



**Two Rock Union School District**  
5001 Spring Hill Road • Petaluma, CA • 94952  
Phone: (707) 762-6617 • Fax: (707) 762-1923  
[www.trusd.org](http://www.trusd.org)

**AGENDA  
BOARD OF TRUSTEES  
TWO ROCK UNION SCHOOL DISTRICT  
REGULAR MEETING**

**May 11, 2023  
Closed Session 3:30 P.M.  
Open Session 4:30 P.M.**

**1. CALL TO ORDER**

**A. ROLL CALL**

**all present**

**2. CLOSED SESSION**

**2.1 Announcement of Closed Session Items**

**2.1a Negotiations with TREA and chief negotiator - Stephen Owens**

**2.1b Public Employee Performance - Superintendent**

**3. RECONVENE TO PUBLIC MEETING**

Report of any actions taken during Closed Session (if necessary).

**No actions taken**

**4. Adoption and Approval of Agenda**

**4.1 Approval of the Agenda for May 11, 2023.**

**Action**

Motion: **GM**

Second: **KM**

Aye: **3**

Nay: **0**

**5. PUBLIC COMMENT**

Members of the public may address the Board concerning any item of interest within the subject matter jurisdiction of the Board. No discussion or action shall be taken on any item not appearing on the Agenda. Each person will be allowed up to three (3) minutes per item.

**6. CONSENT ITEMS**

**ACTION**

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**Board of Trustees**

John Martin, President ◊ Gayleen Maas, Clerk ◊ John Silvestrini ◊ Ken Mazzetta  
Stephen Owens, Superintendent/Principal

Items within the Consent Agenda are routine in nature and do not require discussion. Any Board member may have any item removed from the Consent Calendar and have it acted upon separately. All items are approved with a single action.

**Background:** Routine items presented for approval.  
**Plan:** Routine process.  
**Public Comment:**  
**Board Discussion:**  
**Recommended motion:** Approval of Consent Agenda.

**6.1** Approval of the Accounts Payable Reports; April, 2023. **PG. 1**

**Action**

Motion: JS                      Second: KM                      Aye: 3                      Nay: 0

**6.2** Review and Possible Approval of Minutes from meeting on April 13th, 2023. **PG. 5**

**Action**

Motion: KM                      Second: GM                      Aye:3                      Nay: 0

**7. REPORTS/PRESENTATIONS:**

**7.1** TREA Representative- TREA is holding a meeting on 5/15/23 to elect a new TREA President.

**7.2** CSEA Representative- Not present

**7.3** TRSEF Representative- Currently in Teacher Appreciation Week. Dates for remainder of year activities are: Color Run 5/19/23, Open House 5/24/23, Kinder Luau 6/7/23, 6th grade promotion 6/8/23, End of Year Field Day 6/9/23

**7.4** USCG Representative- PCS Season has begun. Families are leaving and arriving. Working with the Housing Officer to notify incoming families.

**7.5** Superintendent's Report **PG.**

Enrollment Update 19 outgoing student, 25 new enrollees. 133 projected for 23/24

Facilities Update Sandy Manzoni w/ RESIG has approved a demo of Room 15.

Staffing Update TK/Intervention Position will be interviewing candidates 5/12/23

Curriculum Update TCI for Social Studies, will be utilizing Arts & Materials Grant funding

Other Updates Summer Program will be held at Valley Vista Elementary. We will provide a bus for transporting students.

Upcoming Events 5/15 Westside Relays

5/19 Color Run

5/24 Open House

6/8 6th Grade Promotion

6/9 Field Day/Last Day of School

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**Board of Trustees**

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Stephen Owens, Superintendent/Principal



## 8. DISCUSSION ITEMS

### 8.1 LCAP First Reading

Pg.

**Background:** The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for LEAs (county office of education [COE], school districts and charter schools) to share their stories of how, what, and why programs and services are selected to meet their local needs.

**Plan:** Discuss the LCAP

**Public Comment:** [SCOE advised to wait until 5/12/23 for updates to Revised Budgets](#)

**Board Discussion:** [Board will wait until the next Board Meeting to read the first LCAP.](#)

## 9. ACTION ITEMS

### 9.1 Interview Candidate for Vacant Board Position

Pg.

**Background:** Appointment consideration for Nicholas Noyes to fill open board vacancy.

**Plan:** The Board and Superintendent will interview the prospective Board candidate.

**Public Comment:**

**Board Discussion:** [The Board voted and swore in Nicholas Noyes to fill the open vacancy.](#)

**Recommended motion:** Recommend vote

Motion: JS

Second: GM

Aye: 3

Nay: 0

### 9.2 Meet with RESIG Rep Sandy Manzoni to discuss demolition of Room 15

Pg.

**Background:** Room 15 suffered rain and water damage and consequently has mold, making the building unsafe to use at this time. Bridges Construction company will present a bid for demolition. Sandy Manzoni will discuss the insurance coverage for the building.

**Plan:** Discuss potential demolition of Room 15 and RESIG will discuss coverage for removal

**Public Comment:**

**Board Discussion:** Discuss the demolition and any other options. [This will require a \\$3,500 deductible. Room 15 will be demoed this summer and Bridges Construction will be doing it.](#)

**Recommended motion:** Approve Demolition

Motion: GM

Second: JS

Aye: 3

Nay: 0

### 9.3 Contract for Linda Scheele for Substitute Superintendent

Pg. 11

**Background:** Superintendent Stephen Owens will be out on medical leave beginning May 16th, 2023. Linda Scheele will be acting Superintendent while he recovers.

**Plan:** Discuss and review contract for Linda Scheele.

**Public Comment:**

**Board Discussion:**

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#### Board of Trustees

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Stephen Owens, Superintendent/Principal

**Recommended motion:** Approve Contract

Motion: JS

Second: KM

Aye: 3

Nay: 0

**9.4 Contract for Susan Powers, Speech Language Pathologist**

**Pg. 16**

**Background:** Susan Power is our current SLP.

**Plan:** Discuss and review contract for Susan Power.

**Public Comment:**

**Board Discussion:**

**Recommended motion:** Approve Contract

Motion: JS

Second: GM

Aye: 3

Nay: 0

**9.5 Contract for Pablo Rodriguez, Music Instructor**

**Pg.17**

**Background:** Pablo Rodriguez is our current music instructor.

**Plan:** Discuss and review contract for Pablo Rodriguez.

**Public Comment:**

**Board Discussion:**

**Recommended motion:** Approve Contract

Motion: JS

Second: GM

Aye: 3

Nay: 0

**9.6 Contract for Charles Wattenburg, Petaluma Learning and Guidance Center, Counseling Services**

**Pg.18**

**Background:** The District will contract with Petaluma Learning Center for counseling services for the 2023-2024 school year. The services for PLGC shall not exceed \$49,190 for the year.

**Plan:** As part of the mental health plan for students, Two Rock contracts with an outside counseling service to support students.

**Public Comment:**

**Board Discussion:**

**Recommended motion:** Approve Contract

Motion: JS

Second: GM

Aye: 3

Nay: 0

**9.7 Contract for Susan Radford, SPED Director**

**Pg. 20**

**Background:** Susan Radford is the Special Education Director for Two Rock Union School District. The rate is \$80.00 per hour not to exceed \$19,200 for the school year.

**Plan:** Discuss contract for the SPED director

**Public Comment:**

**Board Discussion:**

**Recommended motion:** Approve Contract

Motion: KM

Second: JS

Aye: 3

Nay: 0

**9.8 Contract for Champions for 2023-24 School Year, Extended Day Provider**

**Pg.21**

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**Board of Trustees**

John Martin, President ♦ Gayleen Maas, Clerk ♦ John Silvestrini ♦ Ken Mazzetta  
Stephen Owens, Superintendent/Principal

**Background:** Champions is an after school childcare program that provides enrichment opportunities for students. The program shall be funded with Extended Learning Opportunity Program (ELO-P), and the school was awarded \$115,000 to fund the program. The estimated cost for the after school program is \$90,000 for the school year. The ELO-P money is designated for unduplicated students for after school programs.

**Plan:** Discuss contract for Champions.

**Public Comment:**

**Board Discussion:**

**Recommended motion:** Approve Contract.

Motion: JS

Second: GM

Aye: 3

Nay: 0

**9.9 Correction to 2023-2024 school year calendar**

**Pg. 22**

**Background:** Each school year the Board of Trustees adopt a school calendar. The Board adopted the school calendar earlier this year. This adoption needs to be changed to correct an error for the number of days the certificated staff.

**Plan:**

**Public Comment:**

**Board Discussion:**

**Recommended Motion:** It is recommended that the Board of Trustees adopt the corrected school year calendar for 2023-2024.

Motion: GM

Second: KM

Aye: 3

Nay: 0

**10. ADJOURNMENT TO CLOSED SESSION (if necessary)**

**11. RECONVENE TO PUBLIC MEETING** Report of any actions taken during Closed Session (if necessary)

**12. DATES AND FUTURE AGENDA ITEMS**

Next Regular Board Meeting - LCAP & Preliminary Budget Presentation - June 15th, 2023.

Next Regular Board Meeting - Public Hearing for LCAP and Budget Adoption - June 22, 2023.

Next Regular Board Meeting - LCAP and Budget Adoption - June 29, 2023.

**13. SIGNING OF PAPERS**

**14. ADJOURNMENT**

**ACTION**

Motion: JS

Second: NN

Aye: 4

Nay: 0

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**Board of Trustees**

John Martin, President ♦ Gayleen Maas, Clerk ♦ John Silvestrini ♦ Ken Mazzetta  
Stephen Owens, Superintendent/Principal



Posted By:

  
\_\_\_\_\_  
Stephen Owens, Superintendent

***Accessibility Accommodations***

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***Public Records***

*In accordance with Government Code section 54957.5 and the Public Records Act, public records that are distributed to a majority of the Board of Trustees concerning open session agenda items will be made available upon request. Such records distributed less than 72 hours prior to a regular meeting are available for inspection at the District Office located at 5001 Spring Hill Road, Petaluma, CA 94952.*

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**Board of Trustees**

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Stephen Owens, Superintendent/Principal



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**AGENDA  
BOARD OF TRUSTEES  
TWO ROCK UNION SCHOOL DISTRICT  
REGULAR MEETING**

**April 13, 2023  
Closed Session 3:30 P.M.  
Open Session 4:30 P.M.  
STEAM Room 12**

- 1. CALL TO ORDER**
  - A. ROLL CALL**
  
- 2. CLOSED SESSION**
  - 2.1 Announcement of Closed Session Items**
    - 2.1a Negotiations with TREA and chief negotiator - Stephen Owens**
    - 2.2 Personnel- Employment**
    - 2.3 Public Employee Performance- Superintendent**
  
- 3. RECONVENE TO PUBLIC MEETING**

Report of any actions taken during Closed Session (if necessary).  
The Board acknowledged receipt of resignation from first grade teacher Amy Jones. The Board motioned to approve the resignation.
  
- 4. Adoption and Approval of Agenda**
  - 4.1 Approval of the Agenda for April 13, 2023.**

**Action**  
Motion: Ken Mazzetta      Second: Gayleen Maas      Aye: 3      Nay: 0
  
- 5. PUBLIC COMMENT**

Members of the public may address the Board concerning any item of interest within the subject matter jurisdiction of the Board. No discussion or action shall be taken on any item not appearing on the Agenda. Each person will be allowed up to three (3) minutes per item.
  
- 6. CONSENT ITEMS** **ACTION**

**Board of Trustees**

❖ John Martin, President • Gayleen Maas, Clerk • Ken Mazzetta • John Silvestrini  
Stephen Owens, Superintendent/Principal

Items within the Consent Agenda are routine in nature and do not require discussion. Any Board member may have any item removed from the Consent Calendar and have it acted upon separately. All items are approved with a single action.

**Background:** Routine items presented for approval.

**Plan:** Routine process.

**Public Comment:**

**Board Discussion:**

**Recommended motion:** Approval of Consent Agenda.

6.1 Approval of the Accounts Payable Reports; March 2023. PG. 1

6.2 Review and Possible Approval of Minutes from meeting on March 9, 2023. PG. 5

**Action**

Motion: Gayleen Maas      Second: Ken Mazzetta      Aye: 3      Nay: 0

**7. REPORTS/PRESENTATIONS:**

7.1 TREA Representative: TREA will be meeting soon to appoint a new president and corresponding positions.

7.2 CSEA Representative: n/a

7.3 TRSEF Representative: Month of the Military Child on 4/14 at 8:30am, Teacher Appreciation Week May 8-12, Color Run May 24, Field Day beginning to be planned

7.4 USCG Representative: MOMC celebration on base 4/29- TRUSD will have a booth.

7.5 Superintendent's Report

Enrollment Update 127, for 23-24 school year we have 24 new enrollees PG.

Facilities Update Roof has been installed on Rooms 11,12,13&14. Ridges will be installed this week. Sandy Manzoni will be inspecting Room 15 for recommendations. Will receive certificate of use for new playground install 4/15/23.

Staffing Update: n/a

Curriculum Update: n/a

Other Updates: n/a

Upcoming Events: n/a

**8. DISCUSSION ITEMS**

**8.1 Board of Trustee Opening**

**Background:** Board of Trustee Opening.

**Plan:** The opening has been advertised in local newspapers, parent emails and social media. Voter rolls have been sent to the District for mailers sent to community members.

**Public Comment:**

**Board Discussion:** One applicant for the position has been reviewed. Board will be moving forward with next steps.



**8.2 Change Order for Play Structure**

**PG. 10**

**Background:** Change order to play structure installation. Creative Builders, the installation contractor, changed the order for \$5,181 to remove footings from the old play structure. The removal was not in the original bid.

**Plan:** Submit payment

**Public Comment:**

**Board Discussion:** Change order was issued

**8.3 Walker Creek Outdoor Education**

**PG. 11**

**Background:** Walker Creek Outdoor Ed Invoice for sixth-grade camp was \$5,878.

**Plan:** The payment for the camp will be paid from donations from the tamale sales, parent donations and funds set aside from the 2019 camp fund.

**Public Comment:**

**Board Discussion:** Perry Gray, 6th grade teacher, will present at the May Board meeting.

**8.4 Champions After School Program**

**PG. 12**

**Background:** The Expanded Learning Opportunities Program funding requires school districts to offer summer and after school enrichment programs to students. Champions an organization that provides a turn-key program for districts. The District has \$115,000 that needs to be spent on a program.

**Plan:** Discuss and explore the options for the 2023-2024 school year for an after school program.

**Public Comment:**

**Board Discussion:** Summer School will be held at Valley Vista Elementary since Champions cannot set up for the summer at TRUSD. TRUSD is working on securing a bus for transportation. 38 families are interested in the 5-6 week long program.

**9. ACTION ITEMS**

**9.1 Employee Resignation**

**PG. 19**

**Background:** First grade teacher Amy Jones is resigning from her position.

**Plan:** The District will fly the opening for a first grade teacher.

**Public Comment:**

**Board Discussion:** The Board accepted the resignation.

**Recommended motion:** Accept the letter of resignation.

Motion: John Silvestrini

Second: Gayleen Maas

Aye: 3

Nay: 0

9.2 TREA Sunshine Letter

PG. 20

**Background:** Pursuant to the provisions of the Educational Employment Relations Act, the Two Rock Education Association is hereby providing notice that it intends to open the collective bargaining negotiations process for the 2022-2023 school year in order to address the following priorities: TREA submitted their reopeners for Article 16 Fringe Benefits  
**Plan:** RESIG and SISC will submit any increases to the insurance plans later this month and the district will review increases and meet with the TREA Reps.

**Public Comment:**

**Board Discussion:**

**Recommended motion:** Board has accepted the letter

Motion: John Silvestrini      Second: Ken Mazzetta      Aye: 3      Nay: 0

9.3 District Response to TREA Sunshine Letter

PG. 21

**Background:** District response to the TREA Sunshine Letter to Article 16, Fringe Benefits (Health Benefits)

**Plan:** The District is waiting for any increases in Health Benefits from SICS or RESIG.

**Public Comment:**

**Board Discussion:** Board will wait until the new 23/24 Benefits Rates come out to move forward. Delay to May Board Meeting

**Recommended motion:**

Motion: Ken Mazzetta      Second: John Silvestrini      Aye: 3      Nay: 0

9.4 Job Description for TK-Intervention Teacher

PG. 22

**Background:** For the 2023-2024 school year Two Rock will have TK class in the AM and an intervention section after lunch. A new job description for the position needs to be Board approved.

**Plan:** Review job description for TK/intervention position.

**Public Comment:**

**Board Discussion:**

**Recommended motion:** It is recommended that the job description is approved.

Motion: John Silvestrini      Second: Gayleen Maas      Aye: 3      Nay: 0

9.5 Permanent Single Agreement

PG. 26

**Background:** The California Department of Education (CDE) has revised its Permanent Single Agreement (PSA). The PSA is the written agreement that is required by the Child Nutrition Program (CNP) federal regulations (Code of Federal Regulations Title 7, sections 210.7(a), 210.9(a), 215.7(a), 220.7(a), 220.10, 225.9(d), 225.14(a), 226.11(a).



Each Program Operator approved to participate in the Child Nutrition Programs (CNP) administered by the CDE must have a signed current PSA on file with CDE.

Within the past year there have been two significant changes that require issuing a new PSA.

- The Early Childhood Development Act of 2020 (Senate Bill 98, Chapter 24, Statutes 2020) authorized the transfer of child care and development programs administered by the CDE to the California Department of Social Services (CDSS) effective July 1, 2021. With regards to CNPs, this transferred the administration of the Child and Adult Care Program (CACFP) from the CDE to CDSS.
- Assembly Bill 130 (McGuire) Education finance, education omnibus budget trailer bill, signed into law on July 9, 2021, established the California Universal Meals Program beginning School Year 2022-23, revising the state meal mandate and creating new requirements regarding participation in provisions programs.

**Plan:** To approve the Permanent Single Agreement and addendums with the California Department Education Nutrition Services Division as required. This PSA fulfills the U.S. Department of Agriculture's (USDA) requirement for state agencies to provide each Program Operator with a PSA when a state agency administers any combination of the Child Nutrition Programs (CNP).

**Public Comment:**

**Board Discussion:**

**Recommended motion:** It is recommended that the Board approve the Permanent Single Agreement and addendums with the California Department of Education Nutrition Services Division.

Motion: Gayleen Maas      Second: John Silvestrini      Aye: 3      Nay: 0

## 9.6 June Board Meeting Changes

PG. 62

**Background:** To avoid scheduling conflict with CBO Chris Thomas, June Board Meetings are recommended to be changed to the following:

06/15/23- Preliminary Budget / LCAP presentation

06/22/23- Public Hearing

06/29/23- Adoption of Budget / LCAP

At the pleasure of the Board, a decision shall be made to hold the 6/29/23 Adoption Meeting at either 8:30am or 4:30pm.

**Public Comment:**

**Board Discussion:** 6/15 will be at 430p; 6/22 will be at 8:30a; 6/29 will be at 8:30a

**Recommended motion:** It is recommended that the date changes be approved.

Motion: Gayleen Maas      Second: Ken Mazzetta      Aye: 3      Nay: 0

## 10. ADJOURNMENT TO CLOSED SESSION (if necessary)

**Board of Trustees**

❖ John Martin, President ❖ Gayleen Maas, Clerk ❖ Ken Mazetta ❖ John Silvestrini  
Stephen Owens, Superintendent/Principal



11. **RECONVENE TO PUBLIC MEETING** Report of any actions taken during Closed Session (if necessary)

12. **DATES AND FUTURE AGENDA ITEMS**  
Next Regular Board Meeting - May 11, 2023

13. **SIGNING OF PAPERS**

14. **ADJOURNMENT**

**ACTION**

Motion: John Silvestrini      Second: Gayleen Maas      Aye: 3      Nay: 0

Posted By:

  
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Stephen Owens, Superintendent

***Accessibility Accommodations***

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Stephen Owens, Superintendent/Principal

Includes Purchase Orders dated 04/01/2023 - 04/30/2023						
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	
P23-00154	Sonoma Technology Partners	TWRK	2022-23 IT Services	01-5800	5,000.00	
P23-00155	Northbay Maintenance Inc.	TWRK	Remediation of Room 15	01-8699	14,712.50	
P23-00156	American Storage	TWRK	Cargo Container Rental for second unit	01-5630	470.00	
P23-00157	JetMulch Inc.	TWRK	Mulch for Playground	01-4390	4,333.60	
P23-00158	McPhail Fuel Co.	TWRK	2022/23 Propane Services 4/17/23	01-5510	1,514.52	
P23-00159	Jordanna Wood	TWRK	Evaluation Reviews 4/11/23-6/30/23	01-5100	5,500.00	
P23-00160	TBI IT LLC	TWRK	Verkada Security System	01-4400	774.69	
P23-00161	NorBay Consulting	TWRK	Three Year Reinspection & Report Generation	01-5800	750.00	
P23-00162	Sonoma County Office Of Educ.	TWRK	SCOE Print Shop- PANs	01-4350	65.10	
P23-00163	Charles Wattenburg DBA Petalum a Learning & Guid.	TWRK	2021/22 Counseling Services	01-5830	9,000.00	
P23-00164	Amazon Capital Services, Inc.	TWRK	Mrs. Lloyd Classroom Supplies-Mother's Day Craft	01-4300	32.93	
P23-00165	Amazon Capital Services, Inc.	TWRK	Over the ear headphones for chromebooks	01-4310	203.96	
P23-00166	IXL Learning	TWRK	IXL 3 year Renewal	01-4340	7,087.00	
P23-00167	Amazon Capital Services, Inc.	TWRK	O'Shea and Lloyd Classroom Supplies	01-4300	248.79	
P23-00168	Petaluma Mechanical, Inc.	TWRK	HVAC repairs to rooms 8 & 10	01-5630	1,638.37	
P23-00169	American Storage	TWRK	Cargo Container Rentals- Mold Remediation	01-8699	520.00	
<b>Total Number of POs</b>				<b>16</b>	<b>Total</b>	<b>51,851.46</b>

**Fund Recap**

Fund	Description	PO Count	Amount
01	General Fund	16	51,851.46

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.

ESCAPE SYSTEMS

Includes Purchase Orders dated 04/01/2023 - 04/30/2023

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
P23-00058	8,000.00	01-5800	General Fund/Other Svcs & Oper Expenditures	2,000.00
P23-00074	104,384.83	40-6100	Spec Rsrve For Cap Outlay Proj/Sites & Improvement Of Site:	1,879.92
		40-6500	Spec Rsrve For Cap Outlay Proj/Equipment Replacement	3,751.08
			Total PO P23-00074	5,181.00
P23-00137	2,059.04	01-4300	General Fund/Materials & Supplies	192.49
			Total PO Changes	7,373.49

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.

ESCAPE



ReqPay12a

Board Report

Checks Dated 04/01/2023 through 04/30/2023 Board Meeting Date May 11, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
1955414	04/07/2023	Lozano Gutierrez, Mariela	01-4350		18.07
1955415	04/07/2023	US Bank Corporate Payment Systems	01-4340		26.00
1955416	04/07/2023	Christy White Accountancy Corp dba Christy White Associates	01-5821		975.00
1955417	04/07/2023	Follett School Solutions	01-4340		1,849.39
1955418	04/07/2023	John Antonio Landscaping	01-5830		1,060.00
1955419	04/07/2023	Pacific Gas & Electric	01-5520		1,708.74
1955420	04/07/2023	Recology Sonoma Marin	01-5580		471.54
1955421	04/07/2023	Redwood Lock, Inc	01-5630		183.00
1955422	04/07/2023	Shred-It USA	01-5800		43.71
1955423	04/07/2023	Sonoma Technology Partners	01-4446	742.49	
			01-5800	2,071.26	2,813.75
1955424	04/07/2023	Terminix	01-5800		93.00
1955425	04/07/2023	United Rentals, Inc.	01-4300		2,059.04
1958032	04/21/2023	American Storage	01-5630		470.00
1958033	04/21/2023	Anova Education and Behavior	01-5100	2,621.42	
			01-5810	2,142.66	4,764.08
1958034	04/21/2023	AT&T CALNET 3	01-5911		975.42
1958035	04/21/2023	Jakob Boisclair Clear Wood Plumbing	01-5800		1,882.00
1958036	04/21/2023	Northbay Maintenance Inc.	01-8699		14,712.50
1958037	04/21/2023	JetMulch Inc.	01-4390		4,333.60
1958038	04/21/2023	Jordanna Wood	01-5100		5,500.00
1958039	04/21/2023	McPhall Fuel Co.	01-5510		1,514.52
1958040	04/21/2023	TBI IT LLC	01-4400		774.69
1958041	04/21/2023	NorBay Consulting	01-5800		1,558.00
1958042	04/21/2023	Office Depot	01-4310	155.85	
			01-4350	63.84	
			01-4351	420.48	
			01-4390	248.80	888.97
1958043	04/21/2023	Sonoma Technology Partners	01-5800		1,248.65
1958044	04/21/2023	Terminix	01-5800		93.00
1958726	04/26/2023	Amazon Capital Services, Inc.	01-4300	32.93	
			01-4310	203.96	236.89
1958727	04/26/2023	American Storage	01-8699		130.00
1958728	04/26/2023	Fishman Supply Company	01-4390		573.60
1958729	04/26/2023	Charles Wattenburg DBA Petaluma Learning & Guild.	01-5830		9,000.00
1958730	04/26/2023	Petaluma Mechanical, Inc.	01-5630		1,638.37
1958731	04/26/2023	Pylon Communications LLC	01-4400		3,588.25
1958732	04/26/2023	Ross Recreation Equipment	40-6100	29,816.92	
			40-6500	74,567.91	104,384.83
1958733	04/26/2023	U.S. Bank Equipment Finance	01-5631		891.53
1958734	04/26/2023	Lloyd, Kimberly G	01-4300		34.72
1958735	04/26/2023	Lozano Gutierrez, Mariela	01-5200		199.39
1958736	04/26/2023	Zindler, Eliza J	01-5200		434.17

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. RECAPED SIGNATURE

ReqPay12a

Board Report

Checks Dated 04/01/2023 through 04/30/2023 Board Meeting Date May 11, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
			Total Number of Checks	36	171,128.42

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	35	66,743.59
40	Spec Rsrve For Cap Outlay Proj	1	104,384.83
Total Number of Checks		36	171,128.42
Less Unpaid Tax Liability			.00
Net (Check Amount)			171,128.42

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.

ESCAPE SYSTEMS Page 2 of 2

## EMPLOYMENT AGREEMENT - SHORT-TERM SUPERINTENDENT

### Parties:

The Parties to this Employment Agreement are the Two Rock Union School District acting through its duly established Governing Board (hereinafter referred to as "District") and Linda Scheele (hereinafter referred to as Short-Term Superintendent").

### Purpose:

The purpose of this Employment Agreement is to set forth the terms under which District shall employ Linda Scheele as an Short-Term Superintendent. Pursuant to Article 3 (commencing with Section 35026) of Chapter 1 of Part 21 of Division 3 of Title 2 of the Education Code, Short-Term Superintendent shall be the Chief Executive Officer of District.

### Terms:

1. In consideration of the further terms of this Agreement, Short-Term Superintendent shall:
  - A. Short-Term Superintendent shall perform, at the highest level of competence, all services, duties, and obligations required by (i) the Contract, (ii) the District Superintendent job description, (iii) applicable laws and regulations, (iv) Board rules, regulations, and policies and as otherwise directed by Board. Short-Term Superintendent may delegate his or her duties to a responsible District employee at Short-Term Superintendent's discretion unless otherwise stated in applicable laws and regulations, found in Board rules, regulations, and policies, or otherwise prohibited by Board.



- B. The Short-Term Superintendent will begin work for the District as per Section 2.A of this Agreement, and the Agreement will be terminated when the full term of this Agreement is completed as per Section 2.A of this Agreement.
  - C. Compensation: Daily at the rate of \$ 650.00 per day, up to a maximum 11 days and a maximum of \$ 7150.00.
  - D. Benefits: This substitute position does not include benefits.
  - E. Expenses: The District shall pay the actual and necessary expenses for mileage to attend meetings out of Sonoma County, meals if needed, and other appropriate expenses. Short-Term Superintendent shall provide an accounting to the District for such claims and receipts as required by Board policy.
  - F. Personal Liability Insurance: The District shall pay 0% of the cost of personal liability insurance through the Association of California School Administrators.
  - G. Non-work Time: The District understands that Short-Term Superintendent shall not be available for duty during the following time periods: after regular school hours based on the TREA CBA, Short-Term Superintendent shall not earn nor be paid vacation or holidays.
2. In consideration of the other terms of this Agreement, Linda Scheele shall:
- A. Accept employment from May 22, 2023 through June 14, 2023, as Short-Term Superintendent working Monday - Wednesday each week with the exception of the week of June 5, where the work week shall be Wednesday - Friday.
  - B. Perform the duties normally referenced in Section 1.A. of this Agreement and any other duties mutually agreed between the parties.

3. General Provisions:

- A. **Governing Law and Venue.** This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Sonoma County, California.
- B. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- C. **No Assignment.** The Short-Term Superintendent may not assign or transfer any rights granted or obligations assumed under this Agreement.
- D. **Seniority.** The Short-Term Superintendent shall not be considered a school site administrator for purposes of Education Code Section 44956.5.
- E. **Modification.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.
- F. **Severability.** If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.
- G. **Non-renewal.** Education Code Section 35031 requires the Board to give written notice of the decision to a Superintendent not to renew his or her contract at least forty-five (45) days prior to the end of the Contract. The Parties agree this provision does not apply to this contract for an Short-Term Superintendent, and, at

any rate, Short-Term Superintendent agrees to waive this notice requirement to the degree it may apply.

\_\_\_\_\_  
President  
Board of Trustees of the  
\_\_\_\_\_  
\_\_\_\_\_  
SCHOOL DISTRICT  
County, California



**ACCEPTANCE OF OFFER**

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I have not entered into a contract of employment with the Governing Board of another school district or any other employer that will in any way conflict with the terms of this employment agreement.

I hold legal and valid administrative and teaching credentials each of which is or will be recorded in the Office of the Superintendent of Schools of \_\_\_\_\_ County before receipt of my first payroll warrant and I agree to maintain valid and appropriate credentials to act as Superintendent throughout the life of this Agreement. I further certify that I meet the qualifications of Education Code Section 35028 and that I have read the entire offer of employment.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature



**Two Rock Union School District**  
5001 Spring Hill Road • Petaluma, CA • 94952  
Phone: (707) 762-6617 • Fax: (707) 762-1923  
[www.trusd.org](http://www.trusd.org)

TWO ROCK UNION SCHOOL DISTRICT

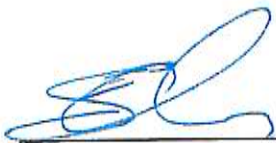
EMPLOYMENT AGREEMENT


This agreement is between the Two Rock Union School District ("District") and **Susan Power** ("Employee") who agree as follows:

1. **TERM OF AGREEMENT** : The term of this contract is for approximately ten months, commencing August 16, 2023 and terminating June 9, 2024.
2. **CLASSIFICATION AND SALARY**: Employee's salary will be at \$70.00 per hour for the position of Speech-Language Pathologist. The Employee will work up to 8 hours per day, 2 days each week. A timesheet will be submitted at the end of each month and the Employee will be paid on or before the 10th of the subsequent month.
3. **LAWS**: This Agreement is made subject to the laws of California, applicable rules of the state Board of Education and the Governing Board of the Two Rock Union School District.
4. **CREDENTIAL**: Employee certifies that she holds the appropriate credential, as required by law for the specific services provided, and is authorized to provide service in the classification stated.
5. **NO OTHER AGREEMENT** : Employee certifies that she has not entered into a valid contract with the Governing Board of another school district which will in any way conflict with the services to be provided to Two Rock Unified School District.
6. **RELEASE FROM AGREEMENT** : Regardless of term indicated in this contract, you may be released from service to the District at any time at the Governing Board's discretion pursuant to Education Code Section 44951.

TWO ROCK UNION SCHOOL DISTRICT:

Employee:

  
5/1/23  
Stephen Owens, Superintendent

  
5/1/23  
Susan Power, SLP

**Board of Trustees**

John Martln, President • Gayleen Maas, Clerk • Ken Mazzetta  
John Silvestrini

Stephen Owens, Superintendent/Principal



Two Rock Union School District  
5001 Spring Hill Road • Petaluma, CA • 94952  
Phone: (707) 762-6617 • Fax: (707) 762-1923  
[www.trusd.org](http://www.trusd.org)

This agreement is between the Two Rock Union School District ("District") and Paul Rodriguez ("Vendor") who agree as follows:

1. **TERM OF CONTRACT:** The term of this contract is for approximately ten months, commencing September 5, 2023 and terminating 31 May 2024. The contract may be renewed if mutually agreeable to both parties.
2. **WORK HOURS AND DAYS:** Vendor will work no more than 10 hours a week, not to exceed 8 hours in a given day during the Contract Period, not including an unpaid lunch break of 30 minutes.
3. **ADDITIONAL WORK HOURS:** With mutual agreement in advance of the start of any additional work hours, Vendor may request or agree to additional hours for tasks such as art exhibit installation, enrichment classes, or other duties explicitly tied to student support, teacher collaboration, or instruction.
4. **CLASSIFICATION AND SALARY:** Vendor's pay will be at \$30.00 per hour for the position of Guest Artist Vendor, in the capacity of enrichment provider.
5. **PAYMENT FOR SERVICES:** Vendor will submit a monthly numbered invoice for services no later than the last work day of the month. Vendor must include specific dates and hours when services were rendered. Payment will be received no later than ten business days after submission.
6. **BENEFITS:** As a contracted vendor, Vendor acknowledges that he is not entitled to employee benefits, workers' compensation coverage, or participation in any retirement plan.
7. **LAWS:** This contract of agreement is made subject to the laws of California, applicable rules of the state Board of Education and the Governing Board of the Two Rock Union School District.
8. **STANDARDS OF CONDUCT:** Vendor will abide by the same standards of conduct and professionalism as other vendors and employees, including professionalism.
9. **RELEASE FROM contract:** Regardless of term indicated in this contract, Vendor may be released from District contract at any time at the Governing Board's discretion pursuant to Education Code Section 44951.

TWO ROCK UNION SCHOOL DISTRICT:

Vendor:

\_\_\_\_\_  
Stephen Owens, Superintendent

\_\_\_\_\_  
Paul Rodriguez, Vendor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Board of Trustees**

John Martin, President • Gayleen Maas, Clerk • John Silvestrini • Ken Mazzetta

Stephen Owens, Superintendent/Principal

**Two Rock School District  
School Counseling Contract  
Aug. , 2023 – June, 2024  
Memorandum of Understanding**

This Memorandum of Understanding stands as evidence that Two Rock Elementary School and Petaluma Learning and Guidance Center (PL&GC) intend to work together to provide mental health counseling for Two Rock Elementary School. To this end, each agency agrees to participate in the program by coordinating/providing the following services:

1. PL&GC will coordinate and facilitate all aspects of the Two Rock Counseling Program in coordination with the Two Rock Administration to provide a total of 21 counseling related hours per week for the next school year, starting with Aug, 2023 through June, 2024, .
2. An hour on each of the four days will be spent completing the TriCare counseling related billing process and all additional counseling related paperwork.
3. This will be done in coordination and with oversight with the Two Rock ES administration staff.

Services will include:

- Having Two Rock ES provide appropriate information regarding referred students to assist PL&GC counselors in effectively counseling their assigned students.
- Scheduling students for counseling and coordinating meetings as needed.
- Conducting ongoing supervision of the MFTI counselor.
- Providing supervision review of counseling services provided to students, and to staff, when appropriate.
- Participating in case conferences, SST's and IEP's at school site, when appropriate.
- Counseling agreed upon for students either individually, in groups, or with their parents, when appropriate.
- PL&GC Supervisor, Charles Wattenberg, will meet monthly with Superintendent Stephen Owens to maintain an ongoing quality review of the program.



Petaluma Learning and Guidance Center will receive \$65.00 per hour @ 21 hours per week for 36 weeks during this school year. Billing will be made 2 or three month for the supervised counseling services provided during that time. Tricare Insurance will be billed ongoing for counseling related costs for military dependent students.

In accordance with the California Paid Sick Leave Act, Two Rock will be billed up to and no more than 24 hrs per whole school year at the above stated hourly rate, for each MFTI employed in this on site counseling program who cannot attend school due to illness.

With each new school year, each hour billed for counseling services will be increased \$2,00 for a cost of living adjustment.

We, the undersigned, as authorized representatives of Two Rock Elementary School and The Petaluma Learning and Guidance Center do hereby approve this document.

\_\_\_\_\_  
Stephen Owens      Date: May 20, 2023  
Superintendent  
Two Rock Elementary School

\_\_\_\_\_  
Charles Wattenberg, MFT      Date: May 20, 2023  
Director  
Petaluma Learning and Guidance Center  
Suite 223, 1301 Redwood Way  
Petaluma, CA. 94954  
(707)364 0831



**Two Rock Union School District**  
5001 Spring Hill Road • Petaluma, CA • 94952  
Phone: (707) 762-6617 • Fax: (707) 762-1923  
[www.trusd.org](http://www.trusd.org)

TWO ROCK UNION SCHOOL DISTRICT

EMPLOYMENT AGREEMENT

This agreement is between the Two Rock Union School District ("District") and **Susan Broderick**("Employee") who agree as follows:

1. **TERM OF AGREEMENT** : The term of this contract is for approximately ten months, commencing July 1, 2023 and terminating June 30, 2024.
2. **CLASSIFICATION AND SALARY**: Employee's salary will be at \$80.00 per hour for the position of Special Education Director. Salary not to exceed \$19,200 for the 2023-24 school year. A timesheet will be submitted at the end of each month and the Employee will be paid on or before the 10th of the subsequent month.
3. **LAWS**: This Agreement is made subject to the laws of California, applicable rules of the state Board of Education and the Governing Board of the Two Rock Union School District.
4. **CREDENTIAL**: Employee certifies that she holds the appropriate credential, as required by law for the specific services provided, and is authorized to provide service in the classification stated.
5. **NO OTHER AGREEMENT** : Employee certifies that she has not entered into a valid contract with the Governing Board of another school district which will in any way conflict with the services to be provided to Two Rock Unified School District.
6. **RELEASE FROM AGREEMENT** : Regardless of term indicated in this contract, you may be released from service to the District at any time at the Governing Board's discretion pursuant to Education Code Section 44951.

TWO ROCK UNION SCHOOL DISTRICT:

Employee:

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be "Susan Broderick".

---

**Board of Trustees**

John Martin, President • Gayleen Maas, Clerk • Ken Mazzeta • John Silvestrini

Stephen Owens, Superintendent/Principal



The KinderCare Education™ Family of Brands

May 3, 2023

Two Rock Union School District  
5001 Spring Hill Rd,  
Petaluma CA 94952

**Re: Intent to Execute Extended Day Services Agreement**

Dear Stephen Owens and Team,

Two Rock Union (“School”) and KCE Champions LLC (“Champions”) have been negotiating that certain Enrichment Program Agreement (the “Agreement”) between the parties since the Proposal submission date of April 18th, 2023.

This letter agreement sets forth the intention of the parties to continue a business relationship and memorializes the parties’ agreement to ultimately execute the Agreement that provides for Champions After School Program for children aged 5+, of which offerings and age ranges may be reasonably altered prior to execution of an Agreement. Accordingly, the parties hereby acknowledge and agree to continue to work toward execution of the Agreement in good faith, and hereby acknowledge and agree that the Agreement shall be executed and delivered by the parties before June 16<sup>th</sup> in order for Champions to perform services by August 16<sup>th</sup> 2023.

Please sign and return a copy of this letter to my attention.

Sincerely,

Daniel Figurski  
President

Acknowledged and Agreed:

[School]

By: \_\_\_\_\_  
[Name, Title]

Date: \_\_\_\_\_

Two Rock Union School District Calendar for 2023/2024 School Year

Month	M	T	W	TH	F	Workdays / Holidays	Days of Instruction	Certificated Employees Workdays	
July 2023	3	4	5	6	7				
	10	11	12	13	14				
	17	18	19	20	21				
	24	25	26	27	28				
	31					4 Independence Day Holiday	0	0	
August		1	2	3	4				
	7	8	9	10	11	10 Teacher Workday Elem, Non-Workday Sec.			
	14	15	16	17	18	11 Staff Development Day			
	21	22	23	24	25	14 District Staff Development Day			
	28	29	30	31		15 Teacher Workday 16 First Day of School	12	16	
September					1				
	4	5	6	7	8				
	11	12	13	14	15				
	18	19	20	21	22				
	25	26	27	28	29	4 Labor Day Holiday	20	20	
October	2	3	4	5	6				
	9	10	11	12	13				
	16	17	18	19	20				
	23	24	25	26	27				
	30	31				9 Teacher work day	21	22	
November			1	2	3				
	6	7	8	9	10				
	13	14	15	16	17				
	20	21	22	23	24	10 Veterans Day Holiday Observe 20-24 Fall Break	16		
	27	28	29	30					
December					1				
	4	5	6	7	8	21 End of 1st Semester 22-29 Winter Break 22 Teacher Workday Sec. 22 Non-Workday Elem.			
	11	12	13	14	15				
	18	19	20	21	22				
	25	26	27	28	29		15	21	
January 2024	1	2	3	4	5				
	8	9	10	11	12				
	15	16	17	18	19	1-5 Winter Break Continued 6 Staff Development Day 8 Martin Luther King Jr. Holiday	17	17	
	22	23	24	25	26				
	29	30	31						
February				1	2				
	5	6	7	8	9	12 Lincoln's Holiday Observed 19 President's Day	19	19	
	12	13	14	15	16				
	19	20	21	22	23				
	26	27	28	29					
March	4	5	6	7	8				
	11	12	13	14	15				
	18	19	20	21	22				
	25	26	27	28	29		21	21	
April	1	2	3	4	5				
	8	9	10	11	12				
	15	16	17	18	19				
	22	23	24	25	26	6-12 Spring Break	17	17	
	29	30				27 Memorial Day Holiday			
May			1	2	3				
	6	7	8	9	10				
	13	14	15	16	17				
	20	21	22	23	24	31 Last Day of School			
	27	28	29	30	31		22	22	
June	3					3 Teacher Work Day			
	10	11	12	13	14	4-7 Emergency Make up Days			
	17	18	19	20	21				
	24	25	26	27	28		0	5	
<small>1. June 4-7 are designated as Emergency 30-Minute Closure. Days 8-14 have an emergency 30-min closure due to the fact that they will be used to replace any missed days of instruction. If an event here is an emergency, school closures during the year. The 15th year will not be May 31, 2024. A 16th year will be announced no later than the first week of February.</small>									
CAL 2023-24	Board Approved January, 2023						TOTALS	180	186

Start date for Teachers  
August 10, 2023

Start date for Students  
August 16, 2023

Non Student Days

September 4, 2023  
October 8, 2023

November 10, 2023

Fall Break  
November 20 - 24, 2023

Winter Break  
December 22, 2023 - January 5, 2024

January 15, 2024  
February 19, 2024

School Closures  
June 4-7

Spring Break  
April 8 - 12, 2024  
May 27, 2024

Teachers' Workdays  
August 10, 2023 Elem.  
August 15, 2023  
December 22, 2023 Sec.

Staff Development Days  
August 11, 2023  
August 14, 2023

Semesters  
semester: 12/21/23 (84 days) I count 19 workdays  
semester: 5/31/24 (86 days)

I count 19 teacher workdays

I count 19 workdays

You are counting the Emergency Make up days unless the teachers are working the week of June 10th?