHOOL DISTRICT

CLASSIFIED SITE SALARY SCHEDULE 2025-2026

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RANGE
S-1	16.90	16.90	16.90	16.90	16.90	16.90	S-1
S-2	17.00	17.50	18.00	18.50	19.00	20.00	S-2
A	19.18	20.20	21.22	22.25	23.32	24.50	A
B	19.18	20.20	21.22	22.25	23.32	24.50	B
C	19.18	20.20	21.22	22.25	23.32	24.50	C
D	19.18	20.20	21.22	22.25	23.32	24.50	D
E	19.18	20.20	21.22	22.25	23.32	24.50	E
F	19.49	20.51	21.58	22.66	23.68	24.96	F
G	19.95	21.02	21.95	23.02	24.25	25.42	G
H	20.31	21.38	22.36	23.48	24.86	25.93	H
I	21.02	22.09	23.27	24.40	25.52	26.86	I
J	21.43	22.56	23.63	24.96	26.19	27.47	J
K	21.84	22.91	24.14	25.32	26.55	27.98	K
L	23.74	24.96	26.19	27.52	28.85	30.07	L

Effective 07/01/2025

Stipends - Annual amount based on FTE, paid in equal amounts each month:

- * Night Differential: Annual \$1,300 Custodians 12 month position only, must work until 9pm to qualify
- * Hazardous Duty: Annual \$1,000 Full Inclusion IA only based on student need and subject to Superintendent's Discretion.

District will grant up to three (3) years for full-time work related experience for employees new to the district, subject to verification.

Updated: 03/12/2026

School Board approved:

TWIN HILLS UNION SCHOOL DISTRICT

Charter Classified Specialty Instructor Positions Hourly Pay Schedule 2025-2026

	Step 1	Step 2	Step 3	Step 4	Step 5
Range 1	\$ 44.14	\$ 46.40	\$ 48.65	\$ 51.20	\$ 53.61
Range 2	\$ 48.79	\$ 52.99	\$ 55.80	\$ 58.67	\$ 62.91

Effective 07/01/2025

Starting pay will be based on previous experience in the specialty area including Waldorf methods schools, up to Step 3 placement maximum.

Substitutes for classified Specialty Instructors will be paid at Step 1.
Range 2 for Classified Nurse

Updated : 3/11/2026
School Board Approved:

TWIN HILLS UNION SCHOOL DISTRICT

CERTIFICATED SALARY SCHEDULE 2025-26

STEP	I A.B. & CREDENTIAL	II A.B. & 15 UNITS	III A.B. & 30 UNITS	IV A.B. & 45 UNITS	V M.A. OR 60 UNITS	STEP
1	62,169	63,032	63,897	64,756	65,617	1
2	63,032	63,897	64,756	65,617	67,244	2
3	63,897	64,756	65,617	67,244	69,804	3
4	64,756	65,617	67,244	69,804	72,368	4
5	65,617	67,244	69,804	72,368	74,932	5
6	67,244	69,804	72,368	74,932	77,496	6
7	69,804	72,368	74,932	77,496	80,060	7
8	72,368	74,932	77,496	80,060	82,627	8
9		77,496	80,060	82,627	85,189	9
10			82,627	85,189	87,751	10
11				87,751	90,311	11
12				90,311	92,876	12
13				92,876	95,445	13
14					98,004	14
15					100,568	15
16					103,156	16
17					105,739	17
18					108,328	18
19					110,915	19
20					114,362	20

Effective 7/1/2025

Teacher contract days for 1.0 FTE = 185 days

District Superintendent has discretion on setting step. Column based on units.

Salary to be paid in eleven (11) equal payments, August through June annually.

Updated: 3/13/2026

School Board approved: _____

TWIN HILLS UNION SCHOOL DISTRICT

DISTRICT STAFF CLASSIFIED SALARY SCHEDULE 2025-2026

RANGE	1	2	3	4	5	6	7	8	RANGE
P-1	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.90	P-1
D-A	18.06	19.08	19.95	21.02	22.04	23.17	23.74	24.34	D-A
D-B	20.36	21.33	22.36	23.63	24.86	26.04	26.70	27.36	D-B
D-C	22.66	23.74	24.96	26.24	27.47	28.95	30.39	31.87	D-C
D-D	27.11	28.39	29.87	31.30	32.89	34.68	36.37	38.26	D-D
D-E	28.54	29.98	31.55	33.05	34.73	36.47	38.37	40.21	D-E
D-F	29.61	30.89	32.37	33.80	35.39	37.18	38.87	40.76	D-F

Longevity: Year 10 = 5%; Year 15 = 10%; Year 20 = 15%
School Year positions, vacation paid in check monthly Sept-June

Longevity: Year 10 = 3%; Year 15 = 4%; Year 20 = 5%
Year-round positions, vacation accrued

RANGE:	POSITION
P-1	Minimum Wage: effective 1/1/26
D-A	Cafeteria Assistant
D-B	Cafeteria Program Coordinator
D-C	District Office Assistant
D-C	Technology Technician
D-C	Maintenance/Custodial
D-D	Site Coordinator Grounds & Maintenance
D-D	District Technology Coordinator
D-E*	District Office Clerk - Fiscal & Superintendent Support
D-E*	District Student Information Services Assistant
D-E*	District Payroll/Personnel Technician
D-F	District Technology Coordinator+AERIES Support

Note: *D-E positions are confidential

Longevity is based on time in position on this salary schedule, not years of service

12 Month Employees

Vacation days:

- 1-4 years = 10 days
- 5-9 years = 15 days
- 10-14 years = 18 days
- 15-+ years = 21 days

School Year Employees (10 Month) - See Board Policy

Effective: 7/1/2025 - 6/30/2026

Updated: 3/13/2026

School Board approved:

TWIN HILLS UNION SCHOOL DISTRICT

Superintendent Salary Schedule

2025-2026 School Year

Step	Salary
1	\$225,060

Effective 7/1/2025

Health/Other Benefits: 1.0 FTE Administrators may select a medical, dental and vision insurance benefit plan from any of the plans offered other certificated employees with a total dollar allowance equal to the total of the certificated employee health plans as agreed in the collective bargaining contract.

In an effort to maintain equity with other certificated and administrative personnel, with a written rating of satisfactory or higher the Superintendent shall receive a salary increase each year based on the percentage increase given on the certificated teachers' unit salary and principal salary schedule for a step raise (3% per year). The Superintendent will also receive the same salary percentage increase that is negotiated with the certificated bargaining unit.

Masters Stidend \$1000 annually

Automobile Stipend \$250 per month, Cellular Phone Stipend \$100 per month

Work Year: Work year is 220 days for 1.0 FTE per contract year, 8 hours per day.

Sick Leave: Shall accrue at one day per month based on FTE.
(12 days per contract year).

Updated: 03/13/2026

Board Approved:

TWIN HILLS UNION SCHOOL DISTRICT

SunRidge Daycare Coordinator Salary Schedule 2025 - 2026 School Year

<u>STEP</u>	<u>Hourly Rate</u>
1	\$27.62
2	\$28.49
3	\$29.31
4	\$30.28
5	\$31.10

Effective 7/1/2025

Updated: 3/13/2026

School Board Approved:

TWIN HILLS UNION SCHOOL DISTRICT

District Maintenance Director Salary Schedule 2025-2026

STEP	Hourly Rate
1	\$36.98
2	\$38.67
3	\$40.72
4	\$42.76
5	\$44.81
6	\$47.21
7	\$49.51
8	\$51.87

Effective 7/1/2025

Longevity:

3% at 11th year of service in position

4% at 15th year of service in position

5% at 20th year of service in position

Work Year: 12 months

Vacation: (based on BP4262)

Years 1-4 10 days

Years 5-9 15 days

Years 10-14 18 days

Years 15+ 21 days

Health/Other Benefits:

Classified employees working seven hours or more per day may select benefit plans from those offered to certificated employees.

Updated: 3/13/2026

School Board Approved:

TWIN HILLS UNION SCHOOL DISTRICT

Child Care Director Salary Schedule 2025-2026

STEP(S)	Annual Salary
1	\$62,771
2	\$64,654
3	\$66,597
4	\$68,597
5	\$70,648
6	\$72,771
7-9	\$74,955
10-12	\$77,953
13-15	\$81,073
16	\$84,300

Effective 7/1/2025

Work Year: 12 months

Vacation: (based on BP 4262)

Years 1-4 10 days

Years 5-9 15 days

Years 10-14 18 days

Years 15+ 21 days

Health/Other Benefits:

Classified employees working seven hours or more per day may select benefit plans from those offered to certificated employees.

Classification:

This position is classified as a confidential employee.
employee.

Updated 3/11/2026

School Board Approved:

TWIN HILLS UNION SCHOOL DISTRICT DRAFT BOARD MEMORANDUM

To: Board of Trustees

From: Dana Pedersen, Superintendent

Date: 04/09/2026

Subject: First Reading – Establishment of Digital Media Arts Teacher Position (0.30 FTE – Certificated)

Summary of Item:

The Board of Trustees will receive a first reading of a new job description to establish a 0.30 FTE Digital Media Arts Teacher position at Twin Hills Middle School. This position supports the implementation of a new Digital Media Arts elective course, which is presented as a subsequent agenda item for Board approval.

Background:

As part of ongoing efforts to enhance student engagement and expand elective offerings, the District is proposing the addition of a Digital Media Arts Teacher position at Twin Hills Middle School. This role will provide students with hands-on instruction in digital media production, including video creation, editing, and multimedia communication, while fostering creativity, collaboration, and responsible use of technology.

The position is directly connected to the development and implementation of a new Digital Media Arts course, designed to provide students with opportunities to build skills in storytelling, visual design, and modern media communication through project-based learning. Establishing the position ensures appropriate staffing and instructional expertise to support the course offering.

This is a certificated position requiring appropriate California teaching credentials in Industrial and Technology Education or Career Technical Education (Arts, Media, and Entertainment), consistent with the attached job description.

Fiscal Impact:

The position is proposed at 0.30 FTE and will be funded within existing budget parameters.

Recommendation:

This item is presented for first reading. No action is required on the job description at this time.

Twin Hills Union School District

Job Description

Agenda Item #F-7b

Twin Hills Middle School Teacher Digital Media Arts – 0.30 FTE 2026-2027

The Media and the Arts Program Instructor is under the supervision of and is evaluated by the Site Principal. The Media and the Arts Program Instructor provide students with hands-on instruction in modern media creation, including digital video production, storytelling, editing, and multimedia communication. The instructor facilitates project-based learning experiences that allow students to explore creativity, collaboration, and responsible media production. This position requires possession of a valid California Teaching Credential, fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - Possess a valid California Single Subject credential in Industrial and Technology Education or a Career Technical Education, CTE, Credential in Arts, Media and Entertainment
 - Possess EL, CLAD or SDAIE certification
 - Bachelor's degree from an accredited college or university
 - Experience or training in digital media, video production, multimedia design, or related field desirable
 - Experience working with middle school students desirable
- **Knowledge of:**
 - Principles of digital media production and visual storytelling
 - Basic filming, sound recording, and video editing techniques
 - Script writing, storyboarding, and project planning
 - Multimedia communication including digital video, audio, and visual design
 - Responsible technology use and digital citizenship
 - Google Workspace/Suite and basic digital production tools
 - Classroom management and instructional strategies for middle school students
 - English in written and verbal form including the use of correct grammar and vocabulary
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Demonstrate punctuality and present a neat, clean appearance
 - Remain flexible in personal work schedule to accommodate all students and parents/guardians
 - Communicate and collaborate effectively with parents, colleagues, and administration
 - Perform all essential job functions, both physical and mental as shown on page 2
 - Create engaging project-based learning experiences
 - Guide students through the creative process from concept to final production
 - Teach safe and responsible use of digital equipment and technology
 - Foster creativity, collaboration, and critical thinking
 - Manage multiple student projects and timelines simultaneously
 - Provide constructive feedback and support student growth in creative expression
 - Maintain a positive classroom environment that encourages innovation and participation
 - Work collaboratively with staff and support school-wide initiatives
 - Utilize and maintain digital media equipment and classroom technology
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance for a distance of up to 25 feet

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Plan and deliver engaging lessons in media production, storytelling, and digital communication
- Plan, prepare and implement daily instructional plan including long range and short term plans, goals and objectives with emphasis on meeting the goals of the middle school program including the district adopted state standards.
- Guide students in the planning, filming, and editing of multimedia projects
- Teach students the fundamentals of camera use, lighting, audio recording, and editing software
- Facilitate project-based assignments such as instructional videos, commercials, music videos, and visual storytelling projects
- Introduce modern media formats including short-form video, podcasts, and digital storytelling
- Assist students in developing scripts, storyboards, and production plans
- Monitor and manage classroom media equipment and ensure proper use and care
- Encourage collaboration and teamwork on group productions
- Provide opportunities for students to showcase their work through presentations or school media platforms
- Promote digital citizenship, ethical media use, and copyright awareness
- Maintain an organized media classroom environment and manage digital files and projects Provide an appropriate educational setting which includes a classroom atmosphere and environment conducive to development of a positive self image.
- Communicate with students and parents/guardians regularly to review student work and activities

- Ability to discipline and follow-up with uncooperative students
- Monitor student progress and maintain accurate and up-to-date documents for each student
- Prepare well-written reports of student progress as per the approved format and schedule
- When supervising students, assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Assist in maintaining organization and cleanliness of program areas, such as clearing and storing materials, etc.
- Report all injuries incurred by children to administrator
- Participate in staff meetings and conferences as scheduled
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

SALARY AND BENEFITS:

- Placement on the current certificated salary schedule as determined by the Superintendent
- Health insurance for employee and partial payment for dependents (pro rata according to FTE %)
- Vision insurance for employee (pro rata according to FTE %)
- Dental insurance for employee and dependents (pro rata according to FTE %)

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application packet
- Copies of college transcripts. Sealed originals required if hired.
- A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position
- Current California Teaching Credential
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently to constantly, throughout work shift.
- **Sitting:** Frequently, for one to two hours at a time while meeting with students and parents/guardians.
- **Lift/Carry:** Frequently, 1-20 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Frequently; at knees/waist/neck while meeting students or retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/balancing:** Occasionally (several times a day), using stairs from lower classrooms to upper classrooms and offices.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide instructional assistance to students and parents. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must be able to teach science up through the 8th grade level. Must possess current California teaching credential and CLAD/EL certification.
- Knowledge, training or experience in educating middle school age students.
- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English.
- Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students.
- Must be able to complete required documentation in a timely manner, be punctual for appointments and flexible in scheduling appointments.

Work Conditions

- **Location:** Work is performed 90% within the school classroom setting, 10% in an outdoor campus areas.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office and classroom equipment, computer, audio-visual equipment, copier.
- **Safety equipment:** None required.

The Twin Hills Union School District is an Equal Opportunity Employer

Course Outline: *Introduction to Arts, Media and Entertainment Course*

Board Consideration: April 9, 2026

Course Code: 7200

Department: Electives / Arts

Grade Levels: Grades 6–8

Course Length: Semester or Year (*site determined*)

Course Description:

Introduction to Arts, Media, and Entertainment is an exploratory course that introduces students to foundational concepts in visual arts, digital media, design, and creative expression. Through hands-on projects, students develop creativity, communication, and collaboration skills while engaging with a variety of artistic and media formats.

Course Objectives:

Students will:

- Develop foundational skills in visual and digital media
- Explore elements of design, composition, and storytelling
- Express ideas creatively through a variety of media
- Build collaboration and communication skills through group work
- Engage in creative problem-solving and project design

Instructional Methods:

- Project-based learning
- Collaborative group work
- Digital and hands-on creative activities
- Use of creative tools and technology (as available)
- Reflection and presentation of student work

Assessment Methods:

- Project-based assessments
- Student portfolios
- Presentations and critiques
- Participation and collaboration
- Reflection on learning and process

Standards Alignment:

This course aligns with **California Visual and Performing Arts (VAPA) standards** and incorporates elements of media arts and design to support creative skill development and real-world connections.

Career and Real-World Connections:

Students are introduced to creative fields such as:

- Graphic Design
- Animation
- Video Production
- Photography
- Digital Media

Credential Authorization:

This course may be taught by a teacher holding a credential authorizing instruction in arts, media, or design-related fields, including Career Technical Education (CTE) Arts, Media, and Entertainment or a Single Subject credential in Industrial and Technology Education, consistent with Title 5 §80004(c), at the discretion of the District.

Proposition 28 Alignment (Arts and Music in Schools Funding):

This course supports the District's implementation of Proposition 28 by expanding access to standards-based visual and media arts instruction. Proposition 28 funds may be used to enhance and support this course, consistent with supplement-not-supplant requirements.

TWIN HILLS UNION SCHOOL DISTRICT DRAFT BOARD MEMORANDUM

To: Board of Trustees

From: Dana Pedersen, Superintendent

Date: 04/09/2026

Subject: 1st Reading of Job Description & Establishment of School Psychologist / Director of Special Education Position (1.0 FTE – Certificated Management)

Agenda Items: F4-F5

Summary of Item:

The Board of Trustees will consider the establishment of a 1.0 FTE School Psychologist / Director of Special Education position (Certificated Management) via Resolution 2026-616 and review the associated job description, designed to strengthen internal capacity to support student services and special education programming.

Background:

The District continues to experience increasing complexity in special education service delivery, compliance requirements, and student needs. At the same time, the District has relied on non-public agencies (NPAs) and contracted consultants to provide specialized services, including psychoeducational assessments, program support, and compliance oversight.

This proposed position is intended to shift the District toward a more sustainable, in-house service model by integrating direct student services with program leadership. The role combines a credentialed School Psychologist with administrative oversight of special education, allowing for more cohesive service delivery, stronger coordination across sites, and increased responsiveness to student and staff needs.

Importantly, this position is designed to be revenue neutral. By reducing reliance on higher-cost contracted services and non-public agencies, the District anticipates offsetting the cost of this position through decreased expenses.

Key Benefits:

- **Cost Efficiency / Revenue Neutrality:** Reduction in expenditures on Non-Public Agencies and outside consultants, with funds redirected to an in-house position.
- **Improved Service Continuity:** Consistent, site-based support for students, staff, and families.
- **Enhanced Compliance and Oversight:** Strengthened alignment with state and federal special education requirements.
- **Increased Responsiveness:** More timely assessments, services, and program adjustments.
- **Stronger Program Coherence:** Integration of psychological services with program leadership and decision-making.

- **Staff Support and Retention:** Increased access to consultation and support for teachers and site administrators.

Recommendation:

The Superintendent recommends that the Board of Trustees review the proposed job description (first reading), approve Resolution No. 2026-616 establishing the School Psychologist / Director of Special Education position (1.0 FTE – Certificated Management), and approve the job description on second reading.

Twin Hills Union School District

Job Description

Agenda Item #F-9b9b

School Psychologist / Special Education Director **1.0 FTE – Certificated Management**

The School Psychologist / Special Education Director serves a dual role, providing both direct school psychologist services and district-level leadership in special education. This position supports alignment between student needs, program implementation, and compliance across all district schools. The role includes 0.60 FTE as a School Psychologist and 0.40 FTE as a Special Education Director. This is a certificated management position reporting directly to the Superintendent and serving in a leadership capacity to support staff, students, and families.

REQUIRED QUALIFICATIONS

- **Credentials and Certifications:**
 - Possess a valid California Pupil Personnel Services (PPS) Credential in School Psychology; administrative credential preferred.
- **Knowledge and Experience:**
 - Demonstrated knowledge of IDEA, California special education law, and SELPA procedures, with experience in program coordination and compliance.
- **Leadership and Communication Skills:**
 - Strong organizational, leadership, and interpersonal skills with the ability to collaborate effectively across stakeholders

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

School Psychologist (0.60 FTE)

- **Conduct Psychoeducational Assessments** - Complete comprehensive evaluations to support student eligibility, student supports, program planning, and instructional decision-making.
- **Behavioral Assessment and Planning** - Conduct Functional Behavioral Assessments (FBA) and develop Behavior Intervention Plans (BIP) to support student success.
- **Educationally Related Mental Health Services** - Conduct Educationally Related Mental Health Service (ERMHS) assessments and collaborate with the ERMHS provider on goals as appropriate.
- **Develop and Present Reports** - Prepare clear, thorough, and legally compliant assessment reports and present findings to IEP teams and families.
- **Participate in and Facilitate IEP Meetings** - Serve as an active member of the IEP team and facilitate meetings when appropriate to ensure clarity and collaboration.
- **Consultation and Collaboration** - Work closely with teachers, administrators, and families to address academic, behavioral, and social-emotional needs.
- **Student Support and Crisis Response** - Provide consultation and support for interventions and assist with crisis response as needed.

Special Education Director (0.40 FTE)

- **Program Oversight and Compliance** - Oversee special education programs across the district, ensuring alignment with IDEA, SELPA policies, and state and federal requirements.
- **Lead Compliance Reviews and Corrective Actions** - Lead state and local reviews (e.g., SELPA, CDE), including development, implementation, and monitoring of corrective action plans and follow-up.
- **IEP Process Oversight** - Oversee IEP processes district-wide, ensuring timelines, documentation, and best practices are consistently implemented.
- **Service Coordination and Placement** - Coordinate services and placements, including Nonpublic Agencies (NPA) and Nonpublic Schools (NPS), to meet student needs.
- **Liaison and Partnership Management** - Serve as a district liaison with SELPA, consortium partners, and outside agencies to support effective service delivery.

- **Staff Support and Guidance** - Provide guidance to site administrators and staff on special education procedures, compliance, and program implementation.
- **Facilitate District Special Education Meetings** - Lead monthly district-wide special education meetings to promote alignment, communication, and continuous improvement.
- **Program Development and Continuous Improvement** - Support the development and refinement of special education programs aligned with district goals and student outcomes.
- **Staff Supervision and Evaluation Support** - May support classified and certificated evaluation processes; formal evaluation of certificated staff is conducted by an appropriately credentialed administrator. May conduct evaluations as authorized based on credential status.
- **SEIS and CALPADS Oversight, Coordination, and Compliance** - Oversee the accuracy and alignment of special education data in SEIS and CALPADS, ensuring consistency with IEPs, service delivery, and reporting requirements; collaborate with the Student Information Systems Assistant to support data entry, verification, and timely submissions while maintaining compliance and audit readiness.
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

PHYSICAL DEMANDS

- Sitting: Constantly – for extended periods during computer use, meetings, and administrative tasks
- Standing/Walking: Frequently – when moving between workstations, attending site visits, or participating in meetings across campus
- Lifting/Carrying: Occasionally – ability to lift and carry materials such as binders, reports, or office supplies up to 25 pounds
- Reaching/Handling: Frequently – use of hands and arms for computer work, file management, and equipment operation. Overhead reaching may be required occasionally
- Bending/Twisting: Occasionally – when retrieving or organizing files or materials
- Climbing/Balancing: Seldom – use of stairs or navigating uneven surfaces during site visits
- Vision: Constantly – to read documents, operate computers, and perform detailed work Includes depth perception, hand-eye coordination, and peripheral vision
- Speech/Written Communication: Frequently – to communicate effectively with staff, board members, outside agencies, and the public

MENTAL DEMANDS

- Ability to manage multiple priorities and meet strict deadlines with attention to detail
- Strong problem-solving skills, analytical thinking, and adaptability in a dynamic work environment
- Ability to communicate effectively, both verbally and in writing
- Interpersonal skills to work collaboratively with a wide range of stakeholders
- Professional judgment, confidentiality, and discretion in handling sensitive matters

Work Conditions

- **Location:** Work is performed 100% on the four district campuses
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office and classroom equipment, computer, audio-visual equipment, copier.
- **Safety equipment:** None required.

The Twin Hills Union School District is an Equal Opportunity Employer

RESOLUTION NO. 2026-616

RESOLUTION OF THE BOARD OF TRUSTEES OF THE TWIN HILLS UNION SCHOOL DISTRICT APPROVING THE ESTABLISHMENT OF A DIRECTOR OF SPECIAL EDUCATION /SCHOOL PSYCHOLOGIST POSITION

(1.0 FTE – CERTIFICATED MANAGEMENT)

WHEREAS, the Twin Hills Union School District is committed to providing high-quality educational programs and services that support the academic, social, emotional, and behavioral needs of all students; and

WHEREAS, the District has experienced increasing complexity in special education service delivery, compliance requirements, and student needs; and

WHEREAS, the District has relied on non-public agencies (NPAs) and contracted consultants to provide specialized services, including psychoeducational assessments, program support, and compliance oversight; and

WHEREAS, the Board of Trustees desires to strengthen internal capacity, improve service continuity, and enhance program coordination by establishing an in-house position that integrates direct student services with special education program leadership; and

WHEREAS, the proposed position of School Psychologist / Director of Special Education (1.0 FTE) is designed to include approximately 0.60 FTE direct psychological services and 0.40 FTE program leadership and coordination responsibilities; and

WHEREAS, the position is designated as certificated management to support program oversight, coordination, and compliance, while formal evaluation of certificated staff shall remain the responsibility of appropriately credentialed administrators; and

WHEREAS, an Administrative Services Credential is desired but not required at the time of hire, and the District may support the selected candidate in obtaining such credential within a reasonable timeframe; and

WHEREAS, the establishment of this position is intended to be revenue neutral through the anticipated reduction in expenditures related to contracted services and non-public agencies; and

WHEREAS, the Board of Trustees has reviewed the proposed job description and directs staff to return with a final job description for approval following Board input;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Twin Hills Union School District hereby approves the establishment of the School Psychologist / Director of Special Education position (1.0 FTE – Certificated Management); and

BE IT FURTHER RESOLVED that the job description shall be finalized and returned to the Board for approval, substantially in the form presented; and

BE IT FURTHER RESOLVED that the Superintendent or designee is authorized to take all necessary steps to implement this position, including recruitment and hiring, consistent with final Board approval of the job description and applicable laws.

PASSED AND ADOPTED by the Board of Trustees of the Twin Hills Union School District on the ____ day of _____, 2026, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

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

Dated: _____

Clerk/President, Board of Trustees

**RESOLUTION #2026-617
BEFORE THE BOARD OF TRUSTEES OF THE
TWIN HILLS UNION SCHOOL DISTRICT**

**RESOLUTION FOR LONGEVITY PAY FOR
SUPERVISORY, DISTRICT LEVEL AND UNREPRESENTED CLASSIFIED EMPLOYEES**

WHEREAS, the Board of Trustees of Twin Hills Union School District (the Board”) recognizes the employee experience, institutional knowledge and long-term commitment contribute significantly to student success, operational stability and organizational effectiveness; and,

WHEREAS, the Board desires to formalize their service recognition recognize long term service of District Supervisory, District Level and Unrepresented Classified Employees with longevity pay to be categorized as special compensation reportable to the California Public Employees Retirement System (“CalPERS”). Longevity will be an annual continuous payment reported periodically as earned and shall remain in effect for the duration of the employee’s employment with the District, subject to any future modifications to this policy. Longevity pay shall be effective July 1st of the fiscal year after the employee reaches their anniversary date and shall not be affected by changes in their classification unless noted; and,

WHEREAS, the Twin Hills Union School District (the “District”) has determined the following Service Recognition guidelines. Effective January 1, 1980, upon completion of 7 years of employment with the District, the classified unrepresented employees listed below shall receive two and one half (2.5) percent longevity pay. Upon completion of 9 years of employment with the District, the classified unrepresented employees listed below shall receive five (5) percent longevity pay. An additional five (5) percent longevity pay shall be granted to the classified unrepresented employees listed below upon the completion of fourteen (14) years of service and nineteen (19) years of service. This longevity pay will be available to the following unrepresented employee classifications:

- Instructional Assistant
- PE Instructional Assistant
- Yard Assistants and Campus Supervisors
- Childcare/Daycare Assistant
- Childcare/Daycare Instructor
- Custodians
- ELL Program Coordinator
- EL Instructional Assistant
- PIP/Student Support Instructional Assistant
- Special Education Instructional Assistant
- Special Education Support Instructional Assistant
- School Manager

- School Office Assistant
- Library Assistant
- Healthcare Technician
- Curriculum & Activities Assistant
- Food Service/Cafeteria Assistant
- Food Service/Cafeteria Program Coordinator

WHEREAS, the District determined the following Service Recognition guidelines. Effective January 1, 1980, upon completion of 10 years of employment within their position the classified unrepresented district level and supervisory employees listed below shall receive three (3) percent longevity pay. Upon completion of 15 years of employment within their position with the District the classified unrepresented district level and supervisory employees listed below shall receive one (1) percent longevity pay. An additional one (1) percent longevity pay shall be granted to the classified unrepresented district level and supervisory employees listed below upon the completion of twenty years of service within their position. This longevity pay will be available to the following unrepresented employee classifications:

- District Office Assistant
- District Office Clerk
- Technology Technician
- Maintenance/Custodial
- Site Coordinator Grounds & Maintenance
- District Maintenance Director
- District Technology Coordinator
- District Administrative Assistant
- District Student Information Service
- District Payroll & Personnel Technician
- District Technology Coordinator and AERIES Support
- District Business Manager

WHEREAS, the Board of Trustees has discussed the recommendations made by the administration and concurs in said recommendation;

NOW, THEREFORE, IT IS HEREBY RESOLVED that Service Recognition described above shall be considered longevity pay reportable to CalPERS as special compensation and will be an annual continuous payment reported periodically as earned and shall remain in effect for the duration of the classified employee's employment with the District, subject to any future modifications to this policy;

The foregoing **RESOLUTION** was passed and adopted at a meeting of the Board of Trustees of the **TWIN HILLS UNION SCHOOL DISTRICT** on the 9th day of April, 2026, on a motion by trustee _____, seconded by trustee _____ by the following vote:

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

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

Dated this 9th day of April, 2026

Clerk/President, Board of Trustees

TWIN HILLS UNION SCHOOL DISTRICT**DISTRICT STAFF
CLASSIFIED SALARY SCHEDULE 2025-2026**

RANGE	1	2	3	4	5	6	7	8	RANGE
P-1	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.90	P-1
D-A	18.06	19.08	19.95	21.02	22.04	23.17	23.74	24.34	D-A
D-B	20.36	21.33	22.36	23.63	24.86	26.04	26.70	27.36	D-B
D-C	22.66	23.74	24.96	26.24	27.47	28.95	30.39	31.87	D-C
D-D	27.11	28.39	29.87	31.30	32.89	34.68	36.37	38.26	D-D
D-E	28.54	29.98	31.55	33.05	34.73	36.47	38.37	40.21	D-E
D-F	29.61	30.89	32.37	33.80	35.39	37.18	38.87	40.76	D-F
D-G	46.15	48.46	50.88	53.42	56.10	58.90	61.84	64.94	D-G

Effective 07/1/2025

Longevity: Year 10 = 5%; Year 15 = 10%; Year 20 = 15%
School Year positions, vacation paid in check monthly Sept-June
Longevity: Year 10 = 3%; Year 15 = 4%; Year 20 = 5%
Year-round positions, vacation accrued

RANGE:	POSITION
P-1	Minimum Wage: effective 1/1/26
D-A	Cafeteria Assistant
D-B	Cafeteria Program Coordinator
D-C	District Office Assistant
D-C	Technology Technician
D-C	Maintenance/Custodial
D-D	Site Coordinator Grounds & Maintenance
D-D	District Technology Coordinator
D-E*	District Office Clerk - Fiscal & Superintendent Support
D-E*	District Student Information Services Assistant
D-E*	District Payroll/Personnel Technician
D-F	District Technology Coordinator+AERIES Support
D-G*	District Business Manager

Note: *D-E & D-G positions are confidential
Hourly Payrates

12 Month Employees**Vacation days:**

1-4 years = 10 days
5-9 years = 15 days
10-14 years = 18 days
15-+ years = 21 days

School Year Employees (10 Month) - See Board Policy

Effective: 7/1/2025 - 6/30/2026

Updated: 3/13/2026

School Board approved:

**RESOLUTION #2026-615
BEFORE THE BOARD OF TRUSTEES OF THE
TWIN HILLS UNION SCHOOL DISTRICT**

RESOLUTION TO CHANGE SIGNERS ON CURRENT REVOLVING CASH ACCOUNTS

RESOLUTION TO CHANGE SIGNERS ON CURRENT REVOLVING CASH ACCOUNTS WITH
BMO:

TWIN HILLS USD REVOLVING
THUSD ABASP
THUSD CAFETERIA FUND
THUSD SUNRIDGE SCHOOL
APPLE BLOSSOM STUDENT BODY
ORCHARD VIEW SCHOOL STUDENT BODY
SUNRIDGE STUDENT BODY

EXCHANGE BANK:
TWIN HILLS UESD REVOLVING (403B)

WHEREAS, the Board of Trustees of Twin Hills Union School District has established revolving cash accounts for the purpose of maintaining accounting records of cash receipts and cash expenditures; and,

WHEREAS, the Board of Trustees of Twin Hills Union School District desires to change signers on the current revolving cash accounts for the Twin Hills USD for the purpose of depositing cash and checks and writing checks to transfer funds or pay other expenditures; and,

WHEREAS, the Twin Hills Union School District designated employees will make deposits and subsequently pay related expenditures;

WHEREAS, the Board of Trustees has received a recommendation from the District Superintendent or other appropriate District administrators to remove the following signer from the current revolving cash account: Laurie Brown;

WHEREAS, the Board of Trustees has received a recommendation from the District Superintendent or other appropriate District administrators to add the following signer to the current revolving cash account: Jamey Muzio

WHEREAS, the Board of Trustees has discussed the recommendation made by the administration and concurs in said recommendation;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the currently established bank accounts at Bank of the Montreal and Exchange Bank will change the list of signers, and that listed cash accounts will require two (2) signatures for the purpose of withdrawal, one of these signatures must be of the Superintendent, Site Administrator or Chief Business Officer.

The foregoing **RESOLUTION** was passed and adopted at a meeting of the Board of Trustees of the **TWIN HILLS UNION SCHOOL DISTRICT** on the 9th day of April, 2026, on a motion by trustee _____, seconded by trustee _____ by the following vote:

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

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

Dated this 09th day of April, 2026

Clerk/President, Board of Trustees



State of California
Commission on Teacher Credentialing
Certification Division
651 ann n t eet te 601
a ament A 95811

Email: [@ctc.ca.gov](mailto:ctc@ctc.ca.gov)
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2026-2027

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Twin Hills Union School District District CDS Code: 4970961

Name of County: Sonoma County County CDS Code: 4910496

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 4/9/2026 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2027.

Submitted by (Superintendent, Board Secretary, or Designee):

Cheryl Wills District Payroll & Personnel Technician

Name

Signature

Title

707-823-5832

707-823-0871

4/10/2026

Fax Number

Telephone Number

Date

700 Watertrough Road, Sebastopol CA 95472

Mailing Address

cwills@twinhillsusd.org

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

2

Bilingual Authorization (applicant already holds teaching credential)

2

List target language(s) for bilingual authorization:

Spanish

Resource Specialist

1

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

2

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	7
Special Education	2
TOTAL	11

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	1
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	1
English	1	Science: Chemistry	1
Foundational-Level Math	1	Science: Geoscience	
Foundational-Level Science	1	Science: Physics	
Health		Social Science	1
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☒ Yes ☐ No

If no, explain. North Coast School of Education

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 2

If yes, list each college or university with which you participate in an internship program.

Calteach, Dominican University, Sonoma State University, USF, UMASS Global

If no, explain why you do not participate in an internship program.

The district participates in the North Coast School of Education Induction
program through Sonoma County Office of Education

TWIN HILLS UNION SCHOOL DISTRICT

Consent Calendar: Acceptance of Donations

MARCH 1 THROUGH MARCH 31, 2026

Date Received	Donor	Amount	Purpose
District 53, Fund 01: Apple Blossom Elementary School /General District			
	Total	WESCO	\$2,839.36 Soccer Goals for Apple Blossom
District 53, Fund 03: Twin Hills Charter Middle School			
	Total		\$ 0.00
District 53, Fund 09: Orchard View Charter School			
	Total		\$0.00
District 53, Fund 12: Apple Blossom After School Program			
	Total		\$0.00
District 21, Fund 09: SunRidge Charter School			
	Total		.00
	Total		\$2,839.36

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 April 9th, 2026 board meeting. _____

Checks Dated 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Check Amount
2147597	03/06/2026	Amplify Education, Inc.	1,224.00
2147598	03/06/2026	Atamaniuk, Andy	203.07
2147599	03/06/2026	Castleberry, Diana	138.04
2147600	03/06/2026	Chambara, Maxwell	17.05
2147601	03/06/2026	Conger, Diane	1,085.00
2147602	03/06/2026	Kyocera Document Solutions-CA	295.94
2147603	03/06/2026	Kyocera Document Solutions Northern CA , Inc.	262.21
2147604	03/06/2026	Michelle Ramirez CPR Training	315.00
2147605	03/06/2026	Creative Ceramics & Glass LLC	297.32
2147606	03/06/2026	Document Tracking Services, LL C	1,375.00
2147607	03/06/2026	Brady Industries, LLC	2,162.92
2147608	03/06/2026	Friedman's Home Improvement	308.83
2147609	03/06/2026	Greene, Janet	1,875.00
2147610	03/06/2026	T-Mobile	160.00
2147611	03/06/2026	T-Mobile	89.49
2147612	03/06/2026	HP Inc.	1,424.15
2147613	03/06/2026	Learning Plus Associates	464.34
2147614	03/06/2026	Fagen Friedman & Fulfrosl LLP	2,573.00
2147615	03/06/2026	Mobile Modular Mgmt Corp.	2,141.19
2147616	03/06/2026	Myhers, Catherine	2,625.00
2147617	03/06/2026	National Academy of Athletics	6,604.00
2147618	03/06/2026	North Bay Security Group, LLC	1,400.00
2147619	03/06/2026	PresenceLearning, Inc.	3,842.64
2147620	03/06/2026	3Chords Inc. dba ESES	1,872.00
2147621	03/06/2026	Rising Phoenix Psych Ed Svcs	13,440.00
2147622	03/06/2026	Pace Supply Corp.	77.00
2147623	03/06/2026	Pedersen, Dana	1,399.02
2147624	03/06/2026	Pellini, Jennifer	354.72
2147625	03/06/2026	Persinger Architects Inc.	1,499.00
2147626	03/06/2026	ROOTS Solutions, LLC	1,575.00
2147627	03/06/2026	Vermeulen, Morgan	785.00
2148836	03/13/2026	Mountain Fresh Spring Water	26.25
2148837	03/13/2026	Mountain Fresh Spring Water	52.50
2148838	03/13/2026	Mountain Fresh Spring Water	14.50
2148839	03/13/2026	Primo Brands	110.67
2148840	03/13/2026	Flory Systems LLC	1,862.67
2148841	03/13/2026	Harmony Farm Supply	75.82
2148842	03/13/2026	ODP Business Solutions, LLC	1,059.82
2148843	03/13/2026	Pacific Gas & Electric	21,816.41
2148844	03/13/2026	Pellini, Jennifer	292.85
2148845	03/13/2026	Terminix Processing Center	89.00
2148846	03/13/2026	Terminix Processing Center	90.02
2148847	03/13/2026	Riebli, Nathan	160.69
2148848	03/13/2026	Westcoast Solar Energy	5,000.00
2150038	03/20/2026	ATT	375.44
2150039	03/20/2026	ATT	30.85
2150040	03/20/2026	ATT	128.38
2150041	03/20/2026	ATT	187.29
2150042	03/20/2026	ATT	31.81

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 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Check Amount
2150043	03/20/2026	ATT	31.81
2150044	03/20/2026	BMO Bank N.A.	2,435.27
2150045	03/20/2026	Brown, Laurie	190.80
2150046	03/20/2026	Edward Don & Company	4,625.46
2150047	03/20/2026	Revolution Foods PBC	29,108.30
2150048	03/20/2026	Folendorf, Holly Kay	3,000.00
2150049	03/20/2026	AGiRepair, Inc.	355.00
2150050	03/20/2026	Kyocera Document Solutions Northern CA , Inc.	635.84
2150051	03/20/2026	Department Of Justice	207.00
2150052	03/20/2026	Recology Sonoma Marin	1,076.87
2150053	03/20/2026	Recology Sonoma Marin	532.90
2150054	03/20/2026	Shura, Samantha	6,263.83
2150055	03/20/2026	Alpha Analytical Laboratories	235.00
2150056	03/20/2026	Hawkes Photography, INC	410.78
2150057	03/20/2026	Jack Schreder & Assoc., Inc.	205.00
2150058	03/20/2026	3Chords Inc. dba ESES	1,374.75
2150059	03/20/2026	EmpowerED Educational Psyc Svcs	7,500.00
2150060	03/20/2026	ODP Business Solutions, LLC	597.22
2150061	03/20/2026	Pedersen, Dana	1,165.81
2150062	03/20/2026	Pellini, Jennifer	426.50
2150063	03/20/2026	Terminix Processing Center	245.00
2150064	03/20/2026	Sebastopol Hardware Center	256.55
2150065	03/20/2026	FHEG Santa Rosa Junior College	356.68
2150066	03/20/2026	Weeks Drilling & Pump Co.	1,485.03
2150067	03/20/2026	Wills, Cheryl	19.40
2151321	03/27/2026	North Bay Bohemian	1,059.00
2151322	03/27/2026	Affronti, Jude	401.29
2151323	03/27/2026	Chambara, Maxwell	13.70
2151324	03/27/2026	Forslund, Tim	305.05
2151325	03/27/2026	Friedman's Home Improvement	601.88
2151326	03/27/2026	Roberts Mechanical & Elect Inc	5,304.36
2151327	03/27/2026	Lee, Kristin	108.87
2151328	03/27/2026	Frog Power Equipment LLC	91.01
2151329	03/27/2026	Anova Education & Behavior Consultation, Inc.	5,851.66
2151330	03/27/2026	Pedersen, Dana	138.76
2151331	03/27/2026	Pellini, Jennifer	300.69
2151332	03/27/2026	Terminix Processing Center	100.00
2151333	03/27/2026	Rosemark, Tracy	21.99
2151334	03/27/2026	Sebastopol Bearing & Hydraulic	67.28
Total Number of Checks			88
			160,396.24

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	53	103,505.71
03	Charter School: Twin Hills	18	10,024.20
09	Charter School Fund: Orchrd Vw	18	4,384.12
12	Child Development Fund	7	6,477.55
13	Cafeteria Fund	2	29,300.66
14	Deferred Maintenance Fund	3	6,704.00

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 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Check Amount
		Total Number of Checks	88
			160,396.24
		Less Unpaid Tax Liability	.00
		Net (Check Amount)	160,396.24

<u><i>Total Expenditures March 2026</i></u>	
Total Vendor Warrants, March 31, 2026	\$ 160,396.24
Payroll: March 10, 2026 Supplemental	\$ 13,923.20
Payroll: March 31, 2026 Regular	\$672,461.53
Total PR& Expenditures	\$846,780.97

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 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Check Amount
2147376	03/06/2026	Andy's Produce Market	751.29
2147377	03/06/2026	Decker, Inc. School Fix	75.80
2147378	03/06/2026	Brady Industries, LLC	36.13
2147379	03/06/2026	Flinn Scientific Inc.	91.71
2147380	03/06/2026	Gosling, Maria	84.08
2147381	03/06/2026	Mercurius USA	107.82
2147382	03/06/2026	Mr. Rooter Plumbing	2,445.49
2147383	03/06/2026	Prosser, Sasha	355.83
2147384	03/06/2026	3Chords Inc. dba ESES	1,872.00
2147385	03/06/2026	Russell, Katharine	494.99
2147386	03/06/2026	SHI International Corp.	2,379.26
2147387	03/06/2026	Uline Attn Accounts Receivable	861.02
2147388	03/06/2026	Wells Fargo Vendor Fin Serv	394.51
2147389	03/06/2026	Arch's Glass, Inc.	1,747.66
2148674	03/13/2026	Gosling, Maria	73.95
2148675	03/13/2026	Kyocera Document Solutions NC	206.64
2149900	03/20/2026	Allen, Trisha	116.78
2149901	03/20/2026	ATT	282.50
2149902	03/20/2026	BMO Bank N.A.	70.49
2149903	03/20/2026	Revolution Foods PBC	10,285.21
2149904	03/20/2026	Department Of Justice	32.00
2149905	03/20/2026	Recology Sonoma Marin	644.75
2149906	03/20/2026	Shura, Samantha	944.00
2149907	03/20/2026	Gosling, Maria	119.36
2149908	03/20/2026	Harmony Farm Supply	249.93
2149909	03/20/2026	Galusha, Amy Jaques	800.00
2149910	03/20/2026	Plumfield Inc. DBA Plumfield Academy	5,396.52
2149911	03/20/2026	ODP Business Solutions, LLC	109.98
2149912	03/20/2026	3Chords Inc. dba ESES	1,374.75
2149913	03/20/2026	Sebastopol City of	4,110.97
2149914	03/20/2026	Sebastopol City of	386.30
2149915	03/20/2026	Sebastopol Hardware Center	339.11
2149916	03/20/2026	Steffener, Danielle	35.00
2149917	03/20/2026	Tombe Realty, Inc.	19,144.20
2150390	03/25/2026	Kyocera Document Solutions Northern CA	28.14
2150391	03/25/2026	PG&E	1,908.68
2151173	03/27/2026	Anova Center for Education	5,951.24
2151174	03/27/2026	Carolina Biological	144.26
2151175	03/27/2026	Friedman's Home Improvement	618.68
2151176	03/27/2026	ODP Business Solutions, LLC	230.49
2151177	03/27/2026	Terminix Processing Center	153.06
		Total Number of Checks	41
			65,454.58

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	41	65,454.58

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 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Check Amount
		Total Number of Checks	41
			65,454.58
		Less Unpaid Tax Liability	.00
		Net (Check Amount)	65,454.58

<u>Total Expenditures March 2026</u>	
Total Vendor Warrants, March 31, 2026	\$ 65,454.58
Payroll: March 10, 2026 Supplemental	\$ 2,668.49
Payroll: March 31, 2026 Regular	\$171,362.31
Total PR& Expenditures	\$239,485.38

ReqPay11g

Board Report with Fund and Resource

Description

Includes Purchase Orders dated 03/01/2026 - 03/31/2026

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
P26-00367	Persinger Architect	PO# 8950 - OPSC Modernization THCMS	9DSO	01	Unrestricted/no	229,500.00
P26-00368	Persinger Architect	PO# 8951 OPCS Modernization - AB	9DSO	01	Unrestricted/no	331,500.00
P26-00369	Acco Brands USA LLC	PO #8939 AB LAMINATING FILM	1ABS	01	Unrestricted/no	442.68
P26-00370	Apple Inc.	PO #8899 OV MACBOOK	3OVS	01	Sp Ed-idea Bas	549.16
P26-00371	Hawkes Photography,	PO#8898 OV-STUDENT BODY ID CARDS	3OVS	09	Unrestricted/no	410.78
P26-00372	Kyocera Document So	PO #8940 AB RISO INK & MASTERS	1ABS	01	State Lottery	931.28
P26-00373	ODP Business Soluti	PO #8946 DO HP 202X INK	9DSO	01	Unrestricted/no	509.67
P26-00374	ODP Business Soluti	PO# 8937 OFFICE & KIM	1ABS	01	State Lottery	87.55
P26-00375	ODP Business Soluti	PO #8963 AB PAPER ORDER	1ABS	01	State Lottery	1,797.82
P26-00376	ODP Business Soluti	PO# 8910 TH (HAGAN)	2THS	03	Lottery-instruc	92.32
P26-00377	Roberts Mechanical	PO #8945 DAYCARE HEATER REPAIR	5DYA	12	Unrestricted/no	4,982.45
P26-00378	Music & Arts	PO# 8906 - TH TUBA	2THS	01	Arts & Music	4,368.90
P26-00379	Sator Soccer	PO# 8936 AB SOCCER GOALS	1ABS	01	Unrestricted/no	5,679.37
P26-00380	Slembrouck-Many Cor	PO # 8949 - TH MUR FIRE PANEL NOTIFIER	2THS	01	Restricted Main	7,595.00
P26-00381	Sequoia Landscape M	PO# 8909 - TH BARK & COMPOST	2THS	01	Restricted Main	1,594.72
Total						590,041.70

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 03/01/2026 - 03/31/2026

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
P26-00135	Mr. Rooter Plumbing	PO #8922 - SR SINK DRAIN REPAIR	4HAY	09	Unrestricted/no	2,445.49
P26-00136	Carolina Biological	PO 8923 SR M.S.SCI	4HAY	09	Other Local	144.26
P26-00137	Kyocera Document So	PO #8947 SR KNC3419 COPIER MAINT	4HAY	09	State Lottery	100.00
P26-00138	ODP Business Soluti	PO # 8924 SR POSTAGE STAMPS	4HAY	09	Unrestricted/no	230.49
P26-00139	Sequoia Landscape M	PO #8925 SR-FILL SAND	4HAY	09	Unrestricted/no	1,176.04
					Total	4,096.28

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
March 12, 2026
Minutes**

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 Houghton *Approved 5-0*.
5. Public Comment on Closed Session Items: *No comments*

B. RECESS TO CLOSED SESSION

The Board recessed to Closed Session. 4:02 pm

1. Public Employee Discipline/Dismissal/Release
Pursuant to Government Code § 54957 and Code § 44929.21
2. Conference with Labor Negotiator
Pursuant to Government Code § 54957.6
Employee Organization: Twin Hills Teachers Association

C. RECONVENE TO OPEN SESSION

The Board began Open Session @ 5:01 pm

1. Report of Action: Closed Session was Recessed and will resume in Item H later in the agenda this evening.

D. RECOGNITION & REPORTS – request to move item 3. first due to individuals needing to leave.

3. (moved first) Celebrating Successes: Retirement recognition of Patty Nosecchi and Laurie Brown and celebration of their dedicated years of service.

1. Report: Board of Trustee reports including Board Policy Committee and Board Budget Committee, Trustee Houghton and Beck guest reader at Apple Blossom
2. Report: THUSD Superintendent Pedersen report on SSDA conference, progress in filing Measure A, and negotiation wrap up.

E. PUBLIC COMMENT ON OPEN SESSION ITEMS:

1. *No Comments.*

F. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

1. Motion to approve SunRidge Fourth Grade Overnight Field Trip to Monterrey, CA. by Trustee Ost and second by Trustee Beck. *Approved 5-0*
2. Motion to approve the 2026-27 District Year Calendar by Trustee Beck and second by Trustee Houghton. *Approved 5-0*
3. Presentation by Principal DuVall and Principal Szmidt Yaconelli concerning Dule Enrollment and Career Tech Pathways.
4. Motion to approve the District Clerk Job Description by Trustee Moise and second by Trustee Houghton. *Approved 5-0*
5. Presentation by Alexis Persinger of Persinger Architects concerning updates on Proposition 2 Facilities Planning, Scope of Development and Design Committee Formation
6. Motion to approve the 2nd Interim Report with Positive Certification plus Budget Updates by CBO Katie Anderson by Trustee Ost and second by Trustee Beck. *Approved 5-0*
7. Motion to approve Board Policy and Regulation 5117: Interdistrict Attendance Agreements and Permits presented by Superintendent Dana Pedersen by Trustee Moise and second by Trustee

**Twin Hills Union School District
Board of Trustees Regular Meeting
March 12, 2026
Minutes**

Houghton. *Approved 5-0*

8. Motion to approve Resolution 2026-607 to Establish Fund 05 in District 53 by Trustee Ost and Second by Trustee Houghton. *Approved 5-0*
9. Motion to approve Resolution 2026-608 to Establish Fund 04 in District 53 by Trustee Houghton and second by Trustee Beck. *Approved 5-0*
10. Motion to approve the 2025-26 Twin Hills Union School District Transportation Plan presented by Katie Anderson by Trustee Houghton and second by Trustee Beck. *Approved 5-0*
11. Presentation by CBO Katie Anderson concerning the 2026-27 Fiscal Year Budget Development Calendar
12. Motion to approve Resolution 2026-610 regarding the Certificated Reduction in Force (.05 F.T.E – Layoff) by Trustee Houghton and second by Trustee Ost. *Approved 5-0*
13. Motion to approve Resolution 2026-611 regarding the Elimination of Permanent Classified Employee Services: 2.71053 total FTE by Trustee Houghton and second by Trustee Ost. *Approved 5-0*
14. Motion to amend the May 14th 2026 Regular Board Meeting date to May 7th, 2026 by Trustee Moise and second by Trustee Beck. *Approved 5-0*
15. Motion to approve Resolution 2026-609 to Change Signers on the Current Revolving Cash Accounts by Trusty Moise and second by Trustee Ost. *Approved 5-0*

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

H. RECONVENE TO CLOSED SESSION at 6:54pm

1. Reconvene to Open Session. 7:17 pm

Report out from closed session by Board President Harding:

a. Resolution 2026-612 of Non-Reelection of Probationary Certificated Employee

In closed session the Board took action to non-reelect 1.0 FTE certificated employee. The vote was unanimous 5-0.

b. Resolution 2026-613 to Release Temporary Certificated Employees

- *Pursuant to Education Code section 44954 subdivision (a) and (b), during the previous closed session, the Board acted to authorize the District Superintendent, or designee, to notify three (3) temporary certificated employees (Itinerate Teacher: Principal) that they will not be re-employed for the 2026-2027 school year. The vote was unanimous 5-0.*

c. Resolution 2026-614 Final Release From Certificated Management Administrative Assignment

- *During the previous closed session, the Board acted to authorize the District Superintendent, or designee, to notify an administrative employee [Director of Special Projects], pursuant to Education Code section 44951, that the employee will be released from their position for the 2026-2027 school year. The vote was unanimous 5-0.*

**Twin Hills Union School District
Board of Trustees Regular Meeting
March 12, 2026
Minutes**

I. CORRESPONDENCE:

1. NA

J. FORMAL CLOSING

1. Next Regular Board Meeting: April 9, 2026 @ 4:00 pm (Apple Blossom Elementary School)
2. Motion to Adjourn: Motion to adjourn at 7:19pm by Trustee Moise and second by Trustee Beck.
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

April 9, 2026

Certificated

Additions:

Changes:

Separations:

Classified

Additions:

Changes:

- Atamaniuk, Andy – Orchard View Specialty Instructor, Request for Medical Leave of Absence April 2, 2026 through April 30, 2026
- Wilson, Elizabeth – Transfer from AB Instructional & Yard Assistant @ 0.468 FTE (resigned) to Food Service Coordinator @ 0.6875 FTE effective April 2, 2026

Separations:

- Mondragon Lopez, Joana – AB Instructional & Yard Assistant resign effective June 4, 2026
- Honey-Costa, Coral – OV Specialty Instructor resign effective May 21, 2026
- James, Jessica – SR Childcare Assistant resign effective June 5, 2026

TWIN HILLS UNION SCHOOL DISTRICT

SUPERINTENDENT'S MONTHLY ENROLLMENT REPORT 2025-26

For the April 9th, 2026 board meeting

ENROLLMENT MO/YR	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26								Change (Est - March)	
	Jun18	Jun19	Jun20	Jun21	Jun22	Jun23	Jun24	Jun25	Aug 25	Sep 25	Oct 25	Nov 25	Dec25	Jan26	Feb26	Mar26		Est. @ AB*
Apple Blossom	399	404	408	343	317	298	292	306	289	289	288	289	289	293	292	292	308	-16
Twin Hills CMS	262	267	240	219	206	198	207	208	250	252	254	254	255	257	259	257	255	2
Sub Total	661	671	648	562	523	496	499	514	539	541	542	543	544	550	551	549	563	-14
Orchard View	237	226	233	227	219	212	227	213	226	224	225	223	223	225	225	222	222	0
SunRidge	281	276	279	261	221	230	235	255	261	264	263	261	260	259	255	258	269	-11
Total	1,179	1,173	1,160	1,050	963	938	961	982	1026	1029	1030	1027	1027	1034	1031	1029	1054	-25

*AB = Adopted Budget

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

District: Twin Hills Union School District

Name & Title of Preparer: Katie Anderson ,Chief Business Official

Quarter Reported: (check one)
☐ 1st Quarter: July 2025 through September 2025 – Due October 2025
☐ 2nd Quarter: October 2025 through December 2025–Due January 2026
☒ 3rd Quarter: January 2026 through March 2026 – Due April 2026
☐ 4th Quarter: April 2026 through June 2026 – Due July 2026

Date for information to be reported publicly at governing board meeting: 04/09/2026

Please check the box that applies:

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

General Subject Area	Number of Complaints Received	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials and Textbooks	0	0	0
Facility Conditions	0	0	0
Teacher Vacancy or Misassignment	0	0	0
TOTAL	0	0	0


 Dana Pedersen, Signature of Superintendent Date: 04/10/2026

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