

# TWIN RIDGES ELEMENTARY SCHOOL DISTRICT

16661 Old Mill Rd., Nevada City, California

Phone (530) 265-9052 ♦ Fax (530) 265-3049 ♦ www.twinridgeselementary.com

## BOARD OF TRUSTEES BOARD RETREAT REGULAR MEETING AGENDA

**Tuesday, July 21, 2020**

**1:00 PM**

**Grizzly Hill School Cafeteria  
16661 Old Mill Rd. Nevada City, CA**

The TRES D Board of Trustees will participate via Zoom Teleconference. The public also has access through Zoom in order to observe and address the meeting. Please contact the District Office at (530) 265-9052 for access information. This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. Members of the public may also attend via Zoom in order to observe and address the meeting.

### 1. CALL TO ORDER

### 2. ROLL CALL

Mindi Morton	President
Rachel Kozloski	Clerk
Lorien Whitestone	Member
Malik Goodman	Member
Hillary Hulteen	Member

### 3. APPROVAL OF July 21, 2020 BOARD RETREAT/ BOARD MEETING AGENDA – *Mindi Morton*

### 4. PUBLIC COMMENT

The Board of Trustees welcomes comments and suggestions from the public. While no action may be taken by the Board concerning items not on the agenda, comments are important for District information and for possible future action. Due to time considerations, the chair may request that comments by an individual be limited to two minutes. Suggestions and comments from the public regarding items listed on this agenda should be raised during the comment period for the specific agenda item. (Education Code 35145.5; Bylaw 9322, Government Code 54954.3)

### 5. CONSENT ITEMS. *These items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion. Any Board member, staff member or interested party may request that an item be removed from the consent agenda for discussion.*

**A.** Approval of June 9, 2020 Regular Board Meeting Minutes - *Mindi Morton*

**B.** Approval of Warrants for June 2020 - *Mindi Morton*

### 6. BOARD RETREAT

**A.** Teachers' Vision 'How to Open School' – *Mindi Morton/Gretchen Eisenhut*

**B.** How to Open School for the Upcoming 2020/2021 School Year – *Melissa Madigan*

### 7. REPORTS/PRESENTATIONS

**A.** Family Resource Center - *Diana Pasquini*

**B.** Board Report- *Mindi Morton*

Action

Action

Discussion/Info






Discussion/Action

Discussion/Info

Discussion/Info



## 8. DISCUSSION/ACTION ITEMS

- Discussion/Action*    **A.** Resolution 20-20 to Rescind the Layoff of Classified Employee (Cook/.375 FTE) – *Melissa Madigan* 
- Discussion/Action*    **B.** Resolution 20-21 Authorized Signatures for TRESD Revolving Bank Accounts – *Melissa Madigan* 
- Discussion/Action*    **C.** Job Reclassification(s) Executive Assistant *Confidential* (2) and Teacher on Special Assignment (Retroactive to July 1, 2020) – *Melissa Madigan* 
- Discussion/Action*    **D.** Additional Custodial Hours - *Melissa Madigan*
- Discussion/Action*    **E.** Security Camera Policy – *Sunshine Bender* 
- Discussion/Action*    **F.** Williams Uniform Complaint Quarterly Report (April-June 2020) – *Melissa Madigan* 
- Discussion/Info*        **G.** Superintendent's Report – *Melissa Madigan*

## 9. PUBLIC COMMENT ON CLOSED SESSION ITEMS – *Mindi Morton*

## 10. CLOSED SESSION – *Mindi Morton*

- A.** Public Employee Discipline/Dismissal/Release (Government Code § 54957(b)) 

## 11. RECESS /RECONVENE - Report out on Closed Session - *Mindi Morton*

- A.** Public Employee Discipline/Dismissal/Release

*Discussion*    **12. FUTURE AGENDA ITEMS DISCUSSION – *Mindi Morton***

## 13. UPCOMING MEETINGS: Tuesday, August 11, 2020

## 14. ADJOURNMENT

This agenda was posted at least 72 hours prior to the meeting at 16661 Old Mill Rd. Nevada City, CA 95959

### **NOTICE:**

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, contact the Twin Ridges Elementary School District office at 530.265-9052 ext. 201 at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate your needs. {G.C. §54953.2, §54954.2(a) (1); Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132)}

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Mindi Morton, Board President

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07/21/2020

Date

# TWIN RIDGES ELEMENTARY SCHOOL DISTRICT

16661 Old Mill Rd., Nevada City, California

Phone (530) 265-9052 ♦ Fax (530) 265-3049 ♦ www.twinridgeselementary.com

## BOARD OF TRUSTEES REGULAR BOARD MEETING Tuesday, June 9, 2020 4:00 PM

### MINUTES

The TRESB Board of Trustees will participate via Zoom Teleconference. The public also has access through Zoom in order to observe and address the meeting. Please contact the District Office at (530) 265-9052 for access information. This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. Members of the public may also attend via Zoom in order to observe and address the meeting.

#### 1. CALL TO ORDER

Board President, Mindi Morton, called the meeting to order at 4:08 PM

#### 2. ROLL CALL

Mindi Morton	President	Present
Rachel Kozloski	Clerk	Present
Lorien Whitestone	Member	Absent
Malik Goodman	Member	Present
Hillary Hulteen	Member	Absent

Three members present, quorum established.

In attendance: Melissa Madigan, Kelly Moreno, Sunshine Bender, Val Beberg, Kacy Matty

#### 3. APPROVAL OF June 9, 2020 REGULAR BOARD MEETING AGENDA – Mindi Morton

##### Action

Rachel Kozloski moved to approve the June 9, 2020 Board Meeting Agenda as presented, Malik Goodman seconded; motion passed by the following vote:

##### Vote

Aye	Mindi Morton
Aye	Rachel Kozloski
Absent	Lorien Whitestone
Aye	Malik Goodman
Absent	Hillary Hulteen

#### 4. PUBLIC COMMENT

The Board of Trustees welcomes comments and suggestions from the public. While no action may be taken by the Board concerning items not on the agenda, comments are important for District information and for possible future action. Due to time considerations, the chair may request that comments by an individual be limited to two minutes. Suggestions and comments from the public regarding items listed on this agenda should be raised during the comment period for the specific agenda item. (Education Code 35145.5; Bylaw 9322, Government Code 54954.3)

Val Beberg addressed the Board to stress the importance of having Aides, how much she appreciated having their support and how beneficial they are to the students. The one on one, individual instruction is irreplaceable.

Kacy Matty addressed the Board to let them know how much the Special Education students really benefit from the art component and expressed her concern about how difficult it may be to get them back on track without it. She asked the Board to reconsider and rescind the layoff of this position.

Sunshine Bender introduced the new robotics program components and concepts for utilization in the upcoming school year.

**Action** 5. **CONSENT ITEMS.** *These items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion. Any Board member, staff member or interested party may request that an item be removed from the consent agenda for discussion.*

- A. Approval of May 12, 2020 Regular Board Meeting Minutes
- B. Approval of May 22, 2020 Board Retreat/Special Board Meeting Minutes
- C. Approval of Warrants for May 2020

<u>Action</u>	<u>Vote</u>	
Rachel Kozloski moved to approve the Consent Items as presented, Malik Goodman seconded; motion passed by the following vote:	Aye	Mindi Morton
	Aye	Rachel Kozloski
	Absent	Lorien Whitestone
	Aye	Malik Goodman
	Absent	Hillary Hulteen

**6. REPORTS/PRESENTATIONS**

- A. Family Resource Center- *Diana Pasquini*

Diana Pasquini was not in attendance. No FRC Report.

- B. Board Report- *Mindi Morton*

Melissa Madigan reported that the water tank project is underway. The new tanks have been ordered and the removal of the two redwood tanks is scheduled.

Chromebooks have been received. Malik reported that there has been some discussion with a community business considering offering their locale as a mobile hotspot to TRES D students. Rachel noted that Chromebooks make it possible to use the Washington School site as a hub.

**7 DISCUSSION/ACTION ITEMS**

- A. Review Board Policies (3000 Series, Part 2 of 2)

The Board was given the 3000 Series to review for approval at the next regular board meeting.

- B. Resolution 20-16  
Calling General District Election

<u>Action</u>	<u>Vote</u>	
Malik Goodman moved to approve Resolution 20-16 Calling General District Election, Rachel Kozloski seconded; motion passed by the following vote:	Aye	Mindi Morton
	Aye	Rachel Kozloski
	Absent	Lorien Whitestone
	Aye	Malik Goodman
	Absent	Hillary Hulteen

- C. Tobacco Policy

The TRES D tobacco policy was updated to include vaping and distributed to the Board for review, discussion, approval.

<u>Action</u>	<u>Vote</u>	
Rachel Kozloski moved to approve the TRES D Tobacco Policy as presented, Malik Goodman seconded; motion passed by the following vote:	Aye	Mindi Morton
	Aye	Rachel Kozloski
	Absent	Lorien Whitestone
	Aye	Malik Goodman
	Absent	Hillary Hulteen

- D. LCAP Narrative

Due to the current COVID 19 conditions, the state requires this report to file with direction for succinct response/descriptions limited to 300 total words.

**Action**

Malik Goodman moved to approve the LCAP Narrative as presented, Rachel Kozloski seconded; motion approved by the following vote;

**Vote**

Aye Mindi Morton  
Aye Rachel Kozloski  
Absent Lorien Whitestone  
Aye Malik Goodman  
Absent Hillary Hulteen

Action

- E. Resolution 20-17  
Designation of Representative and Alternate to the Schools Insurance Group (SIG) Joint Powers Board

This action is required whenever a member of the SIG Joint Powers Board leaves an organization so as to remove the former employee and add a replacement.

**Action**

Malik Goodman moved to approve Resolution 20-17 as presented, appointing Melissa Madigan as representative, and Kelly Moreno as alternate to the SIG Joint Powers Board, Rachel Kozloski seconded; motion passed by the following vote:

**Vote**

Aye Mindi Morton  
Aye Rachel Kozloski  
Absent Lorien Whitestone  
Aye Malik Goodman  
Absent Hillary Hulteen

- F. Public Hearing – TRESA Adopted Budget 2020/2021  
No members of the public in attendance. Public hearing opened/closed without public comment.

Action

- G. Resolution 20-18  
Certification of the 2020/2021 Adopted Budget

Darlene Waddle of the Nevada County Superintendent of Schools presented the budget report noting the only changes from the previously approved budget is the elimination of 2.6 FTE positions. TRESA is still deficit spending which will need to be controlled over the next couple of years. This Board will have two additional opportunities to change/update this budget which includes a revision in forty five (45) days and an interim report in December. The State Revised Budget will be revealed by June 30, 2020 which will provide additional information.

Rachel Kozloski expressed concern over unknown costs associated with COVID-19 requirements to re-open in August. We will need to revisit when we have more information. This may require setting priorities and triaging in anticipation of what's to come.

Malik Goodman suggested the Board get creative in considering options. In light of so many unknowns, and in anticipation of important decisions to be made prior to re-opening, Malik recommended the Board regularly meet in July and schedule no board meetings in December.

**Action**

Rachel Kozloski moved to approve Resolution 20-18 Adopting the TRESA 2020/2021 Budget as presented, Malik Goodman seconded; motion passed by the following vote:

**Vote**

Aye Mindi Morton  
Aye Rachel Kozloski  
Absent Lorien Whitestone  
Aye Malik Goodman  
Absent Hillary Hulteen

- H. Resolution 20-19  
Transfer Between Expenditures on the 2019/2020 School Budget

**Action**

Rachel Kozloski moved to approve Resolution 20-19 Transfer Between Expenditures on the 2019/2020 Budget as presented, Malik Goodman seconded; motion approved by the following vote:

**Vote**

Aye Mindi Morton  
Aye Rachel Kozloski  
Absent Lorien Whitestone  
Aye Malik Goodman  
Absent Hillary Hulteen

I. Superintendent's Report

Melissa Madigan thanked Board members for their support and their presence at the 8<sup>th</sup> Grade Graduation.

Every Tuesday Superintendents from Nevada County meet with the Nevada County Health Department. The current focus is concurrent planning in consideration of remote or staggered A/B schedules when schools reopen. It is the intention of the group to have every school in every district implementing the same plan. There will be ongoing discussion between districts and the Health Department with a request that schools be given some direction by the end of June.

The Heroes Act, currently in front of the Senate, if not approved, indicates four months with no revenue/income for schools. We need to be prepared.

TRESA received a \$2k Small Rural Schools Grant for Title 1 support and NCSoS is offering \$2k if we choose to run summer school.

NCSoS received 48k masks in preparation for schools reopening.

Rachel shared that former Washington School teacher, Jeff Martinez, expressed frustration over a perceived lack of communication from Grizzly Hill and TRESA staff. She would like to be kept in the loop regarding what's happening with all Washington staff. Melissa will be in communication after June 30<sup>th</sup> when she has more information to share and is committed to making changes in the upcoming year that are more inclusive of Washington staff.

**8 PUBLIC COMMENT ON CLOSED SESSION ITEMS – Mindi Morton**

No public in attendance. No public comment.

Board President, Mindi Morton called recess for open session at 5:04 PM.

**9. CLOSED SESSION – Mindi Morton**

A. Public Employee Discipline/Dismissal/Release under Government Code § 54957

Board President, Mindi Morton called to order closed session at 5:05 PM.

**10. RECESS /RECONVENE - Mindi Morton**

A. Report out on Closed Session: Public Employee Discipline/Dismissal/Release under Government Code § 54957

Closed session recessed at 5:25 PM, Open Session reconvened at 5:25 PM. Board President, Mindi Morton, reported that no action was taken during closed session.

**11. FUTURE AGENDA ITEMS DISCUSSION:**

Nothing provided at this time.

**12. UPCOMING MEETINGS:** Board Retreat/Regular Meeting scheduled for Tuesday, July 21, 2020 @ 1:00 PM at Grizzly Hill School

**13. ADJOURNMENT:** Meeting adjourned at 5:30 PM

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Mindi Morton, Board President

07/21/2020

Date

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	06/01/20		BENDER, SUNSHINE M (000130) 17448 GREEN RAVINE RD NEVADA CITY, CA 95959	JUN2020 (381591)	06/23/20	Paid	Printed	286.35		286.35

2020	01-0000-5220-00-005-0-0000-2700-000-0000		4/3-6/9 Mileage	Batchld AP06252020						
Check #	20-484498					Check Date 06/26/20			PO#	Register # 000098

**Total Invoice Amount 286.35**

Direct Employee	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	06/02/20		GRAPEL, ALAYNA (000177) 528 SAINT PATRICKS DRIVE GRASS VALLEY, CA 95945	JUN2020 (381591)	06/23/20	Paid	Printed	89.97		89.97

2020	01-0000-4300-00-000-0-1110-1000-000-0000		Kesler Sci. Reimb	Batchld AP06252020						
Check #	20-484499					Check Date 06/26/20			PO#	Register # 000098

**Total Invoice Amount 89.97**

Direct Employee	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	06/01/20		MADIGAN, MELISSA R (000182) 10239 ANNE'S LOOP TRUCKEE, CA 96161	JUN2020 (381591)	06/23/20	Paid	Printed	233.16		233.16

2020	01-0000-5220-00-005-0-0000-2700-000-0000		2/4-3/28 Mileage	Batchld AP06252020						
Check #	20-484500					Check Date 06/26/20			PO#	Register # 000098

**Total Invoice Amount 233.16**

Direct Employee	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	06/01/20		MADIGAN, MELISSA R (000182) 10239 ANNE'S LOOP TRUCKEE, CA 96161	JUN2020-2 (381591)	06/23/20	Paid	Printed	78.20		78.20

2020	01-0000-5220-00-005-0-0000-2700-000-0000		5/28-6/9 Mileage	Batchld AP06252020						
Check #	20-484500					Check Date 06/26/20			PO#	Register # 000098

**Total Invoice Amount 78.20**

Direct Employee	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	06/01/20		MADIGAN, MELISSA R (000182) 10239 ANNE'S LOOP TRUCKEE, CA 96161	JUN2020-3 (381591)	06/23/20	Paid	Printed	93.38		93.38

2020	01-0000-4300-00-000-0-1110-1000-000-0000		Grad Suppl- Reimbursement	Batchld AP06252020						
Check #	20-484500					Check Date 06/26/20			PO#	Register # 000098

**Total Invoice Amount 404.74**

Direct Employee	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	06/01/20		MONTBOBIO, JULIE M (000150) PO BOX 31 WASHINGTON, CA 95986	JUN2020 (381591)	06/23/20	Paid	Printed	93.38		93.38

2020	01-0000-4300-00-000-0-1110-1000-000-0000		Grad Suppl- Reimbursement	Batchld AP06252020						
Check #	20-484500					Check Date 06/26/20			PO#	Register # 000098

**Total Invoice Amount 93.38**

Selection Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2020, Ending Create Date = 6/30/2020, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	05/07/20		Garbage- EOY Cleaning	MAY2020 (377372)	06/09/20	Paid	Printed	19.35		19.35
2020	01-0000-5800-00-0000-0-0000-8100-000-0000									
Check #	20-483814			Batchld AP06112020			Check Date 06/12/20			Register # 000096
<b>Total Invoice Amount</b>								<b>19.35</b>		

Direct Employee	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
ZEISLER, NANCY M (000120) 14086 MANDOLIN WAY NEVADA CITY, CA 95959	2019/20	06/11/20	Supply Reimbursement	JUN2020 (381591)	06/23/20	Paid	Printed	293.31		293.31
2020	01-0000-4300-00-0000-0-1110-1000-000-0000									
Check #	20-484501			Batchld AP06252020			Check Date 06/26/20			Register # 000098
2019/20	06/01/20		Supply Reimbursement	JUN2020-2 (381591)	06/23/20	Paid	Printed	266.74		266.74
2020	01-0000-4300-00-0000-0-1110-1000-000-0000									
Check #	20-484501			Batchld AP06252020			Check Date 06/26/20			Register # 000098
<b>Total Invoice Amount</b>								<b>560.05</b>		

Direct Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AALRR ATTORNEYS AT LAW (000255/1) 12800 CENTER COURT DR STE 300 CERRITOS, CA 90703	2019/20	05/31/20	Legal Svs Thru 5/31	CN:008433/ Legal 595964	(382997) 06/29/20	Paid	Printed	2,356.36		2,356.36
2020	01-0000-5802-00-0000-0-0000-7200-000-0000									
Check #	21-484674			Batchld AP07012020			Check Date 07/02/20			Register # 000100
<b>Total Invoice Amount</b>								<b>2,356.36</b>		

Direct Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
ALL PHASE HEATING AND AIR INC (000251/1) 731 SOUTH AUBURN ST GRASS VALLEY, CA 95945	2019/20	06/02/20	Heater Maintenance	48432	(381591) 06/23/20	Paid	Printed	495.00		495.00
2020	01-0000-5800-00-0000-0-0000-8100-000-0000									
Check #	20-484502			Batchld AP06252020			Check Date 06/26/20			Register # 000098
<b>Total Invoice Amount</b>								<b>495.00</b>		

Direct Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AT&T (000010/1) PO BOX 9011 CAROL STREAM, IL 60197-9011	2019/20	06/02/20	Heater Maintenance	48432	(381591) 06/23/20	Paid	Printed	495.00		495.00
2020	01-0000-5800-00-0000-0-0000-8100-000-0000									
Check #	20-484502			Batchld AP06252020			Check Date 06/26/20			Register # 000098
<b>Total Invoice Amount</b>								<b>495.00</b>		



ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	06/06/20		BAN:9391001368/ 5/6-6/5	000014815257 (382997)	06/29/20	Paid	Printed	38.47		38.47
	2020 01-0000-5930-00-0000-8100-000-0000	21-484675			AP07012020		Check Date 07/02/20		Register # 000100	
2019/20	06/06/20		BAN:9391007879/ 5/6-6/5	000014851481 (382997)	06/29/20	Paid	Printed	726.59		726.59
	2020 01-0000-5930-00-0000-8100-000-0000	21-484675			AP07012020		Check Date 07/02/20		Register # 000100	
2019/20	06/06/20		BAN:9391007881/ 5/6-6/5	000014851482 (382997)	06/29/20	Paid	Printed	66.53		66.53
	2020 01-0000-5930-00-0000-8100-000-0000	21-484675			AP07012020		Check Date 07/02/20		Register # 000100	
2019/20	06/06/20		BAN:9391007882/ 5/6-6/5	000014851483 (382997)	06/29/20	Paid	Printed	100.82		100.82
	2020 01-0000-5930-00-0000-8100-000-0000	21-484675			AP07012020		Check Date 07/02/20		Register # 000100	
2019/20	06/10/20		BAN:9391001369/ 5/10-6/09	000014865687 (382997)	06/29/20	Paid	Printed	19.23		19.23
	2020 01-0000-5930-00-0000-8100-000-0000	21-484675			AP07012020		Check Date 07/02/20		Register # 000100	
								<b>Total Invoice Amount</b>		<b>951.64</b>
Direct Vendor: B & C HOME CENTERS (000073/1) 2032 NEVADA CITY HIGHWAY GRASS VALLEY, CA 95945										
2019/20	04/28/20		Acct:21886/ Maint Suppl	417168	(381591) 06/23/20	Paid	Printed	55.57		55.57
	2020 01-0000-4300-00-0000-8100-000-0000	20-484503			AP06252020		Check Date 06/26/20		Register # 000098	
2019/20	05/04/20		Acct:21886/ Maint Suppl	417875	(381591) 06/23/20	Paid	Printed	336.61		336.61
	2020 01-0000-4300-00-0000-8100-000-0000	20-484503			AP06252020		Check Date 06/26/20		Register # 000098	
								<b>Total Invoice Amount</b>		<b>392.18</b>

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor BOBERG HARDWOOD FLOORS (000204/1) PO BOX 304 LOOMIS, CA 95650										
@	2019/20	06/15/20	Flooring repair	4668 (382997)	06/29/20	Paid	Printed	3,125.00		3,125.00
Check #	21-484676			2020 01-0000-5800-00-0000-0-0000-8100-000-0000	Batchld AP07012020		Check Date 07/02/20	PO#		Register # 000100
<b>Total Invoice Amount</b>								<b>3,125.00</b>		

Direct Vendor CA DMV (000253/1) PO BOX 942894 SACRAMENTO, CA 94294-0894										
!	2020/21	03/02/20	20/21 Reg Rnw/ LIC:7WRW098	2021 REG (374718)	06/01/20	Paid	Printed	443.00		443.00
Check #	20-483528			2021 01-0000-5800-00-0000-0-0000-8100-000-0000	Batchld AP06042020		Check Date 06/05/20	PO#		Register # 000095
<b>Total Invoice Amount</b>								<b>443.00</b>		

Direct Vendor CRANMER ENGINEERING INC (000035/1) PO BOX 1240 GRASS VALLEY, CA 95945										
@	2019/20	06/09/20	Jun/ OT-Chemical	GCF0103 (382997)	06/29/20	Paid	Printed	180.00		180.00
Check #	21-484677			2020 01-0000-5800-00-001-0-0000-8100-000-5520	Batchld AP07012020		Check Date 07/02/20	PO#		Register # 000100
@	2019/20	06/10/20	Jun/ GH-Bacteria	GCF0127 (382997)	06/29/20	Paid	Printed	40.00		40.00
Check #	21-484677			2020 01-0000-5800-00-005-0-0000-8100-000-5520	Batchld AP07012020		Check Date 07/02/20	PO#		Register # 000100
<b>Total Invoice Amount</b>								<b>220.00</b>		

Direct Vendor CSBA - CSB 6744 co WEST AMERICA BANK (000143/1) PO BOX 1450 SUJISUN CITY, CA 94585-4450										
!	2020/21	05/22/20	20/21 CSBA& ELA Memb	INV-51794-LOV3Q4 (381592)	06/23/20	Paid	Printed	1,813.00		1,813.00
Check #	20-484504			2021 01-0000-5300-00-000-0-0000-7110-000-0000	Batchld AP06252020		Check Date 06/26/20	PO#		Register # 000098

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
(continued)										
2020/21	05/22/20		CSBA - CSB 6744 co WEST AMERICA BANK (000143/1)	20/21 GAMUT Policy INV-52782-B6GK0K0 (381592)	06/23/20	Paid	Printed	940.00		940.00
Check #	20-484504	2021 01-0000-5800-00-000-0-0000-7110-000-0000		BatchId AP06252020		Check Date 06/26/20	PO#			Register # 000098
<b>Total Invoice Amount</b>								<b>2,753.00</b>		

Direct Vendor CSM CONSULTING INC (000036/1) PO BOX 4408 EL DORADO HILLS, CA 95762										
@	2019/20	06/05/20		ERate/ Apr-Jun 12187 (382997)	06/29/20	Paid	Printed	750.00		750.00
Check #	21-484678	2020 01-0000-5800-00-005-0-0000-7200-000-0000		BatchId AP07012020		Check Date 07/02/20	PO#			Register # 000100
<b>Total Invoice Amount</b>								<b>750.00</b>		

Direct Vendor DURHAM SCHOOL SERVICES (000041/1) FILE 749085 LOS ANGELES, CA 90074-9085										
	2019/20	05/01/20		CU#:2013/ Apr-COVID19 91814693 (377372)	06/09/20	Paid	Printed	5,983.83		5,983.83
Check #	20-483815	2020 01-0000-5800-00-000-0-0000-3500-000-0000		BatchId AP06112020		Check Date 06/12/20	PO#			Register # 000096
<b>Total Invoice Amount</b>								<b>5,983.83</b>		

Direct Vendor DURHAM SCHOOL SERVICES (000041/1) FILE 749085 LOS ANGELES, CA 90074-9085										
	2019/20	05/28/20		CN:2343/ May-COVID19 91816220 (379975)	06/17/20	Paid	Printed	7,039.80		7,039.80
Check #	20-484174	2020 01-0000-5800-00-000-0-0000-3600-000-0000		BatchId AP06182020		Check Date 06/19/20	PO#			Register # 000097
<b>Total Invoice Amount</b>								<b>7,039.80</b>		

Direct Vendor ECONOMY PEST CONTROL INC (000256/1) PO BOX 900 GRASS VALLEY, CA 95945										
	2019/20	04/17/20		Acct:72443/ Rodent Cntrl 192748 (381591)	06/23/20	Paid	Printed	375.00		375.00
Check #	20-484174	2020 01-0000-5800-00-000-0-0000-8100-000-0000								
<b>Total Invoice Amount</b>								<b>375.00</b>		

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2020, Ending Create Date = 6/30/2020, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor ECONOMY PEST CONTROL INC (000256/1) (continued)										
Check #	20-484505			Batchld AP06252020		Check Date 06/26/20	PO#		Register # 000098	
2019/20	04/29/20		Acct:72443/ Rodent Cntrl	194845	(381591)	06/23/20	Printed	150.00		150.00
Check #	20-484505		2020 01-0000-5800-00-0000-0-0000-8100-000-0000		Batchld AP06252020	Check Date 06/26/20	PO#		Register # 000098	
<b>Total Invoice Amount</b>								<b>525.00</b>		
Direct Vendor HANSEN BROS ENTERPRISES (000174/1)										
@	2019/20	06/01/20	PO BOX 1599 GRASS VALLEY, CA 95945-1599							
Check #	21-484679		2020 01-0000-5800-00-0000-0-0000-8100-000-0000	457051	(382997)	06/29/20	Printed	165.00		165.00
<b>Total Invoice Amount</b>								<b>165.00</b>		
Direct Vendor JEFFREY CLARK (000136/1)										
2019/20	05/31/20		PO BOX 1656 GRASS VALLEY, CA 95945							
Check #	20-483816		2020 01-0000-5800-00-0000-0-0000-8100-000-0000	50120	(375081)	06/02/20	Printed	1,080.00		1,080.00
<b>Total Invoice Amount</b>								<b>1,080.00</b>		
Direct Vendor KURT'S GARDEN INC (000257/1)										
@	2019/20	05/26/20	PO BOX 1417 CEDAR RIDGE, CA 95924							
Check #	21-484680		2020 01-0000-5800-00-005-0-0000-8100-000-0000	2777	(382997)	06/29/20	Printed	1,442.00		1,442.00
<b>Total Invoice Amount</b>								<b>1,442.00</b>		
Direct Vendor MARK R. ASKEW (000228/1)										
2019/20	06/01/20		PO BOX 127 WASHINGTON, CA 95986							
Check #	20-484680		2020 01-0000-5800-00-004-0-0000-8100-000-0000	377372	(377372)	06/09/20	Printed	125.00		125.00
<b>Total Invoice Amount</b>								<b>1,442.00</b>		

Selection Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2020, Ending Create Date = 6/30/2020, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor MARK R. ASKEW (000228/1) (continued)										
Check #	20-483817			BatchId AP06112020	PO#	Check Date 06/12/20	PO#	Register # 000096		
<b>Total Invoice Amount</b>								<b>125.00</b>		

Direct Vendor MARK R. ASKEW (000228/1)										
PO BOX 127										
WASHINGTON, CA 95986										
@	2019/20	06/12/20	5/27-6/9 Maint Svcs	JUN2020-2 (382997)	06/29/20	Paid	Printed	70.00		70.00

Check #	21-484681	2020	01-0000-5800-00-004-0-0000-8100-000-0000	BatchId AP07012020	PO#	Check Date 07/02/20	PO#	Register # 000100		
<b>Total Invoice Amount</b>								<b>70.00</b>		

Direct Vendor NEVADA COUNTY SUPT OF SCHLS (000015/1)										
380 CROWN POINT CIRCLE										
GRASS VALLEY, CA 95945										
2019/20	06/02/20		Cust:11/EXC	20-00371	06/23/20	Paid	Printed	850.07		850.07

Check #	20-484506	2020	01-0000-5876-00-000-0-5001-3600-000-0000	BatchId AP06252020	PO#	Check Date 06/26/20	PO#	Register # 000098		
<b>Total Invoice Amount</b>								<b>850.07</b>		

Direct Vendor OZOBOT (000260/1)										
129 W TORRENCE BLVD										
REDONDO BEACH, CA 90277										
@	2019/20	06/04/20	Curriculum Suppl	30437 (382997)	06/29/20	Paid	Printed	3,870.00		3,870.00

Check #	21-484682	2020	01-0000-4300-00-000-0-1110-1000-000-0000	BatchId AP07012020	PO#	Check Date 07/02/20	PO#	Register # 000100		
<b>Total Invoice Amount</b>								<b>3,870.00</b>		

Direct Vendor PG&E (000050/1)										
BOX 997300										
SACRAMENTO, CA 95899-7300										
@	2019/20	06/05/20	Acct:0390455458-5/5/6-6/4	JUN2020-1 (382997)	06/29/20	Paid	Printed	74.29		74.29

Check #	21-484683	2020	01-0000-5520-00-001-0-0000-8100-101-0000	BatchId AP07012020	PO#	Check Date 07/02/20	PO#	Register # 000100		
<b>Total Invoice Amount</b>								<b>86.03</b>		

@	2019/20	06/05/20	Acct:0588820133-1/5/6-6/4	JUN2020-2 (382997)	06/29/20	Paid	Printed	86.03		86.03
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Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2020, Ending Create Date = 6/30/2020, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor PG&E (000050/1) (continued)											
Check #	21-484683			Batchld AP07012020		Check Date 07/02/20	PO#		Register # 000100		
@	2019/20	06/05/20	Acct:7588441545-8/ 5/6-6/4	JUN2020-3 (382997)	06/29/20	Paid	Printed	162.01		162.01	
Check #	21-484683		2020 01-0000-5520-00-001-0-0000-8100-102-0000	Batchld AP07012020		Check Date 07/02/20	PO#		Register # 000100		
@	2019/20	06/03/20	Acct:6931227577-4/ 5/4-6/2	JUN2020-4 (382997)	06/29/20	Paid	Printed	287.58		287.58	
Check #	21-484683		2020 01-0000-5520-00-004-0-0000-8100-000-0000	Batchld AP07012020		Check Date 07/02/20	PO#		Register # 000100		
<b>Total Invoice Amount</b>									<b>609.91</b>		

Direct Vendor RAY A MORGAN COMPANY INC (000104/1)  
3131 ESPLANDE  
CHICO, CA 95973

2019/20	05/18/20		CN19134-01/ 4/20-5/19	2965972 (381591)	06/23/20	Paid	Printed	.45		.45
Check #	20-484507		2020 01-0000-5600-00-004-0-0000-2700-000-0000	Batchld AP06252020		Check Date 06/26/20	PO#		Register # 000098	
2019/20	05/18/20		CN19133-01/ 4/20-5/19	2965973 (381591)	06/23/20	Paid	Printed	254.44		254.44
Check #	20-484507		2020 01-0000-5600-00-005-0-0000-2700-000-0000	Batchld AP06252020		Check Date 06/26/20	PO#		Register # 000098	
2019/20	05/19/20		Equipment Installation	2967825 (381591)	06/23/20	Paid	Printed	5,075.39		5,075.39
Check #	20-484507		2020 01-0000-5600-00-005-0-0000-2700-000-0000	Batchld AP06252020		Check Date 06/26/20	PO#		Register # 000098	
2019/20	05/20/20		CN18860-01/ 5/21-6/20	2968502 (381591)	06/23/20	Paid	Printed	151.73		151.73
Check #	20-484507		2020 01-0000-5600-00-005-0-0000-2700-000-0000	Batchld AP06252020		Check Date 06/26/20	PO#		Register # 000098	
2019/20	05/21/20		CN27454-01/ 5/18-6/17	2969921 (381591)	06/23/20	Paid	Printed	25.92		25.92
Check #	20-484507		2020 01-0000-5600-00-000-0-0000-2700-000-0000	Batchld AP06252020		Check Date 06/26/20	PO#		Register # 000098	
2019/20	06/02/20		CN2986-01/ 6/01-6/30	2977364 (381591)	06/23/20	Paid	Printed	119.21		119.21
Check #	20-484507		2020 01-0000-5600-00-004-0-0000-2700-000-0000	Batchld AP06252020		Check Date 06/26/20	PO#		Register # 000098	

Selection

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2020, Ending Create Date = 6/30/2020, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 8 of 15

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor	RAY A MORGAN COMPANY INC (000104/1) (continued)									
Check #	20-484507			Batchid AP06252020		Check Date 06/26/20	PO#	Register # 000098		
<b>Total Invoice Amount</b>								<b>5,627.14</b>		

Direct Vendor	REED SPEECH THERAPY SERVICES (000068/3) 131 HIDDEN GLEN AUBURN, CA 95603									
2019/20	06/02/20		Mar- Speech Therapy/ Re-issued	710	(379975)	06/17/20	Printed	5,040.00		5,040.00
Check #	20-484175		2020 01-6500-5800-00-000-0-5770-3150-000-0000		Batchid AP06182020	Check Date 06/19/20	PO#	Register # 000097		
<b>Total Invoice Amount</b>								<b>5,040.00</b>		

Direct Vendor	RESOLVE TECHNOLOGY GROUP INC (0C0186/1) 12700 CEDAR RIDGE HWY 1501 CEDAR RIDGE, CA 95924									
@	2019/20	06/13/20	May Svcs	1042	(382997)	06/29/20	Printed	700.00		700.00
Check #	21-484684		2020 01-0000-5800-00-000-0-0000-8100-000-0000		Batchid AP07012020	Check Date 07/02/20	PO#	Register # 000100		
<b>Total Invoice Amount</b>								<b>700.00</b>		

Direct Vendor	STANDARD INSURANCE COMPANY CB (000053/1) PO BOX 4664 PORTLAND, OR 97208-4664									
2019/20	06/01/20		CT503169-D5000	060120	(381591)	06/23/20	Printed	129.69		129.69
Check #	20-484508		2020 01-0000-3901-00-005-0-0000-2700-000-0000		Batchid AP06252020	Check Date 06/26/20	PO#	Register # 000098		
<b>Total Invoice Amount</b>								<b>129.69</b>		

Direct Vendor	SUBURBAN PROPANE 1643 (000020/1) PO BOX 12027 FRESNO, CA 93776-2027									
2019/20	05/18/20		Acct:1643-002113/ Parts & Labor	MAY2020-1	(377372)	06/09/20	Printed	1,395.00		1,395.00
Check #	20-483818		2020 01-0000-5510-00-000-0-0000-8100-000-0000		Batchid AP06112020	Check Date 06/12/20	PO#	Register # 000096		
2019/20	05/14/20		Acct:1643-002113/ May-Late Fee	MAY2020-2	(377372)	06/09/20	Printed	7.78		7.78
Check #	20-483818		2020 01-0000-5510-00-000-0-0000-8100-000-0000							

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor	SUBURBAN PROPANE 1643 (000020/1)									
Check #	20-483818			Batchid AP06112020		Check Date 06/12/20	PO#	(continued)		
								<b>Total Invoice Amount</b>	<b>1,402.78</b>	Register # 000096

Direct Vendor	SUBURBAN PROPANE 1643 (000020/1)									
	2019/20	05/15/20	Acct:1643-002113/ 354.9 Gal	1643-253502 (381591)	06/23/20	Paid	Printed	1,030.94		1,030.94
Check #	20-484509		2020 01-0000-5510-00-0000-0-0000-8100-000-0000	Batchid AP06252020		Check Date 06/26/20	PO#	Register # 000098		
								<b>Total Invoice Amount</b>	<b>1,030.94</b>	

Direct Vendor	SYSKO SACRAMENTO (000022/2)									
	2019/20	06/26/20	7062 PACIFIC AVE PLEASANT GROVE, CA 95668	Acct:512566/ Bal 6/20- Reimb	JUN2020-2 (381925)	06/25/20	Paid	Printed	1,973.49	1,973.49
Check #	20-484513		2020 01-0808-5800-00-0000-0-0000-3700-000-0000	Batchid AP06252020		Check Date 06/26/20	PO#	Register # 000099		
								<b>Total Invoice Amount</b>	<b>1,973.49</b>	

Direct Vendor	THE STANDARD (000291/1)									
	2019/20	06/01/20	PO BOX 4664 PORTLAND, OR 97208-4664	CT503169-D5000/ Jun	JUN2020 (377372)	06/09/20	Paid	Printed	129.69	129.69
Check #	20-483819		2020 01-0000-3901-00-005-0-0000-2700-000-0000	Batchid AP06112020		Check Date 06/12/20	PO#	Register # 000096		
								<b>Total Invoice Amount</b>	<b>129.69</b>	

Direct Vendor	US BANK CORPORATE PMT SYS (000057/1)									
	2019/20	04/15/20	PO BOX 790428 ST LOUIS, MO 63179-0428	Bay Area Wilderness (375143)	APR- BENDER-1 (375143)	06/02/20	Paid	Printed	300.00-	300.00-
Check #	20-483820		2020 01-0000-5871-00-000-0-1110-1000-000-0000	Batchid AP06112020		Check Date 06/12/20	PO#	Register # 000096		
2019/20	04/15/20		Staples- Envelopes (375143)	APR- BENDER-2 (375143)	06/02/20	Paid	Printed	57.50		57.50

Selection Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2020, Ending Create Date = 6/30/2020, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 10 of 15



ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	04/15/20		US BANK CORPORATE PMT SYS (0000571)	(continued)						(continued)
			Staples- Envelopes	APR- BENDER-2 (375143) (continued)	06/02/20	Paid	Printed			
Check #	20-483820	2020 01- 0000- 4300- 00- 0000- 0- 0000- 2700- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096
2019/20	04/15/20		Luna Tech- Remote Suppt	APR- BENDER-3 (375143)	06/02/20	Paid	Printed	157.50		157.50
Check #	20-483820	2020 01- 0000- 5800- 00- 0000- 0- 0000- 2700- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096
2019/20	04/15/20		The Book Seller- SPED	APR- BENDER-4 (375143)	06/02/20	Paid	Printed	48.54		48.54
Check #	20-483820	2020 01- 6500- 4300- 00- 0000- 0- 5770- 1190- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096
2019/20	04/15/20		FS- Transceiver Module	APR- BENDER-5 (375143)	06/02/20	Paid	Printed	96.00		96.00
Check #	20-483820	2020 01- 0000- 4300- 00- 0000- 0- 0000- 8100- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096
2019/20	04/15/20		Amazon- DL Suppl	APR- BEBERG-1 (375143)	06/02/20	Paid	Printed	45.65		45.65
Check #	20-483820	2020 01- 0000- 4300- 00- 0000- 0- 1110- 1000- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096
2019/20	04/15/20		Amazon- DL Suppl	APR- BEBERG-2 (375143)	06/02/20	Paid	Printed	75.40		75.40
Check #	20-483820	2020 01- 0000- 4300- 00- 0000- 0- 1110- 1000- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096
2019/20	04/15/20		Bay Area Wilderness	APR- BERARDI-1 (375143)	06/02/20	Paid	Printed	300.00-		300.00-
Check #	20-483820	2020 01- 0000- 5871- 00- 0000- 0- 1110- 1000- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096
2019/20	04/15/20		Amazon- DL Suppl	APR- MADIGAN-1 (375143)	06/02/20	Paid	Printed	48.79		48.79
Check #	20-483820	2020 01- 0000- 4300- 00- 0000- 0- 1110- 1000- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096
2019/20	04/15/20		Amazon- DL Suppl	APR- MADIGAN-2 (375143)	06/02/20	Paid	Printed	97.58		97.58
Check #	20-483820	2020 01- 0000- 4300- 00- 0000- 0- 1110- 1000- 000- 0000		BatchId AP06112020		Check Date 06/12/20				Register # 000096

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	04/15/20		US BANK CORPORATE PMT SYS (000057/1)	(continued)						
			Amazon- DL Suppl	APR-MADIGAN-3 (375143)	06/02/20	Paid	Printed	58.56		58.56
Check #	20-483820	2020 01-0000-4300-00-000-0-1110-1000-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	
2019/20	04/15/20		Amazon- DL Suppl	APR-MADIGAN-4 (375143)	06/02/20	Paid	Printed	146.16		146.16
Check #	20-483820	2020 01-0000-4300-00-000-0-1110-1000-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	
2019/20	04/15/20		Amazon- DL Suppl	APR-MADIGAN-5 (375143)	06/02/20	Paid	Printed	12.78		12.78
Check #	20-483820	2020 01-0000-4300-00-000-0-1110-1000-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	
2019/20	04/15/20		Amazon- DL Suppl	APR-MADIGAN-6 (375143)	06/02/20	Paid	Printed	47.81		47.81
Check #	20-483820	2020 01-0000-4300-00-000-0-1110-1000-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	
2019/20	04/15/20		Amazon- DL Suppl	APR-MADIGAN-7 (375143)	06/02/20	Paid	Printed	24.18		24.18
Check #	20-483820	2020 01-0000-4300-00-000-0-1110-1000-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	
2019/20	04/15/20		Amazon- DL Suppl	APR-MADIGAN-8 (375143)	06/02/20	Paid	Printed	83.82		83.82
Check #	20-483820	2020 01-0000-4300-00-000-0-1110-1000-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	
2019/20	04/15/20		Zoom- Subscript	APR-MADIGAN-9 (375143)	06/02/20	Paid	Printed	14.99		14.99
Check #	20-483820	2020 01-0000-5800-00-000-0-0000-2700-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	
2019/20	04/15/20		Sierra Energy- Fuel	APR-MARINES-1 (375143)	06/02/20	Paid	Printed	60.00		60.00
Check #	20-483820	2020 01-0000-4300-00-000-0-0000-8100-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	
2019/20	04/15/20		Gold Flat- Fuel	APR-MARTINEZ-1 (375143)	06/02/20	Paid	Printed	34.75		34.75
Check #	20-483820	2020 01-0000-4300-00-000-0-0000-8100-000-0000			Batchid AP06112020	Check Date 06/12/20	PO#		Register # 000096	

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2019/20	04/15/20		US BANK CORPORATE PMT SYS (0000571)	(continued)						
			EdJoin- Acct Fees	APR-MESSERVY-1 (375143)	06/02/20	Paid	Printed	450.00		450.00
2020	01-0000-5800-00-0000-0-0000-2700-000-0000									
Check #	20-483820			BatchId AP06112020						Register # 000096
2019/20	04/15/20		Sierra MSP- Tech Sprrt	APR-MESSERVY-2 (375143)	06/02/20	Paid	Printed	52.50		52.50
2020	01-0000-5800-00-0000-0-0000-2700-000-0000									
Check #	20-483820			BatchId AP06112020						Register # 000096
2019/20	04/15/20		Luna Tech- Server Backup	APR-MESSERVY-3 (375143)	06/02/20	Paid	Printed	120.00		120.00
2020	01-0000-5800-00-0000-0-0000-800-000-0000									
Check #	20-483820			BatchId AP06112020						Register # 000096
2019/20	04/15/20		Amazon- Admin Suppl	APR-MESSERVY-4 (375143)	06/02/20	Paid	Printed	150.48		150.48
2020	01-0000-4300-00-0000-0-0000-2700-000-0000									
Check #	20-483820			BatchId AP06112020						Register # 000096
2019/20	04/15/20		Amazon- Admin Suppl	APR-MESSERVY-5 (375143)	06/02/20	Paid	Printed	61.22		61.22
2020	01-0000-4300-00-0000-0-0000-2700-000-0000									
Check #	20-483820			BatchId AP06112020						Register # 000096
								<b>Total Invoice Amount</b>	<b>1,344.21</b>	
Direct Vendor	US BANK EQUIPMENT FINANCE (000056/1)									
	PO BOX 790448									
	ST LOUIS, MO 63179-0448									
2019/20	06/03/20		Acct:957557/ Jun- Copier	415969765 (381591)	06/23/20	Paid	Printed	393.63		393.63
2020	01-0000-5600-00-0000-0-1110-1000-000-0000									
Check #	20-484510			BatchId AP06252020						Register # 000098
								<b>Total Invoice Amount</b>	<b>393.63</b>	
Direct Vendor	WASHINGTON COUNTY WATER DIST (00C063/1)									
	PO BOX 34									
	WASHINGTON, CA 95986									
2019/20	05/29/20		Acct:1900/ 4/27-5/26	1900 5-29-20 (381591)	06/23/20	Paid	Printed	103.00		103.00
2020	01-0000-5540-00-004-0-0000-8100-000-0000									

ReqPay05a

Payment Register

Scheduled 06/01/2020 - 06/29/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor WASHINGTON COUNTY WATER DIST (000063/1) (continued)										
Check #	20-484511			Batchid AP06252020				PO#	Register # 000098	
2019/20	05/29/20		Acct: 1901/4/27-5/26	1901 5-29-20 (381591)	06/23/20	Paid	Printed	103.00		103.00
Check #	20-484511		2020 01-0000-5540-00-004-0-0000-8100-000-0000	Batchid AP06252020				PO#	Register # 000098	
								<b>Total Invoice Amount</b>	<b>206.00</b>	

Direct Vendor WASTE MGMT OF NEVADA COUNTY (000059/1) PO BOX 541065 LOS ANGELES, CA 90054-1065										
2019/20	06/01/20		CUID:1-91658-1500 0/ Jun- Garbage	2646439-0536-9 (379975)	06/17/20	Paid	Printed	282.57		282.57
Check #	20-484176		2020 01-0000-5570-00-000-0-0000-8100-000-0000	Batchid AP06182020				PO#	Register # 000097	
								<b>Total Invoice Amount</b>	<b>282.57</b>	

Direct Vendor AUTO-CHLOR (000011/1) 3000 ACADEMY WAY #100 SACRAMENTO, CA 95815										
2019/20	05/21/20		Acct:3308364- LSE	203309700130 (381591)	06/23/20	Paid	Printed	257.82		257.82
Check #	20-484512		2020 13-5310-5600-00-000-0-0000-3700-000-0000	Batchid AP06252020				PO#	Register # 000098	
								<b>Total Invoice Amount</b>	<b>257.82</b>	

Direct Vendor SYSCO SACRAMENTO (000022/2) 7062 PACIFIC AVE PLEASANT GROVE, CA 95668										
2019/20	06/26/20		Acct:512566/ Bal 6/20- Food Svcs	JUN2020 (381684)	06/24/20	Paid	Printed	4,350.17		4,350.17
			2020 13-5310-4300-00-000-0-0000-3700-000-0000			848.26				
			2020 13-5310-4700-00-000-0-0000-3700-000-0000			3,454.34				
			2020 13-5310-5800-00-000-0-0000-3700-000-0000			47.57				
Check #	20-484514			Batchid AP06252020				PO#	Register # 000099	
								<b>Total Invoice Amount</b>	<b>4,350.17</b>	

EXPENSES BY FUND - Bank Account COUNTY		
Fund	Expense	Cash Balance
01	52,867.39	133.09
13	4,607.99	
<b>Total</b>	<b>57,475.38</b>	

Difference
52,734.30-
4,607.99-

Number of Payments	83
Number of Checks	39
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$57,475.38
Total Unpaid Sales Tax	\$ .00
Total Expense Amount	\$57,475.38

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS	
\$0 - \$99	3
\$100 - \$499	14
\$500 - \$999	7
\$1,000 - \$4,999	11
\$5,000 - \$9,999	4
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

\*\*\*\*\* ITEMS OF INTEREST \*\*\*\*\*

\* Number of payments to a different vendor

! Number of Prepaid payments 3

@ Number of Liability payments 19

& Number of Employee Also Vendors

? denotes check name different than payment name

F denotes Final Payment

Report Totals - 83 Payment Count 39 ACH Count 0 vCard Count 0 Total Check/Advice Amount 57,475.38

Selection Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2020, Ending Create Date = 6/30/2020, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE

ONLINE



**Twin Ridges Elementary School District**  
**Melissa Madigan, Superintendent**

16661 Old Mill Rd.  
Nevada City, CA 95959

(530) 265-9052  
FAX (530) 265-3049

**RESOLUTION 20-20**

**RESOLUTION TO RESCIND THE LAYOFF OF CLASSIFIED EMPLOYEE**

**WHEREAS**, on May 22, 2020, the Board of Trustees (“Board”) of the Twin Ridges Elementary School District (“District”) adopted Resolution No. 20-15 to eliminate .375 fulltime equivalent (“FTE”) positions in the classified service due to lack of work or lack of funds; and

**WHEREAS**, on June 3, 2020, the Superintendent’s designee served notice to the affected classified employees that their services would be eliminated for the 2020-21 school year; and

**WHEREAS**, the State Budget Act, Senate Bill (SB) 98 was enacted on June 30, 2020; and

**WHEREAS**, Section 94 of SB 98 states in relevant part:

From July 1, 2020, to June 30, 2021, inclusive, the governing board of a school district, county office of education, community college district, or joint powers authority shall not implement layoffs or releases of any permanent or probationary classified employees of the school district, county office of education, community college district, or joint powers authority who hold classifications in, or are assigned to positions in, nutrition, transportation, or custodial services; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Twin Ridges Elementary School District hereby determines that the layoff of the .375 FTE Cook position is hereby rescinded and the Superintendent or designee is directed to provide appropriate notice to the affected employee.

**PASSED AND ADOPTED** by the Twin Ridges Elementary School District Board of Trustees of Nevada County on July 21, 2020 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

BY:

ATTEST:

\_\_\_\_\_  
Mindi Morton  
President, Board of Trustees

07/21/2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Melissa Madigan  
Secretary to the Board of Trustees

07/21/2020  
\_\_\_\_\_  
Date



***Twin Ridges Elementary School District***  
***Melissa Madigan, Superintendent***

16661 Old Mill Rd.  
Nevada City, CA 95959

(530) 265-9052  
FAX (530) 265-3049

**RESOLUTION 20-21**

**AUTHORIZING SIGNERS FOR GENERAL FUND, CAFETERIA AND  
STUDENT BODY REVOLVING ACCOUNTS**

**BE IT RESOLVED**, that the following people have the authority to sign on the accounts listed above for Twin Ridges Elementary School District:

Superintendent: Melissa Madigan \_\_\_\_\_

Administrative Assistant: Sunshine Bender \_\_\_\_\_

Administrative Assistant: Kelly Moreno \_\_\_\_\_

This Resolution supersedes all previous authorizations and will be in effect until further notice.

**PASSED AND ADOPTED** by the Twin Ridges Elementary School District Board of Trustees of Nevada County on July 21, 2020 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

BY:

ATTEST:

\_\_\_\_\_  
Mindi Morton  
President, Board of Trustees

07/21/2020  
Date

\_\_\_\_\_  
Melissa Madigan  
Secretary to the Board of Trustees

07/21/2020  
Date

## Confidential Management Job Description

### **Executive Administrative Assistant**

12 months

Under the general direction of the Superintendent, plans, organizes, coordinates, and performs executive office functions that support the Superintendent and Board of Education. Coordinates and performs a variety of advanced, complex, and highly confidential secretarial and administrative duties. Organizes and oversees the executive office area. Serves as a representative of the Superintendent's office. Maintains confidentiality in matters pertaining to employer-employee relations/negotiations, Governing Board, pupil and controversial issues.

#### UNDER SUPERVISION OF:

Superintendent/Designee

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare agendas, minutes and track requirements for the Board of Trustees.
2. Maintain calendar for the Board of Trustees meetings including annual reports and required actions.
3. Attend School Board meetings and other administrative meetings as assigned.
4. Assist in the implementation of Federal, State, and local laws, Board Policies and District procedures.
5. Gather data, assist school sites, and prepare various reports including, but not limited to, the School Accountability Report Card, Conflict of Interest Statements.
6. Attend various meetings and training to stay abreast of changing regulations and laws related to public schools.
7. Research, interpret, implement and recommend revisions to Board Policy.
8. Maintain and implement vendor contract requirements and files.
9. Provide clerical assistance to the Superintendent.
10. Attend District Curriculum Committee, LCAP, PTA and staff meetings, prepare minutes, and maintain files and records.
11. Maintain District's website pages.



12. Prepare various information and materials related to employer-employee relations including, but not limited to, items needed for negotiation sessions.
13. Maintain Superintendent's calendar.
14. Assist with preparation of documents for facility-related projects including, but not limited to, bid packets, contracts, and insurance and bonding compliance.
15. Maintain procedures and policies related to district-wide facility use; assist site personnel in the implementation of procedures and policies; maintain required insurance documentation related to facility use.
16. Under the direction of the Superintendent or designee, serve as District risk management coordinator; attend trainings related to risk management; maintain required insurance documentation for vendors; collect and analyze incident reports; communicate best practices to site administrators and others as appropriate; serve as liaison to District's third party insurance administrator.
17. Serve as district office receptionist.
18. Exercise discretion and judgment in resolving problems for employees, parents, and students, always maintains confidentiality.
19. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
20. Perform business office duties as needed (AP, AR, ESCAPE, HR, timecards, etc.)
21. Drafting proposals and contract language for negotiations.
22. Drafting settlement agreements.
23. Other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent with post-secondary coursework preferred and three years of relevant clerical experience, preferably in a school environment. Experience working with the public sector desired.

## CERTIFICATES AND LICENSES

Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

## MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

## LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports and various other written and verbal communications.

## REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

## OTHER SKILLS AND ABILITIES:

Methods and practices of financial record keeping. Knowledge of district local, state and federal personnel laws and policies. Basic school business financial and general school district operations. Office methods and procedures. High-level computer operations including competent use of e-mail and Internet, database, word processing, and spreadsheet software. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The

employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**POSITION TITLE: TEACHER ON SPECIAL ASSIGNMENT (TOSA)**

DEFINITION: Under administrative supervision, provide coaching and instructional support to classroom teachers; plan and coordinate curricular alignment in all content areas and for all grade levels; develop and deliver professional learning on a variety of cross-disciplinary topics. Conduct small group and/or one-on-one intensive instruction to students.

DIRECTLY RESPONSIBLE TO: Program administrator or designee

SALARY SCHEDULE: Certificated

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification)

1. Coach teachers in the integration of effective, evidence-based instructional strategies, technology, and competencies to support core curriculum/learning goals
2. Assist school site leadership in developing instructional components of site strategic plans
3. Coordinate with school site leaders to implement site/district strategic plans, instructional strategies, technology, and competencies into instruction
4. Contribute to the leadership and direction in defining teaching and learning
5. Participate in the development and implementation of curricular goals, objectives, policy priorities, standards, and procedures
6. Prepare proposals for innovative instructional practices and resources
7. Develop and deliver instruction, technology, and assessments to students and to teachers
8. Assist with development and support of grant proposals

9. Keeps abreast of innovative teaching and learning practices through reading journals books, trainings and online resources

## QUALIFICATION

### **Education:**

Bachelor's degree from an accredited college or university. .

### **Credential:**

Possession of a valid California credential, or equivalent

### **Knowledge, Skills, Abilities, and Personal Characteristics:**

Strong coaching and facilitation skills; able to communicate clearly and concisely, orally and in writing, with multiple audiences; knowledgeable of current trends in educational research and effective, research-based instructional practices; adept at using various technology resources (multimedia presentations, digital media, productivity software, online resources, etc.) as instructional tools; able to develop project timelines and schedules, track progress, implement projects, and evaluate effectiveness; able to work within a diverse team and with a variety of district, community, and university partners.

**Health:** Physical and mental fitness to engage in teaching service as certified by a licensed physician, surgeon, or medical officer (CA Education Code Section 44839); evidence of freedom from active tuberculosis (CA Education Code Section 49406).

Indoor classroom environment; continuous contact with staff, students, and the public; may drive a vehicle to conduct work.

Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; sufficient vision to read printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the district and drive a car.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

**Twin Ridges Elementary School District**  
**2018/2019 Williams Uniform Complaint Summary**  
(Prepared in accordance with the provisions of Ed. Code 35186{d}.)

**Quarter Four: April 1, 2020 – June 30, 2020**

Number of Complaints:     0  
\_\_\_\_\_

Nature of Complaints:     N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution of Complaints:     N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that, to the best of my knowledge and belief, this report is true and correct, and that all data has been compiled with the reported in accordance with state laws and regulations.

\_\_\_\_\_  
Melissa Madigan, Superintendent

\_\_\_\_\_  
Date