



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

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

**April 11, 2024
Closed Session 4:00 P.M.
Open Session 4:30 P.M.
STEAM Room 12**

1. CALL TO ORDER

A. ROLL CALL , John Martin, Gayleen Maas, Superintendent Stephen Owens, John Silvestrini, Nicolas Noyes.

Not present: Joel Ruiz

2. CLOSED SESSION

2.1 Announcement of Closed Session Items

With respect to every item of business to be discussed in closed session
(Gov. Code §54957.6)

2.2 Closed Session Agenda

2.2A Public Employee Performance- Superintendent (Pursuant to Government Code 54947)

2.2B Discussion of Certificated Personnel (Pursuant to Government Code 54947)b

3. RECONVENE TO PUBLIC MEETING

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

4. Adoption and Approval of Agenda

4.1 Approval of the Agenda for April 11, 2024.

Action

Motion: JS Second: GM Aye: 4 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.

Board of Trustees

John Martin, President ♦ Gayleen Maas, Clerk ♦ Joel Ruiz ♦ John Silvestrini ♦ Nicolas Noyes
Stephen Owens, Superintendent/Principal

6. CONSENT ITEMS

ACTION

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 2024. **PG. 1**

6.2 Review and Possible Approval of Minutes from meeting on March 14, 2024. **PG. 5**

Action

Motion: **GM** Second: **NN** Aye: **4** Nay: **0**

7. REPORTS/PRESENTATIONS:

- 7.1** TREA Representative:
- 7.2** CSEA Representative:
- 7.3** TRSEF Representative:
- 7.4** USCG Representative:
- 7.5** Superintendent's Report
 - Enrollment Update
 - Facilities Update
 - Curriculum Update:
 - Other Updates:
 - Upcoming Events:

8. DISCUSSION ITEMS

8.1 Food Services

Background:
Plan: The District is seeking a food services food vendor for the 2024-2025 school year. The District sent the Request for Proposal to various food vendors. The deadline is April 22, 2024.
Public Comment:
Board Discussion: [The Board is looking forward to hearing an update in May.](#)

8.2 Second Interim Approval Letter **PG. 11**

Background: In accordance with Education Code Section 42131, a review of Two Rock Union School District's (District) Second Interim Report for Fiscal Year 2023-24 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2023-24

Board of Trustees

Second Interim Report as Positive. After a review of the financial data provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. Therefore, the County concurs with the District's positive certification.

Plan:

Public Comment:

Board Discussion: Positive Certification has been noted.

9. ACTION ITEMS

9.1 HR Staffing Report

PG. 13

Background: Each month, the Board of Trustees is provided with an update on staffing for Two Rock Union School District.

Plan: Superintendent Owens will present the monthly staffing report, and disclose any updates to the Board of Trustees.

Public Comment:

Board Discussion:

Recommended motion: It is recommended that the Board of Trustees review and accept the Staffing Report for April 2024.

Motion: JS

Second: NN

Aye: 4

Nay: 0

9.2 Revision of Emergency Make Up Dates

PG. 15

Background: In April's Board Meeting, June 2nd and 3rd were listed as the Emergency Make Up Dates in the request to the Board. June 2nd is a Sunday.

Plan: Superintendent Owens is requesting that the Board of Trustees approve June 3rd and 4th as Emergency Make Up Days, as they reflect the accurate school days being requested.

Public Comment:

Board Discussion:

Recommended motion: It is recommended that the Board of Trustees approve the revised dates June 3rd and June 4th, 2024 for emergency make up dates.

Motion: NN

Second: GM

Aye: 4

Nay: 0

9.3 Revision of Board Policy to the Enrollment Policy for ASES Program

PG. 16

Background: After review of the Two Rock Elementary ASES enrollment policy, it was noted that the policy provides priority of enrollment to students identified as at-risk and requiring supplemental instruction. The policy did not note that priority is given to homeless youth or those in foster care.

Plan: The District has reviewed current Board Policy and is recommending amendments to Board Policy #5148.2 in order to bring the existing BP into compliance with Ed Code Section

Board of Trustees

John Martin, President ♦ Gayleen Maas, Clerk ♦ Joel Ruiz ♦ John Silvestrini ♦ Nicolas Noyes
Stephen Owens, Superintendent/Principal

8483(c)(1). This will include added language to identify priority enrollment in the After School Education and Safety (ASES) Program for Homeless and Foster Youth that complies with Ed Code Section 8483(c)(1), and will codify what is already in practice in the District ASES Program.

Public Comment:

Board Discussion:

Recommended motion: We recommend the Board of Trustees approve the update to the ASES enrollment policy to comply with Education Code Section 8483(c)(1).

Motion: JS

Second: GM

Aye: 4

Nay: 0

9.4 Williams Report

PG. 21

Background: The Williams Act aims to ensure that all students have equal access to instructional materials, safe and decent school facilities, and qualified teachers. By addressing these fundamental aspects of education, the Williams Act seeks to bridge the achievement gap and provide every student with an equitable learning environment.

Plan: Superintendent Owens will present the 1st Quarter Williams Report to the Board of Trustees.

Public Comment:

Board Discussion:

Recommended motion: It is recommended that the Board of Trustees reviews and approves the quarterly Williams Report.

Motion: JS

Second: NN

Aye: 4

Nay: 0

9.5 Painting Contract for Classroom

PG. 22

Background: The ceiling in classrooms 5-7 have stained ceiling tiles from water leaks. For mold and mildew mitigation the District has sought Primal Painting to paint the ceilings in lieu of replacing tiles.

Plan: The classroom ceilings will be painted during the summer when students and staff are off campus.

Public Comment:

Board Discussion: The Board would like Superintendent Owens to ask if there would be any guarantee for staining to not bleed through.

Recommended motion: The Board approves the contract.

Motion: JS

Second: GM

Aye: 4

Nay: 0

9.6 J-13A Waiver for February 5, 2024

PG. 26

Background: On February 5th, 2024, hazardous weather conditions caused a power outage on Spring Hill Road, including but not limited to Two Rock Union School District. As a result, the school was closed for one school day until power was restored.

Board of Trustees

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Stephen Owens, Superintendent/Principal

Plan: Superintendent Owens will present a J-13A Waiver to the Board of Trustees for Emergency Closure of the school district on February 5th, 2024.

Public Comment:

Board Discussion: [The Board is in agreement with the J-13A Waiver.](#)

Recommended motion: It is recommended that the Board of Trustees reviews and approves the J-13A Waiver for February 5, 2024.

Motion: [GM](#) Second: [NN](#) Aye: 4 Nay:0

9.7 Champions Summer Camp Program

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 cost will be \$162-270 per child.

Plan: Discuss and explore the options for the 2024-2025 school year for an after school program.

Public Comment:

Board Discussion: [Up to 25 students for the summer program will be allowed.](#)

Recommended motion: It recommended that the Board of Trustees approve Champions' Contract.

Motion: [JS](#) Second: [GM](#) Aye: 4 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 - May 9, 2024

13. SIGNING OF PAPERS

14. ADJOURNMENT

ACTION

Motion: [NN](#) Second: [JS](#) Aye:4 Nay: 0

Board of Trustees

John Martin, President ♦ Gayleen Maas, Clerk ♦ Joel Ruiz ♦ John Silvestrini ♦ Nicolas Noyes
Stephen Owens, Superintendent/Principal

Posted By:



Stephen Owens, Superintendent

Accessibility Accommodations

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Public Records

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(Gov. Code §54957.6)
 - 2.2 Closed Session Agenda**
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- 4. Adoption and Approval of Agenda**
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Motion: Second: Aye: Nay:

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Stephen Owens, Superintendent/Principal

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Plan:

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Board Discussion:

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Recommended motion: It is recommended that the Board of Trustees review and accept the Staffing Report for April 2024.

Motion:

Second:

Aye:

Nay:

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Motion:

Second:

Aye:

Nay:

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Public Comment:

Board Discussion:

Recommended motion: We recommend the Board of Trustees approve the update to the ASES enrollment policy to comply with Education Code Section 8483(c)(1).

Motion:

Second:

Aye:

Nay:

9.4 Williams Report

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Plan: Superintendent Owens will present the 1st Quarter Williams Report to the Board of Trustees.

Public Comment:

Board Discussion:

Recommended motion: It is recommended that the Board of Trustees reviews and approves the quarterly Williams Report.

Motion:

Second:

Aye:

Nay:

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Plan: Superintendent Owens will present a J-13A Waiver to the Board of Trustees for Emergency Closure of the school district on February 5th, 2024.

Public Comment:

Board Discussion:

Recommended motion: It is recommended that the Board of Trustees reviews and approves the J-13A Waiver for February 5, 2024.

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Stephen Owens, Superintendent/Principal

Motion: Second: Aye: Nay:

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Plan: Discuss and explore the options for the 2024-2025 school year for an after school program.

Public Comment:

Board Discussion:

Recommended motion: It recommended that the Board of Trustees approve Champions' Contract.

Motion: Second: Aye: Nay:

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 - May 9, 2024

13. SIGNING OF PAPERS

14. ADJOURNMENT

ACTION

Motion: Second: Aye: Nay:

Posted By:



Stephen Owens, Superintendent

Accessibility Accommodations

Board of Trustees

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Stephen Owens, Superintendent/Principal

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Stephen Owens, Superintendent/Principal

Includes Purchase Orders dated 03/01/2024 - 03/31/2024 Board Meeting Date April 11, 2024 Board M

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	
P24-00182	Amazon Capital Services, Inc.	TWRK	Classroom Supplies- G. Woods 2023-24	01-4300	200.00	
P24-00183	Amazon Capital Services, Inc.	TWRK	PC Supplies Replenishment	01-4300	100.00	
P24-00184	Office Depot	TWRK	Office Administration Tech Purchase under \$500	01-4345	500.00	
P24-00185	Amazon Capital Services, Inc.	TWRK	ASES Afterschool Supplies	01-4390	199.53	
P24-00186	Petaluma Mechanical, Inc.	TWRK	2023-24 HVAC Service Agreement-March Maintenance	01-5630	1,448.71	
P24-00187	Zoe Brooker	TWRK	OT Services 2023-2024	01-5800	3,960.00	
P24-00188	KUEHG Corp.	TWRK	Champions Extended Day Program- TRUSD Rev Aug 23	01-5100	7,160.00	
P24-00189	KUEHG Corp.	TWRK	Champions Extended Day Program- Sept 2023 REVISED	01-5100	7,420.00	
P24-00190	US Bank Corporate Payment Systems	TWRK	Maintenance Supplies- Fly control	01-4390	100.00	
P24-00191	Cagwin & Dorward, U.C.	TWRK	Two Rock Irrigation Systems Check	01-5630	1,440.00	
P24-00192	Henris Supply Inc.	TWRK	Roof Reseal over Room 5	01-5630	952.00	
P24-00193	All-Guard Alarm Systems	TWRK	2023-2024 All Guard Alarm Service jan - may	01-5830	500.00	
P24-00194	Follett School Solutions	TWRK	Library Software Annual Renewal	01-4340	2,014.55	
P24-00195	McPhail Fuel Co.	TWRK	2023-24 Propane Services Feb 2024	01-5510	2,242.60	
P24-00196	U.S. Bank Equipment Finance	TWRK	2023-24 Kyocera Copier Lease 04/2024	01-5631	655.34	
P24-00197	Sonoma Technology Partners	TWRK	2023-24 Tech Services continued	01-5800	5,000.00	
P24-00199	Amazon Capital Services, Inc.	TWRK	ASES- Voltecpall supplies	01-4390	70.53	
P24-00200	Petaluma Schools - Business	TWRK	SOCC Intensive Program Billback Feb 2024 estimate	01-5100	16,821.00	
				01-5830	6,577.00	
P24-00201	US Bank Corporate Payment Systems	TWRK	CABE Conference 2023-24	01-5200	2,040.00	
P24-00202	US Bank Corporate Payment Systems	TWRK	CARF Conference 2023-24 air fare	01-5200	562.76	
P24-00203	US Bank Corporate Payment Systems	TWRK	CABE Conference 2023-24 hotel stay	01-5200	1,320.84	
Total Number of POs				21	Total	61,284.86

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	21	61,284.86

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.



Includes Purchase Orders dated 03/01/2024 - 03/31/2024 **Board Meeting Date April 11, 2024 Board M**

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
P24-00011	5,000.00	01-8560	General Fund/Waste Disposal	1,500.00
P24-00159	385.20	01-5800	General Fund/Other Svcs & Oper Expenditures	192.60
Total PO Changes				1,692.60

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.



Checks Dated 03/01/2024 through 03/31/2024 **Board Meeting Date April 11, 2024**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
2016930	03/08/2024	All-Guard Alarm Systems	01-5830		411.88
2016931	03/08/2024	American Storage	01-8699		130.00
2016932	03/08/2024	Fishman Supply Company	01-4390		1,267.00
2016933	03/08/2024	McPhail Fuel Co.	01-5810		1,598.36
2016934	03/08/2024	Pacific Gas & Electric	01-5520		1,887.47
2016935	03/08/2024	Petaluma Mechanical, Inc.	01-5630		1,448.71
2016936	03/08/2024	Shred-It USA	01-5800		43.71
2016937	03/08/2024	Whole Child Occupational Therapy PC	01-5800		3,960.00
2018414	03/15/2024	KUEHG Corp.	01-5100		14,580.00
2018415	03/15/2024	All-Guard Alarm Systems	01-5830		20.39
2018416	03/15/2024	AT&T CALNET 3	01-5911		574.20
2018417	03/15/2024	Cagwin & Dorward, LLC	40-6100		40,414.67
2018418	03/15/2024	Henris Supply Inc.	01-5630		952.00
2018419	03/15/2024	Pacific Gas & Electric	01-5520		30.52
2018420	03/15/2024	Recology Sonoma Marin	01-5560		1,403.82
2018421	03/15/2024	Sonoma Technology Partners	01-5800		553.55
2018422	03/15/2024	Dept. of Justice Accounting	01-5862		32.00
2018423	03/15/2024	Terminix	01-5800		100.00
2018424	03/15/2024	U.S. Bank Equipment Finance	01-5631		3,637.27
2018426	03/15/2024	Alicia Henson	01-5800		125.19
2019656	03/22/2024	All-Guard Alarm Systems	01-5830		110.37
2019657	03/22/2024	Anova Education and Behavior	01-5100	6,603.94	
			01-5810	4,314.14	10,918.08
2019658	03/22/2024	AT&T	01-5911		46.73
2019659	03/22/2024	DEMCO	01-4310		369.02
2019660	03/22/2024	John Antonio Landscaping	01-5830		1,825.00
2019661	03/22/2024	Office Depot	01-4350		153.38
2019662	03/22/2024	Pacific Gas & Electric	01-5520		1.92
2019663	03/22/2024	Dept. of Justice Accounting	01-5862		96.00
2019664	03/22/2024	Terminix	01-5800		100.00
2020203	03/27/2024	American Storage	01-8699		130.00
2020204	03/27/2024	Office Depot	01-4310	456.28	
			01-4345	34.31	
			01-4350	153.38	643.97
2020205	03/27/2024	Petaluma Schools - Business	01-4710	23,877.75	
			01-5100	3,990.79	
			01-5800	14,432.21	42,300.75
2020206	03/27/2024	Sonoma Technology Partners	01-5800		2,422.40
2020207	03/27/2024	U.S. Bank Equipment Finance	01-5631		655.34
			Total Number of Checks	34	133,033.70

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	33	92,619.03
40	Spec Rsrvc For Cap Outlay Proj	1	40,414.67

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 03/01/2024 through 03/31/2024

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Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
		Total Number of Checks	34	133,033.70	
		Less Unpaid Tax Liability		.00	
		Net (Check Amount)		<u>133,033.70</u>	

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





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2.2A Evaluation of Superintendent/Principal (Pursuant to Government Code 54947)

2.2B Discussion of Certificated Personnel (Pursuant to Government Code 54947b)

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

4. Adoption and Approval of Agenda

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Second: JS

Aye: 5

Nay: 0

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Plan: Routine process.

Public Comment:

Board Discussion:

Recommended motion: Approval of Consent Agenda.

- 6.1 Approval of the Accounts Payable Reports; February, 2024. **PG. 1**
- 6.2 Review and Possible Approval of Minutes from meeting on February 8, 2024.

Action

Motion: JS Second: NN Aye: 5 Nay: 0

7. REPORTS/PRESENTATIONS:

7.1 TREA Representative Kim Lloyd talked about the Boat Regatta- 2nd grader EL student won the competition. Planning ice cream social on base tentatively 3/30. 6th Grade Outdoor Ed's trip to Walker Creek is in 2 weeks. TK/K open house was successful- 7 families attended.

7.2 CSEA Representative n/a

7.3 TRSEF Representative n/a

7.4 USCG Representative Chief Daniel Perez attended and gave an update on the back gate improvements set to take place between September and October.

7.5 Superintendent's Report

Enrollment Update 124, 5 new students since January

Facilities Update Painting of ceilings in rooms 5,6,7 will be done soon. TK/K playground track is complete.

Curriculum Update 5th and 3rd are piloting a new Math curriculum.

Other Updates n/a

Upcoming Events Spring Break April 8-12, Open House 5/16 5-630p

8. DISCUSSION ITEMS

- 8.1 **Review Preliminary Budget FY 2024-2025** **PG.**

Background: Chris Thomas to present on preliminary budget for FY 2024-2025.

Plan: Discuss and review or revise.

Public Comment:

Board Discussion: Preliminary budget accounts for 1 teacher per grade level. Overall, increased deficit spending, but necessary in order to have 1 teacher per grade level. Decreased

Learning Recovery Block Grant, Title I Funds, Home to School Transportation funds, and COVID Federal funds will expire 6/30/24.

8.2 First Interim Certification from SCOE

PG. 4

Background: Sonoma County Office of Education has certified Two Rock Union School District's First Interim Report for FY 2023-2024.

Plan: Discuss.

Public Comment:

Board Discussion: SCOE has positively certified our First Interim Report.

8.3 2024-2027 Local Control Accountability Plan (LCAP) Update

Background: Superintendent Stephen Owens will brief the Board of Trustees on progress, and any updates, to the 2024-24 LCAP.

Plan: Discuss

Public Comment:

Board Discussion: NEW LCAP template/plan this coming year. TRUSD will review components of areas of focus, stakeholders, and school climate. Focusing on interventions, metrics to measure progress over a 3 year plan.

9. ACTION ITEMS

9.1 HR Staffing Report

PG. 6

Background: Each month, the Superintendent presents the Board with a current staffing update on certificated and classified members who are on leave, are new hires, and/or have resigned or are terminated.

Plan: Review March 2024 Staffing Report

Public Comment:

Board Discussion: One classified resignation, one certificated workers' comp leave

Recommended motion: It is recommended the board review and approve the March HR Staffing Report.

Motion:

Second:

Aye:

Nay:

9.2 APPROVAL – Second Interim and Budget Revision #3 for the Two Rock Union School District for the 2023-24 Fiscal Year

PG. 8

Background: The Second Interim Report is the second of two interim budget reports required by AB 1200, which was passed into law in 1991 and became effective on January 1,

Board of Trustees

John Martin, President ♦ Gayleen Maas, Clerk ♦ Nicolas Noyes ♦ John Silvestrini ♦ Joel Ruiz

Stephen Owens, Superintendent/Principal

1992. AB 1200 was enacted to establish a process of fiscal monitoring to ensure fiscal solvency for school districts and county offices. Districts are required by Education Code 42130 to submit a report on their financial status as of January 31. The purpose of this report is to provide the Board and COE with an update on the financial position of the District as of January 31 st and to determine an appropriate certification to the State of California regarding the District's ability to meet its financial obligations for the current and two subsequent fiscal years. The Sonoma County Office of Education is responsible for either accepting or changing the District's certification (positive, qualified or negative). Once the County Office completes their review, they forward to the California Department of Ed., a report confirming the certification of each District in the county.

In addition, the Working Budget for all funds is monitored on a regular basis and adjusted for any new or additional information that becomes available. Budget revisions are taken to the Board of Trustees on a regular basis for review and approval. Included in the attached budget assumptions are details on some of the significant changes between Budget Revision #2 and Budget Revision #3. In addition, they include detailed assumptions for the Multi-Year Projections for the General Fund.

Plan: Review and Recommend Approval of 2nd Interim Report, and Budget Revision #3.

Public Comment:

Board Discussion: Chris Thomas presented a slide show to the Board of Trustees outlining 2nd Interim Report and Budget Revision #3.

Recommended motion: It is respectfully recommended that the Board approve the 2nd Interim Report and Budget Revision #3 with a positive certification for the Two Rock Union School District for the 2023-24 Fiscal Year.

Motion: JS Second: NN Aye: 5 Nay: 0

9.3 Susan Broderick Contract

PG. 126

Background: Susan Broderick, Two Rock Union School District's contracted SPED Director, is overseeing the district's IEPs, evaluations, and other pertinent aspects for Two Rock.

Plan: Review and Approve the MOU for Susan Broderick's additional SPED support contract.

Public Comment:

Board Discussion: Our current SPED Director will be overseeing and providing RSP/SPED related work for Two Rock while our RSP teacher is on leave.

Recommended motion: It is respectfully recommended that the Board approve the MOU for Susan Broderick.

Motion: GM Second: NN Aye: 5 Nay: 0

9.4 Home to School Transportation Plan

PG. 127

Background: Home-to-School (HTS) Transportation Reimbursement was implemented by Assembly Bill (AB) 181 (Chapter 52, Statutes of 2022) and amended by AB 185 (Chapter 571, Statutes of 2022). It provides for a limited amount of reimbursement (up to 60%) funding for school districts and county office of education based on a calculation that includes the prior

year eligible transportation expenditures and prior year Local Control Funding Formula transportation related add-on funding. As a condition of receiving these reimbursements, and in accordance with California Education Code (EC) Section 39800, each Local Educational Agency (LEA) must develop and bring a Transportation Plan for review and approval by the Governing Board no later than April 1 of each year beginning in 2023.

Plan:

Public Comment:

Board Discussion:

Recommended motion: It is respectfully recommended that the Board reviews and approves the Home to School Transportation Plan for Two Rock Union School District.

Motion: JS Second: JR Aye:5 Nay: 0

9.5 APPROVAL OF 1.0 FTE Multiple Subject Credentialed Teacher for FY 2024-2025.

Background: Two Rock Union School District is requesting approval to add a 1.0 FTE Multiple Subject Credentialed Teacher for the 2024-2025 school year in order to eliminate combination classrooms.

Plan:

Public Comment:

Board Discussion:

Recommended motion: It is respectfully recommended that the Board approves the request for an additional 1.0 FTE Multiple Subject Credentialed teacher to the 2024-2025 school year.

Motion: NN Second:GM Aye:5 Nay: 0

9.6 1st Reading of Board Member Fringe Benefits

PG. 131

Background: Review Board policy regarding fringe benefits for Board of Trustees and recommend any changes.

Plan: Read Board policy regarding bylaw 9250 for board member benefits

Public Comment:

Board Discussion: The Board of Trustees recommended a change be made to include "member and dependent" in continuation of board retiree benefits at cost of board member.

Recommended motion: review for any changes and recommend second reading and approval at next board meeting.

Motion: GM Second: JS Aye: 5 Nay: 0

9.7 Emergency Make Up Days Approval

Background: Two days of the school year have been canceled due to loss of power.

Plan: Built in Emergency Days are available to use to meet the minimum requirement of school days for the 2023-2024 school year. Superintendent Owens will recommend to the Board to use two of those days.

Public Comment:

Board Discussion: Use June 2nd and 3rd, 2024 as Emergency Make Up Days.

Recommended motion: review for any changes and recommend second reading and approval at next board meeting.

Motion: NN Second: JR Aye: 5 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 - April 11, 2024.
- 13. **SIGNING OF PAPERS**
- 14. **ADJOURNMENT**

ACTION

Motion: GM Second: JS Aye: 5 Nay: 0

Posted By:



Stephen Owens, Superintendent

Accessibility Accommodations

If you require assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the school office at 707-762-6617. You are encouraged to provide as much advance notice as possible to better enable Two Rock Union School District to meet your accessibility needs in accordance with applicable law.

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.

Board of Trustees

John Martin, President ◦ Gayleen Maas, Clerk ◦ Nicolas Noyes ◦ John Silvestrini ◦ Joel Ruiz

Stephen Owens, Superintendent/Principal



April 5, 2024

Stephen Owens, Superintendent
Two Rock Union School District
5001 Spring Hill Road
Petaluma, CA 94952

Dear Mr. Owens,

In accordance with Education Code Section 42131, a review of Two Rock Union School District's (District) Second Interim Report for Fiscal Year 2023-24 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2023-24 Second Interim Report as Positive. After a review of the financial data provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. Therefore, the County concurs with the District's positive certification.

State Budget

On January 10, 2024, the Governor released the proposed State Budget for the upcoming 2024-2025 fiscal year. Governor Newsom's State Budget proposal acknowledged California's weakening economy with solutions that did not include deficits and cuts to education. However, the Budget proposal included an element of risk and uncertainty by withdrawing \$5.7 billion from the Public School System Stabilization Account (PSSSA) to support the 2023-24 and 2024-25 Local Control Funding Formula (LCFF) funding. Additionally, as a result of the slowing of state revenues, the Governor's Budget proposals excluded any new proposals of one-time funds, a departure from what local education agencies have received throughout the last several years, and as expected, included a decreased statutory cost-of-living-adjustments for the 2024-25 and 2025-26 fiscal years.

Given the evolving economic conditions, the state revenues will be closely monitored in the months leading up to the enactment of the 2024-25 State Budget. Anticipating changes, the County emphasizes the need for local education agencies (LEAs) to develop budget solutions to address revenue shortfalls and ensure that the minimum state reserve requirement is met in both the current and subsequent fiscal years. This reminder underscores the importance to think long-term when making decisions.

Second Interim and Multi-Year Projection (MYP)

The District's Second Interim Report MYP projects unrestricted deficit spending of $-\$40,347$, $-\$122,280$, and $-\$91,790$ in 2023-24, 2024-25, and 2025-26, with the State minimum reserve for economic uncertainty of 5% met in all years. Deficit spending is of concern to the County and the elimination of structural deficit spending is critical in order to maintain required reserve levels. Therefore, we urge the District to review and monitor revenues and expenditures, embrace best practices, and budget to live within its means.

Amie R. Carter, Ed.D. | Sonoma County Superintendent of Schools



Sonoma County
Office of Education

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

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2023-24 fiscal year are settled.

Summary

Our Office appreciates the preparation and timely submittal of your Second Interim report. A technical review will be communicated to the business office. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Sarah Lampenfeld

Sarah Lampenfeld
Director, External Fiscal Services

cc:

Chris Thomas, District Chief Business Official (consultant)
Amie R. Carter, Ed.D., County Superintendent of Schools
Greg Medici, SCOE Deputy Superintendent, Business Services
Anne Marie Norris, SCOE District Fiscal Management Advisor

**April 12, 2024 PERSONNEL REPORT
AS OF April 8, 2024**

Administrative and Management Employment						
Name	Position	Site	Effective Date	FTE	Reason	
Administrative and Management Termination/Retirement/Resignation						
Name	Position	Site	Effective Date	FTE	Reason	
Certificated Employment						
Name	Position Site	Effective Date	FTE	Reason		
Certificated Leave of Absence/						
Name	Position	Site	Effective Date	FTE	Reason	
Emilie Klein	RSP	TR	10/30/23		Workers Comp Disability Leave	
Certificated Temporary to Probationary Status						
Name	Position	Site	Effective Date	FTE	Reason	

Certificated Termination/Retirement/Resignation						
Name	Position	Site	Effective Date	FTE	Reason	
Classified/Confidential Employment						
Name	Position	Site	Effective Date	FTE	Reason	
Classified/Confidential Employment Termination/Retirement/Resignation						
Name	Position	Site	Effective Date	FTE	Reason	
Classified/Confidential Employment Leave of Absence						
Name	Position	Site	Effective Date	FTE	Reason	

Two Rock Union School District

2023-2024 School Calendar

Board Approved

5/11/2023

July

S	M	T	W	T	F	S
						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					

Calendar Dates and Events

August 10-15 Certificated Work Day
 August 14-15..... All Staff Development Day
 August 16..... First Day of School

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	W	W	12
13	W	W	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 4..... Labor Day Holiday

October 9..... Certificated Work Day

November 10..... Veteran's Day Holiday Observed

November 20-24..... Fall Break

December 22-29..... Winter Break

September

S	M	T	W	T	F	S
					1	2
3	H	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

January 15..... Martin Luther King Jr. Day

February 12..... Lincolns Birthday Holiday

February 19..... Presidents Day Holiday

April 8-12..... Spring Break

April 30- May 10.....CAASPP Testing

May 27..... Memorial Day Holiday

May 31..... Last Day of School

June 3-7..... Emergency Make Up Days

October

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

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	V	V	V	V	H	25
26	27	28	29	30		

Regular Attendance Days.....181
 # Certificated Work Days186

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	V	23
24	H	V	V	V	V	30
31						

January

S	M	T	W	T	F	S
		H	V	V	V	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
					1	2
3						
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					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						

April

S	M	T	W	T	F	S
		1	2	3	4	5
6						
7	V	V	V	V	V	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	T				

May

S	M	T	W	T	F	S
			T	T	T	4
5	T	T	T	T	T	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June

S	M	T	W	T	F	S
						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	28	28	29
30						

Regular Attendance						
Non Attendance Day						
Emergency Closure Make Up Day						

Two Rock Un SD

Administrative Regulation

Before/After School Programs

AR 5148.2
Students

After School Education and Safety (ASES) Program

The district's ASES program may serve students in grades K-8. (Education Code 8482.3)

The district's ASES and 21st CCLC program(s) shall be operated in accordance with the following:

1. Program Elements

a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6154 - Homework/Makeup Work)

(cf. 6163.4 - Student Use of Technology)

b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. (Education Code 8482.3)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 6142.6 - Visual and Performing Arts)

(cf. 6142.7 - Physical Education)

(cf. 6178 - Career Technical Education)

2. Nutrition

a. If snacks are made available in the program, they shall conform to state nutrition standards specified in Education Code 49430-49436. (Education Code 8482.3)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants. (Education Code 8483.1)

(cf. 3550 - Food Service/Child Nutrition Program)

3. Location of Program

a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3)

b. When there is a significant barrier to student participation in either the before-school or after-school component of the district's program, the district may, with the approval of the Superintendent of Public Instruction, provide services at another school site. A significant barrier includes either of the following: (Education Code 8482.8)

(1) Fewer than 20 students participating in the program component

(2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation

In such cases, the district shall arrange for safe, supervised transportation between the school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8)

(cf. 3540 - Transportation)

4. Staffing

a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4)

(cf. 4222 - Teacher Aides/Paraprofessionals)

b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4212.5 - Criminal Record Check)

c. The student-to-staff ratio shall be no more than 20 to 1. (Education Code 8483.4)

5. Hours of Operation

- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1)
- b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483)
- c. A program may be offered during summer, intersession, or vacation days for a minimum of two hours per day for the before-school program or three hours per day for the after-school program. However, when both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2)
- d. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that he/she participates. However, when necessary, a student's parent/guardian may request, in writing, that the Superintendent/Principal or designee approve the reasonable late daily arrival of his/her child for the before-school program or the reasonable early daily release of his/her child from the after-school program. The Superintendent/Principal or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

6. Admissions

- a. Every student attending the district school is eligible to participate in the program, subject to program capacity. (Education Code 8482.6)
- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:
 - (1) Priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1)
 - (2) Priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulations.
(cf. 5149 - At-Risk Students)
(cf. 6179 - Supplemental Instruction)
 - (3) Any remaining capacity shall be filled by students selected at random.
 - (4) A waiting list shall be established to accommodate additional students if space becomes available.

Volunteers

The Superintendent/Principal or designee may establish a registry of volunteer after-school physical recreation instructors and other before- and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. He/she also shall submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent/Principal or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

Reports

The Superintendent/Principal or designee shall annually submit to the CDE outcome-based data on academic performance, attendance, and positive behavioral changes, including, but not limited to: (Education Code 8427, 8482.3, 8484)

1. Participating students' school day attendance on an annual basis
2. Program attendance
3. One or more of the following measures of program effectiveness based on the individual program's focus:
 - a. Positive behavioral changes, as reported by school day teachers or program staff who directly supervise students
 - b. Standardized Testing and Reporting (STAR) test scores
(cf. 6162.51 - Standardized Testing and Reporting Program)
 - c. Homework completion rates as reported by school day teachers or program staff who directly supervise students
 - d. Skill development as reported by school day teachers or program staff who directly supervise students
 - e. Any other measures developed by the CDE
4. To the extent possible, performance of participating students on the high school exit exam and graduation rates
(cf. 0500 - Accountability)

Regulation TWO ROCK UNION SCHOOL DISTRICT
approved: August 14, 2008 Petaluma, California

Two Rock Union School District
Williams Case Settlement Report
 Quarterly Uniform Complaint Report Summary

Education Code 535186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

Reporting Period:

January 1 – March 31, 2024 **April 1 – June 30, 2024**
 July 1 – September 30, 2023 October 1 – December 31, 2023 **No**

complaints were received during the above time period.

If you received any complaints during the above time period, please complete the following table. Enter "0" in any cell that does not apply.

	Complaints Received	Complaints Resolved	Unresolved Complaints
Instructional Materials	0	0	0
Teacher Vacancy/and or Misassignment	0	0	0
Facilities	0	0	0

Total

Board meeting date: April 11, 2024

Date sent to County Superintendent of Schools: After presentation to the Board of Education
 Sonoma County Office of Education
 5340 Skylane Blvd.
 Santa Rosa, CA 95403

To be electronically submitted to: <http://www.scoe.org/pub/htdocs/williams-settlement.html>



INDUSTRIAL*COMMERCIAL*RESIDENTIAL
LICENSE# 1080977 DIR# 1000959277
cesar@primal-paint.com

117 BERNAL ROAD #70-625
SAN JOSE, CA 95119
Office: 408-462-7590/831-207-1424

Customer Name,

Primal Paint would like to thank you for the opportunity to earn your business. We strive to leave every job with customers feeling satisfied that they have received quality work. Primal paint can help improve the look and appearance of your building or home. Our painting crew will be respectful of your home/business, while providing the best service you will find in the area.

We hereby propose to furnish all the material and perform all the labor necessary for the completion of the following.

Job Name: Two Rock ES (Paint two interior classrooms)

Bid Date: 02/20/2024

Time: 12:00PM

Location: 5001 Spring Hill Rd, Petaluma, Ca 94952

Architect: None

Estimator: Cesar Arroyo
cesar@primal-paint.com

Cell: 408-373-9822

Drawing Date: 12/07/2023 **Revisions:** None **Addenda(s):** None

Bidding Divisions: PAINTING:



See scope sheet below for additional pricing and information

ALTERNATES:

INCLUSIONS	NOTES
<ol style="list-style-type: none"> 1. Painting interior ● classroom. 3 classrooms 2. Painting interior walls, ceilings, doors, frames, and duct work. 3. Prep, patch, sand as needed. 4. Protect finishes. 5. Spot prime as needed. 6. Apply two coats finish. 7. Protect areas from over spray. 8. Safety and quality control. 	<p>NOTE: Painting to be done at regular hour M-F.</p> <p>NOTE: Damage Repair Financial responsibility per PDCA Standard P1-92</p> <p>NOTE: Interior & Exterior painting to be done <u>prior</u> installation of factory finished and natural finished surfaces.</p> <p>NOTE: Colors as indicated in plans</p> <p>NOTE: Based on a continuous single-phase project</p> <p>NOTE: Union/Prevailing Wages.</p> <p>NOTE: All material & Miscellaneous included.</p> <p>NOTE:</p>
<p style="text-align: center;">EXCLUSIONS</p> <ol style="list-style-type: none"> 1. FRP, stripping, marker board. 2. Lead Paint Abatement 3. Fireproofing 5. Canopies 6. Seal flooring 7. Sealant 8. Striping/Pavement and markings 9. Graphic or murals 10. FRP or panels 11. Concrete floor sealer 12. Tack board 13. Epoxy Flooring 14. Wall cover 	

PRIMAL

— PAINT INC —





117 BERNAL ROAD #70-625
SAN JOSE, CA 95119
Phone: 408-462-7590

Date: 02/20/2024

Bill To:

TERMS

Total Price Due Upon Completion: [REDACTED] Revised for 3 classrooms \$12,975.00 CA 2/21/24

IF JOB MENTIONED IS ACCEPTED TOTAL PRICE WILL BE COLLECTED UPON COMPLETION. CLIENT MUST SIGN BELOW IF AGREE TO CONTRACT MENTIONED. IF CLIENT DECIDES TO CANCEL CONTRACT AFTER IT HAS BEEN SIGNED AND ONLY BEFORE WORK HAS BEGAN, A FEE OF \$250.00 WILL BE CHARGED FOR THE ESTIMATE/QUOTE.

NOTE: ANY AMOUNT 30 DAYS PAST DUE WILL BE SUBJECT TO A 1% PER MONTH FINANCE CHARGE. IF PAYMENT IS NOT MADE, A MECHANICS LIEN COULD BE PLACED ON YOUR PROPERTY AND ALL ADDITIONAL CHARGES TO COVER COURT FEES, ATTORNEY FEES, ETC.

X _____ X _____ Date _____
Customers Name Print Customer Signature

This proposal contains **Zero (0)** hrs. allowances for Trade Damage. It is recommended that you carry a contingency budget for anticipated trade damage touch up. Prices are based upon quoted scope of work and quote will become part of the contract documents. General Contractor to provide temporary power, task lighting, water, heating, ventilation as required per specification and one full set of plans and specifications for our use. General Contractor to ensure continuous and consistent daily workflow for all PRIMAL PAINT crews. Special attention should be paid to PDCA (Painting and Decorating Contractors of America) Standards P1 thru P10, specially P1-4 (Financial Responsibility for Trade Damage Touch up and P7-04 (Proper Sequencing). This proposal is based on all PDCA standards and can be viewed at: (www.pdca.org/standards). ***BID Insurance: Bid based on 2M/2M aggregate – WC: 1M**

SALES TAX INCLUDED

**CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017**

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to Education Code (EC) sections 41422, 46200, 46391, 46392 and California Code of Regulations (CCR), Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/vis/cal/page13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Two Rock Union School District	COUNTY CODE: 49	DISTRICT CODE: 70979	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Stephen Owens	FISCAL YEAR: 2023-2024		
ADDRESS: 5001 Spring Hill Road	COUNTY NAME: Sonoma		
CITY: Petaluma	STATE: CA	ZIP CODE: 94952	
CONTACT NAME: Stephen Owens	PHONE: 707-762-6617	E-MAIL: sowens@trusd.org	
TITLE: Superintendent/Principal			

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

SCHOOL DISTRICT
Choose one of the following:
 All district school sites
 Select district school sites

COUNTY OFFICE OF EDUCATION (COE)
Choose one of the following:
 All COE school sites
 Select COE school sites

CHARTER SCHOOL

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

- SCHOOL CLOSURE:** When one or more schools were closed because of conditions described in EC Section 41422, LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq.
- There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
- MATERIAL DECREASE:** When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.
- There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
- LOST OR DESTROYED ATTENDANCE RECORDS:** When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391:
"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____

Not Applicable (Proceed to Section E)

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

ALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS - All applicable sections below must be completed to process this J-13A request. We, members constituting a majority of the governing board of Two Rock Union School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

<u>John Martin</u>	_____
<u>Dayleen Maas</u>	_____
<u>John Silvestrini</u>	_____
<u>Nicolas Noyes</u>	_____
<u>Joel Ruiz</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

At least a majority of the members of the governing board shall execute this affidavit.

I, _____, subscribed and sworn (or affirmed) before me, this _____ day of _____

Witness: _____ (Name) _____ (Signature) _____ Title: _____ of _____ County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ (Name) _____ (Signature) _____ Authorizing LEA Name: _____

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____ (Name) _____ (Signature) _____

I, _____, subscribed and sworn (or affirmed) before me, this _____ day of _____

Witness: _____ (Name) _____ (Signature) _____ Title: _____ of _____ County, California

SOLE CONTACT/INDIVIDUAL RESPONSIBLE FOR COMPLETING THIS SECTION: I am _____ (Name) _____ (Signature) _____ Title: _____ Phone: _____ E-mail: _____

Certification Form for Independent Study Plan

Local Educational Agency: Two Rock Union School District	CDS Code: 49709796052310
Fiscal Year: 2023-2024	County: Sonoma

This form shall accompany Form J-13A submittals beginning with fiscal year 2022 23. Instructions on how to complete this form are provided on page 2.

Independent Study Plan Certification

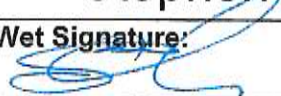
Pursuant to *Education Code (EC)* Section 46393, for Form J-13A submissions due to a school closure and/or material decrease in attendance occurring after September 1, 2021, a school district, county office of education, or charter school that provides a Form J-13A affidavit to the Superintendent, pursuant to *EC* Section 41422 (school closure) or *EC* Section 46392 (material decrease), shall certify that it has a plan for which independent study will be offered to students, pursuant to Article 5.5 (commencing with *EC* Section 51745) of Chapter 5 of Part 28 of Division 4. The independent study plan shall comply with all of the following:

- (1) Independent study is offered to any student impacted by any of the conditions listed in *EC* Section 46392 within 10 days of the first day of a school closure or material decrease in attendance. Students who are individuals with exceptional needs shall receive the services identified in their individualized education programs pursuant to paragraph (9) of subdivision (a) of *EC* Section 56345 and may participate in an independent study program.
- (2) Require reopening for in-person instruction as soon as possible unless prohibited under the direction of the local or state health officer.
- (3) Notwithstanding subdivision (c) of *EC* Section 51745 or subparagraph (F) of paragraph (9) of subdivision (g) of Section 51747, include information regarding establishing independent study master agreements in a reasonable amount of time.

A copy of the independent study plan, and if applicable, the state or local public health or public safety order that required school closure shall accompany the Form J-13A submitted to the California Department of Education.

I hereby certify that the independent study plan accompanying this Form J-13A submission meets the requirements described above and is true and correct to the best of my knowledge and belief.

School District Superintendent, Charter School Administrator, or County Superintendent (or designee):

Name: Stephen Owens	Title: Superintendent/Principal
Wet Signature: 	Date: 3/28/24

Certification Form for Independent Study Instructions

The Independent Study Certification and independent study plan is an annual requirement that must be submitted with the local educational agency's (LEA's) first Form J-13A submission in a FY. To the extent that there are no changes to the LEA's certified plan for the FY, all subsequent Form J-13A submissions for the FY do not need to include the certification and certified plan.

How to file:

The Certification Form for Independent Study is available at <https://www.cde.ca.gov/fq/aa/pa/j13aforms.asp>. All sections of the form must be completed. The executed certification form and certified independent study plan must be attached to the entire Form J-13A package and mailed to the California Department of Education.

Signature:

The school district superintendent, charter school administrator, county superintendent, or a designee must sign the form. Only an original wet signature is acceptable for the Certification Form for Independent Study.

Where to file:

Mail the entire Form J-13A package to:

School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

Questions:

Please send questions about the completion and submittal of this form to attendanceaccounting@cde.ca.gov



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

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

**April 19, 2024
Open Session 3:00PM
District Office Lounge**

**1. CALL TO ORDER
A. ROLL CALL**

2. CLOSED SESSION

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

4. Adoption and Approval of Agenda
4.1 Approval of the Agenda for April 16, 2024.

Action

Motion: Second: Aye: Nay:

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**
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.

7. REPORTS/PRESENTATIONS:
7.1 TREA Representative -
7.2 CSEA Representative -
7.3 TRSEF Representative -
7.4 USCG Representative -
7.5 Superintendent's Report -
 Enrollment Update -
 Facilities Update -
 Staffing Update -
 Curriculum Update -

Board of Trustees

John Martin, President • Gayleen Maas, Clerk • John Silvestrini • Nick Noyes • Joel Ruiz
Stephen Owens, Superintendent/Principal

Other Updates -
Upcoming Events -

8. ACTION ITEMS

8.1 Personnel- Leave of Absence

Background: Pursuant to Ed Code 45192, a certificated employee has requested one year unpaid leave of absence for the 2024-2025 school year due to child rearing.

Plan:

Public Comment:

Board Discussion:

Recommended motion: Respectfully, it is recommended that the Board of Trustees review and approve the leave of absence.

Motion:

Second:

Aye:

Nay:

9. ADJOURNMENT TO CLOSED SESSION (if necessary)

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

11. DATES AND FUTURE AGENDA ITEMS - Regular Meeting May 9, 2024.

12. SIGNING OF PAPERS -

13. ADJOURNMENT

ACTION

Motion:

Second:

Aye:

Nay:

Posted By:

Stephen Owens, Superintendent

Accessibility Accommodations

If you require assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the school office at 707-762-6617. You are encouraged to provide as much advance notice as possible to better enable Two Rock Union School District to meet your accessibility needs in accordance with applicable law.

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.

Board of Trustees

John Martin, President ◊ Gayleen Maas, Clerk ◊ John Silvestrini ◊ Nick Noyes ◊ Joel Ruiz
Stephen Owens, Superintendent/Principal

State of California

EDUCATION CODE

Section 44977

44977. (a) During each school year, when a person employed in a position requiring certification qualifications has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of illness or accident for an additional period of five school months, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him or her for any of the additional five months in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to the substitute had he or she been employed. The school district shall make every reasonable effort to secure the services of a substitute employee.

(b) For purposes of subdivision (a):

(1) The sick leave, including accumulated sick leave, and the five-month period shall run consecutively.

(2) An employee shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.

(c) The governing board of every school district shall adopt a salary schedule for substitute employees. The salary schedule shall indicate a salary for a substitute for all categories or classes of certificated employees of the district.

(d) Excepting in a district the governing board of which has adopted a salary schedule for substitute employees of the district, the amount paid the substitute employee during any month shall be less than the salary due the employee absent from his or her duties.

(e) When a person employed in a position requiring certification qualifications is absent from his or her duties on account of illness for a period of more than five school months, or when a person is absent from his or her duties for a cause other than illness, the amount deducted from the salary due him or her for the month in which the absence occurs shall be determined according to the rules and regulations established by the governing board of the district. The rules and regulations shall not conflict with rules and regulations of the State Board of Education.

(f) Nothing in this section shall be construed so as to deprive any district, city, or county of the right to make any reasonable rule for the regulation of accident or sick leave or cumulative accident or sick leave without loss of salary for persons acquiring certification qualifications.

(g) This section shall be applicable whether or not the absence from duty is by reason of a leave of absence granted by the governing board of the employing district.

(Amended by Stats. 1998, Ch. 30, Sec. 1. Effective January 1, 1999.)