

# 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 MEETING AGENDA





**Tuesday, January 12, 2021**






**4:00 PM**

**Via Zoom**

(Contact District Office for Link)

**16661 Old Mill Rd., Nevada City, CA**

	<p>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.</p>		
	<b>1.</b>	<b>CALL TO ORDER</b>	
	<b>2.</b>	<b>ROLL CALL</b>	
<i>Action</i>	<b>3.</b>	<b>APPROVAL OF January 12, 2021 REGULAR AGENDA (Goldenrod)</b>	
	<b>4.</b>	<p><b>PUBLIC COMMENT</b>                      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)</p>	
<i>Action</i>	<b>5.</b>	<p><b>CONSENT ITEMS.</b> <i>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.</i></p>	
	<b>A.</b>	Approval of December 15, 2020 Regular Board Meeting Minutes ( <i>Buff</i> )	
	<b>B.</b>	Approval of Warrants for December 2020 ( <i>Mint</i> )	
	<b>C.</b>	Williams Quarterly Report (2 <sup>nd</sup> Quarter) ( <i>Emerald</i> )	
	<b>6.</b>	<b>REPORTS</b>	
<i>Discussion/Info.</i>	<b>A.</b>	Family Resource Center Report – <i>Diana Pasquini</i>	
<i>Discussion/Info.</i>	<b>B.</b>	Washington School Report – <i>Julie Montobbio</i>	
<i>Discussion/Info.</i>	<b>C.</b>	Board Report- <i>Rachel Kozloski</i>	
	<b>i.</b>	Form 700 Reminder	
	<b>ii.</b>	Board Training (NCSoS, CSBA) ( <i>Lavender</i> )	
	<b>iii.</b>	Board Policies 6000s Review for Discussion/Approval at February 9, 2020 Board Meeting	

	<b>7. DISCUSSION/ACTION ITEMS</b>	
Discussion/Action	<b>A.</b> Remote/Hybrid Learning Discussion – <i>Mindi Morton</i>	
Discussion/Action	<b>B.</b> Superintendent’s Mid-Year Progress Report on Goals to the Board – <i>Melissa Madigan</i>	
Discussion/Action	<b>C.</b> Facilities Inspection Report Update – <i>Rachel Kozloski</i>	
Discussion/Action	<b>D.</b> New District Logo – <i>Kelly Moreno (White)</i>	
Discussion/Action	<b>E.</b> SARC – <i>Melissa Madigan (Lilac)</i>	
Discussion/Action	<b>F.</b> Audit 2019/20 Update – <i>Sunshine Bender</i>	
Discussion/Action	<b>G.</b> Staffing Projections – <i>Melissa Madigan</i>	
Discussion/Action	<b>H.</b> Proposal for Generator Project Architect – <i>Kelly Moreno (Salmon)</i>	
Discussion/Action	<b>I.</b> Approval to Surplus District Property – <i>Kelly Moreno (Ivory)</i>	
Discussion/Action	<b>J.</b> Approve Board Policies (5000s) – <i>Rachel Kozloski</i>	
Discussion/Action	<b>K.</b> Collective Bargaining Preparation Reminder – <i>Melissa Madigan</i>	
Discussion/Action	<b>L.</b> Request for Proposal (RFP): E-rate Category 2 Equipment; Network Switches (Grizzly Hill and Washington School) – <i>Melissa Madigan (Dove)</i>	
Discussion/Action	<b>M.</b> Superintendent’s Report – <i>Melissa Madigan</i>	
	<b>8. PUBLIC COMMENT ON CLOSED SESSION ITEMS – <i>Rachel Kozloski</i></b>	
	<b>9. CLOSED SESSION</b>	
	<b>A.</b> Public Employee Discipline/Dismissal/Release (Government Code § 54957(b))	
	<b>10. RECESS /RECONVENE - Report Out on Closed Session – <i>Rachel Kozloski</i></b>	
	<b>A.</b> Reportable Action Taken Regarding Public Employee Discipline/Dismissal/Release	
Discussion	<b>11. FUTURE AGENDA ITEMS DISCUSSION</b>	
	<b>12. UPCOMING MEETINGS: February 09, 2021</b>	
	<b>13. ADJOURNMENT</b>	

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)}

\_\_\_\_\_  
Rachel Kozloski, Board President

01/12/2021

Date

# TWIN RIDGES ELEMENTARY SCHOOL DISTRICT

16661 Old Mill Rd., Nevada City, California

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

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## BOARD OF TRUSTEES REGULAR/ORGANIZATIONAL MEETING MINUTES

**Tuesday, December 15, 2020  
1:00 PM  
VIA ZOOM**

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

The regular board meeting of the Twin Ridges Elementary School District (TRES D) Board of Trustees was called to order at 1:02 PM.

### 2. ROLL CALL

Mindi Morton	Present
Rachel Kozloski	Present
Malik Goodman	Present
Lorien Whitestone	Present
Hilary Hulteen	Absent

Four members of the board were present. A quorum was met.

Also present at this meeting were Melissa Madigan, Kelly Moreno, Darlene Waddle, and Diana Pasquini.

*Action*

### 3. APPROVAL OF December 15, 2020 REGULAR/ORGANIZATIONAL BOARD MEETING AGENDA – Mindi Morton

Malik Goodman moved to approve the December 15, 2020 Regular/Organizational Board Meeting Agenda, Rachel Kozloski seconded. The motion was passed by a 4/0/1/0 vote as follows:

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

### 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)

There was no public comment.

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 November 23, 2020 Regular Board Meeting Minutes 
- B. Approval of December 7, 2020 Emergency Board Meeting Minutes 
- C. Approval of Warrants for November 2020 

Rachel Kozloski moved to approve the consent items 5A-C as presented, Lorien Whitestone seconded. Motion approved by a 4/0/1/0 vote as follows:

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

**6. REPORTS**

Discussion/Info

**A. Washington School Report – Julie Montobbio**

Melissa Madigan reported that Tiffany Caughey has been assigned to teach at Washington School one day each week for face-to-face instruction with the students. The District is receiving very positive feedback about this arrangement.

There is possibility that Washington School will have four new kindergarten students enrolling for the 2021/22 school year.

Discussion/Info

**B. Family Resource Center Report (FRC) – Diana Pasquini**

Diana thanked the District for their support of the FRC throughout the years. The facility has been cleaned and is looking good for a January grand opening.

Kristen Snell reported that the FRC is gearing up to open for services with limited numbers. This will happen when the time is right.

Discussion/Info

**C. Board Report- Mindi Morton**

COUNTY LISTING FORMS - Mindi reminded the board members to complete and return the County Listing Form so that we can get them to the County Office.


BALANCED BUDGET – Melissa Madigan has laid the groundwork for a balanced budget moving forward.

HOME VISITS – Melissa has gone above and beyond with the home visits she’s made to ensure that students stay connected and don’t fall through the cracks.

CHAIN OF COMMAND - Rachel Kozloski expressed concern about staff members coming to board members directly to voice complaints. While the Board is absolutely open and approachable to staff, it is imperative that they go to their supervisor first, then Melissa, and only after they’ve followed this chain of command is it appropriate to make a complaint to a board member directly. She stressed that the board should NOT encourage this type of undermining of District Administration. Staff complaints to the Board should only be used as a last resort and when approached should direct the employee to their supervisor and then to the superintendent.

**7. DISCUSSION/ACTION ITEMS**

Discussion/Action

**A. Budget 2020.2021 – Darlene Waddle** 

- i. Review 1<sup>st</sup> Interim Budget

Darlene presented the 1<sup>st</sup> Interim Budget and reported that the budgetary changes include state required forms.

Though the budget includes deposits exclusive to COVID funds which helped to balance the budget; the fact that it is balanced is still something to celebrate. Reductions to salaries and positions in classified staffing played a large part in bringing us to a balanced budget. Maximizing efficiencies played a role as well.

Rachel inquired about Basic Aid. Darlene expressed that this is no clear answer at this time. She continues to research to find a clear answer and direction in this regard.

ii. Budget Review for Parents - Report

Melissa presented Parent Review documents. Mindi Morton moved to approve, Lorien Whitestone seconded. Documents approved by 4/0/1/0 vote.

*Discussion/Action*

**B. PUBLIC HEARING – Budget Review for Parents**

Hearing opened at 1:27 PM. No public in attendance. Public Hearing closed at 1:27 PM.O

*Discussion/Action*

**C. Board Organization – Mindi Morton**

i. Oath of Office for Board Members Whitestone and Kozloski (Four Year Terms Ending 2024)

Melissa Madigan administered the Oaths of Office to members Lorien Whitestone and Rachel Kozloski. These members assume office for a four-year term 2020-2024.

ii. Election of Officers

Rachel Kozloski reported that according to Board Policies this board should be rotating positions. She said that we can vote to change them if that's not what the Board wishes to happen. Current policy states that the Board Clerk will rotate into the President position. In line with this policy, Mindi Morton nominated Rachel Kozloski to the position of Board President, Malik Goodman for Board Clerk, Lorien Whitestone for Representative to the NCSoS Committee, Melissa Madigan as Secretary to the Board, Hilary Hulteen as timekeeper and Malik Goodman as Negotiations. Rachel Kozloski moved to approve the nomination of officers as proposed, Malik Goodman seconded, motion approved by a 4/0/1/0 vote as follows:

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

At this point, Rachel Kozloski took over presiding over this meeting.

iii. Establish Regular Meeting Days and Times

Board meetings will be scheduled all twelve months the second Tuesday of each month at 4:00 PM. Mindi Morton moved to approve the board meeting schedule as stated above, Lorien Whitestone seconded. Motion approved by a 4/0/1/0 as follows:

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

v. Governance Calendar

This item may be addressed at a later date.

Discussion/Action

**D. Board Member Training at NCSoS**

Board members were given a save the date flyer for Board Member Training at NCSoS.

Discussion/Action

**E. Board Member Tool Kit**

Board members were given a Board Member Took Kit from Lozano Smith.

**F. CSBA Board Policy 5000 Series Distributed for Review**

Board members were reminded to review 5000 series Board Policies for discussion and approval at the January board meeting.

Discussion/Action

**G. CSBA Board Policy Updates October 2020 Distributed for Review**

Board members were reminded to review Board Policy Updates dated October 2020 for discussion and approval at the January board meeting.

Discussion/Action

**H. Superintendent's Report – Melissa Madigan**

COVID 19 - There have been no COVID 19 cases among staff; no teachers have taken any time off; the staff is doing remarkably well under the current circumstances.

PRESCHOOL - We are actively pursuing starting a preschool to the bridge the gap we are currently experiencing with the incoming kindergartners. (2021/22)

MUSIC – We are considering hiring a part-time music teacher. (2021/22)

**8. PUBLIC COMMENT ON CLOSED SESSION ITEMS – Rachel Kozloski**

No public in attendance. No comment on closed session items.

**9. CLOSED SESSION – Rachel Kozloski**

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

**10. RECESS /RECONVENE - Report Out on Closed Session – Rachel Kozloski**

**A. Reportable Action Taken Regarding Public Employee Discipline/Dismissal/Release**

Closed session recessed and open session reconvened at 2:04 PM. There was no report action taken during closed session.

Discussion

**11. FUTURE AGENDA ITEMS DISCUSSION – Rachel Kozloski**

No future agenda items were discussed.

**12. UPCOMING MEETINGS: January 12, 2020**

**13. ADJOURNMENT**

Meeting adjourned at 2:20 PM.

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Rachel Kozloski, Board President

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01/12/2021

Date



ReqPay05a

Payment Register

Scheduled 12/07/2020 - 12/14/2020

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 AT&T (000010/1) (continued)										
2020/21	12/06/20	21-491339	BAN 9391007879	000015707426 (436872)	12/14/20	Paid	Printed	1,152.25	Register # 000118	1,152.25
2020/21	12/06/20	21-491339	2021 01-0000-5930-00-0000-0-0000-8100-000-0000	000015707427 (436872)	12/14/20	Paid	Printed	77.69	Register # 000118	77.69
2020/21	12/06/20	21-491339	BAN 9391007881	000015707428 (436872)	12/14/20	Paid	Printed	110.03	Register # 000118	110.03
2020/21	12/06/20	21-491339	2021 01-0000-5930-00-0000-0-0000-8100-000-0000	000015719941 (436872)	12/14/20	Paid	Printed	21.23	Register # 000118	21.23
2020/21	12/06/20	21-491340	BAN 9391001369	000015719942 (436872)	12/14/20	Paid	Printed	223.20	Register # 000118	223.20
2020/21	12/07/20	21-491340	2021 01-0000-4300-00-005-0-0000-8100-000-0000	000015719943 (436872)	12/14/20	Paid	Printed	250.00	Register # 000118	250.00
<b>Total Invoice Amount</b>									<b>1,403.71</b>	
Direct Vendor AUTO-CHLOR (000011/1)										
3000 ACADEMY WAY #100 SACRAMENTO, CA 95815										
2020/21	12/07/20		SERVICE CONTRACT	203300901314 (436872)	12/14/20	Paid	Printed	223.20		223.20
<b>Total Invoice Amount</b>									<b>223.20</b>	
Direct Vendor COMFORT PLUMBING SYSTEMS INC (000229/1)										
18449 SHASTA DAM WAY NEVADA CITY, CA 95959										
2020/21	11/02/20		OT PLUMBING SERVICE CALL	5516 (436872)	12/14/20	Paid	Printed	250.00		250.00
<b>Total Invoice Amount</b>									<b>250.00</b>	
2020/21	12/06/20	21-491341	2021 01-0000-5655-00-001-0-0000-8100-000-0000	000015719944 (436872)	12/14/20	Paid	Printed	250.00	Register # 000118	250.00
<b>Total Invoice Amount</b>									<b>250.00</b>	



ReqPay05a

Payment Register

Scheduled 12/07/2020 - 12/14/2020

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										
2020/21	11/30/20		CRANMER ENGINEERING INC (000035/1) PO BOX 1240 GRASS VALLEY, CA 95945							
			OT WATER OPERATIONS (436103)		12/07/20	Paid	Printed	190.00		190.00
Check #	21-490908	2021 01-0000-5710-00-001-0-0000-8100-000-5520		BatchId AP12102020		Check Date 12/11/20	PO#		Register # 000117	
2020/21	11/30/20		GH BACTERIA & OPERATIONS (436103)		12/07/20	Paid	Printed	560.00		560.00
Check #	21-490908	2021 01-0000-5800-00-005-0-0000-8300-000-0000		BatchId AP12102020		Check Date 12/11/20	PO#		Register # 000117	
<b>Total Invoice Amount</b>								<b>750.00</b>		

Direct Vendor										
			CSM CONSULTING INC (000036/1) PO BOX 4408 EL DORADO HILLS, CA 95762							
2020/21	11/19/20		ERATE INSTALLMENT		12/07/20	Paid	Printed	750.00		750.00
Check #	21-490909	2021 01-0000-5800-00-000-0-0000-7200-000-0000		BatchId AP12102020		Check Date 12/11/20	PO#		Register # 000117	
<b>Total Invoice Amount</b>								<b>750.00</b>		

Direct Vendor										
			HEIDI BETHKE (000120/1) 4010 LITTLE VALLEY RD RENO, NV 89508							
2020/21	11/30/20		PSYCH SERVICES NOV-20		12/07/20	Paid	Printed	924.35		924.35
Check #	21-490910	2021 01-6512-5800-00-000-0-5760-3120-000-0000		BatchId AP12102020		Check Date 12/11/20	PO#		Register # 000117	
<b>Total Invoice Amount</b>								<b>924.35</b>		

Direct Vendor										
			HENNIGS AUTO AND EQUIP REPAIR (000221/1) 27145 HIGHWAY 49 NEVADA CITY, CA 95959							
2020/21	12/03/20		CHEVEY REPAIR		12/07/20	Paid	Printed	300.15		300.15
Check #	21-490911	2021 01-0000-5640-00-000-0-0000-8100-000-0000		BatchId AP12102020		Check Date 12/11/20	PO#		Register # 000117	
<b>Total Invoice Amount</b>								<b>300.15</b>		

ReqPay05a

Payment Register

Scheduled 12/07/2020 - 12/14/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Payment Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2020/21	12/07/20		OPEN UP RESOURCES (000276/2) DEPT LA 24903 PASADENA, CA 91185-4903	INV-11032 (436103)	12/07/20	Paid	Printed	4,547.26		4,547.26
Check #	21-490912		2021 01-3220-4300-00-000-0-1110-1000-000-0000	Batchld AP12102020		Check Date 12/11/20	PO#		Register # 000117	
<b>Total Invoice Amount</b>								<b>4,547.26</b>		

Direct Vendor	OPEN UP RESOURCES (000276/2) DEPT LA 24903 PASADENA, CA 91185-4903									
2020/21	12/14/20		EL TRADE BOOKS IVN-11110 (436872)	12/14/20	Paid	Printed		4,536.62		4,536.62
Check #	21-491342		2021 01-3220-4300-00-000-0-1110-1000-000-0000	Batchld AP12172020A		Check Date 12/18/20	PO#		Register # 000118	
<b>Total Invoice Amount</b>								<b>4,536.62</b>		

Direct Vendor	PARS ADMIN (000016/1) 4350 VON KARMAN AVE NEWPORT BEACH, CA 92660-2080									
2020/21	12/09/20		OCT SERVICE 46993	(436872)	12/14/20	Paid	Printed	248.56		248.56
Check #	21-491343		2021 01-0000-3902-00-005-0-0000-2700-000-0000	Batchld AP12172020A		Check Date 12/18/20	PO#		Register # 000118	
<b>Total Invoice Amount</b>								<b>248.56</b>		

Direct Vendor	PETERS DRILLING AND PUMP SRVC (000114/1) PO BOX 1546 GRASS VALLEY, CA 95945									
2020/21	12/10/20		TANKS HEAT WRAP 108729	(436872)	12/14/20	Paid	Printed	1,769.84		1,769.84
Check #	21-491344		2021 01-0000-5655-00-005-0-0000-8100-000-0000	Batchld AP12172020A		Check Date 12/18/20	PO#		Register # 000118	
<b>Total Invoice Amount</b>								<b>1,769.84</b>		

Direct Vendor	PG&E (000050/1) BOX 997300 SACRAMENTO, CA 95899-7300									
2020/21	12/05/20		0390455458-5 (436872)	12/14/20	Paid	Printed		54.51		54.51
Check #	21-491344		2021 01-0000-5520-00-001-0-0000-8100-000-0000	Batchld AP12172020A		Check Date 12/18/20	PO#		Register # 000118	
<b>Total Invoice Amount</b>								<b>1,769.84</b>		

Selection Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 12/1/2020, Ending Create Date = 12/31/2020, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 12/07/2020 - 12/14/2020

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)										
2020/21	12/05/20	21-491345	0588820133-1	0588820133-1 DEC (436872)	12/14/20	Paid	Printed	125.62		125.62
Check #	21-491345		2021 01-0000-5520-00-001-0-0000-8100-000-0000			Check Date 12/18/20			Register # 000118	
2020/21	12/05/20	21-491345	6931227577-4	6931227577-4 DEC (436872)	12/14/20	Paid	Printed	382.82		382.82
Check #	21-491345		2021 01-0000-5520-00-004-0-0000-8100-000-0000			Check Date 12/18/20			Register # 000118	
2020/21	12/05/20	21-491345	7588441545-8	7588441545-8 DEC (436872)	12/14/20	Paid	Printed	62.84		62.84
Check #	21-491345		2021 01-0000-5520-00-001-0-0000-8100-000-0000			Check Date 12/18/20			Register # 000118	
								<b>Total Invoice Amount</b>		<b>625.79</b>

Direct Vendor RAY A MORGAN COMPANY INC (000104/1)										
3131 ESPLANDE CHICO, CA 95973										
2020/21	12/03/20		3159033	WASH WATER SYSTEM (436872)	12/14/20	Paid	Printed	119.21		119.21
Check #	21-491346		2021 01-0000-5600-00-004-0-0000-2700-000-0000			Check Date 12/18/20			Register # 000118	
								<b>Total Invoice Amount</b>		<b>119.21</b>

Direct Vendor REED SPEECH THERAPY SERVICES (000068/3)										
131 HIDDEN GLEN AUBURN, CA 95603										
2020/21	12/11/20		802	9/18- 10/11 SPEECH SERVICES (436872)	12/14/20	Paid	Printed	4,480.00		4,480.00
Check #	21-491347		2021 01-6500-5800-00-000-0-5760-3150-000-0000			Check Date 12/18/20			Register # 000118	
2020/21	12/11/20		803	10/16- 11/13 SPEECH SERVICES (436872)	12/14/20	Paid	Printed	3,920.00		3,920.00
Check #	21-491347		2021 01-6500-5800-00-000-0-5760-3150-000-0000			Check Date 12/18/20			Register # 000118	
2020/21	12/11/20		804	11/17-12/11 SPEECH SERVICES (436872)	12/14/20	Paid	Printed	3,920.00		3,920.00
Check #	21-491347		2021 01-6500-5800-00-000-0-5760-3150-000-0000			Check Date 12/18/20			Register # 000118	

Scheduled 12/07/2020 - 12/14/2020

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
2020/21	12/11/20		REED SPEECH THERAPY SERVICES (000068/3)	(continued)						(continued)
			11/17-12/11	804	12/14/20	Paid	Printed	(continued)		
			SPEECH SERVICES (continued)	(436872)						
Check #	21-491347	2021 01-6500-5800-00-000-0-5760-3150-000-0000			BatchId AP12172020A	Check Date 12/18/20	PO#			Register # 000118
<b>Total Invoice Amount</b>								<b>12,320.00</b>		

Direct Vendor	RESOLVE TECHNOLOGY GROUP INC (000186/1) 127 Colfax Hwy P.O. Box # 1501 CEDAR RIDGE, CA 95924									
2020/21	12/05/20		TECH SUPPORT	1059	12/07/20	Paid	Printed	370.00		370.00
Check #	21-490913	2021 01-0000-5640-00-000-0-7700-000-0000		(436103)	BatchId AP12102020	Check Date 12/11/20	PO#			Register # 000117
<b>Total Invoice Amount</b>								<b>370.00</b>		

Direct Vendor	SCHOOLS INSURANCE GROUP (000179/1) 550 HIGH STREET SUITE 201 AUBURN, CA 95603-4712									
2020/21	12/03/20		DEC HEALTH BENEFITS	(436872)	12/14/20	Paid	Printed	6,983.95		6,983.95
Check #	21-491348	2021 01-0000-9514--0-			BatchId AP12172020A	Check Date 12/18/20	PC#			Register # 000118
<b>Total Invoice Amount</b>								<b>6,983.95</b>		

Direct Vendor	STUDIES WEEKLY (000283/1) 1140 N. 1430 W OREM, UT 84057									
2020/21	08/17/20		CURRICULUM K-8	350590	12/07/20	Paid	Printed	953.21		953.21
Check #	21-490914	2021 01-3220-4300-00-000-0-1110-1000-000-0000		(436103)	BatchId AP12102020	Check Date 12/11/20	PO#			Register # 000117
<b>Total Invoice Amount</b>								<b>953.21</b>		

Direct Vendor	SYSCO SACRAMENTO (000022/1) PO BOX 138007 SACRAMENTO, CA 95813-8007									
2020/21	12/08/20		LUNCH SERVICE	331006005	12/14/20	Paid	Printed	769.75		769.75
Check #	21-491349	2021 01-3220-4400-00-000-0-3700-000-0000		(436872)	BatchId AP12172020A	Check Date 12/18/20	PO#			Register # 000118

Selection	Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 12/1/2020, Ending Create Date = 12/31/2020, Page Break by Check/Advice? = N, Zero? = Y)										
								ESCAPE	ONLINE	Page 6 of 10	

Scheduled 12/07/2020 - 12/14/2020

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
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Total Invoice Amount 769.75

Direct Vendor	THE CURIOSITY COLLECTIVE (000287/1) 2520 LODESTAR STREET ROCKLIN, CA 95677									
2020/21	12/07/20		BARTON TUTORING 1094	(436872)	12/14/20	Paid	Printed	150.00		150.00
Check #	21-491350		2021 01-6500-5800-00-000-0-5760-1120-000-0000	Batchid AP12172020A	PO#	Check Date 12/18/20	Register # 000118			
<b>Total Invoice Amount</b>								<b>150.00</b>		

Direct Vendor	TOTAL EDUCATION SOLUTIONS (000280/1) 625 FAIR OAKS AVE SUITE 300 SOUTH PASADENA, CA 91030									
2020/21	09/05/20		AUG RSP SERVICES 2881632	(436872)	12/14/20	Paid	Printed	2,043.75		2,043.75
Check #	21-491351		2021 01-6500-1100-00-000-0-5760-1120-000-0000	Batchid AP12172020A	PO#	Check Date 12/18/20	Register # 000118			
<b>Total Invoice Amount</b>								<b>2,043.75</b>		

Direct Vendor	TYLER JOHN HAND (000282/1) 18126 NOW WAY GRASS VALLEY, CA 95949									
2020/21	12/04/20		CLASSROOM SINKS 1367 .TOILET, COPPER LINES	(436103)	12/07/20	Paid	Printed	1,245.00		1,245.00
Check #	21-490915		2021 01-0000-5655-00-005-0-0000-8100-000-0000	Batchid AP12102020	PO#	Check Date 12/11/20	Register # 000117			
<b>Total Invoice Amount</b>								<b>1,245.00</b>		

Direct Vendor	US BANK EQUIPMENT FINANCE (000056/1) PO BOX 790448 ST LOUIS, MO 63179-0448									
2020/21	12/28/20		COPY LEASE 430369108	(436872)	12/14/20	Paid	Printed	360.13		360.13
Check #	21-491352		2021 01-0000-5600-00-000-0-0000-7200-000-0000	Batchid AP12172020A	PO#	Check Date 12/18/20	Register # 000118			
<b>Total Invoice Amount</b>								<b>360.13</b>		

Direct Vendor	VERITABLE VEGETABLE (000023/1) PO BOX 884926 SAN FRANCISCO, CA 94188-4926									
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ReqPay05a

Payment Register

Scheduled 12/07/2020 - 12/14/2020

Bank Account COUNTY - AP Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Payment Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
	2020/21	12/03/20	VERITABLE VEGETABLE (000023/1)	(continued)						
			FFVP	1398657	12/07/20	Paid	Printed	137.75		137.75
Check #	21-490916		2021 01-5370-4700-00-0000-0-0000-3700-000-0000	Batchld AP12102020	AP12102020					Register # 000117
								<b>Total Invoice Amount</b>	<b>137.75</b>	

Direct Vendor	VKIDZ HOLDING, INC (000284/1) 6300 NE 1ST AVENUE STE 203 FORT LAUDERDALE, FL 33334									
2020/21	11/13/20		SPELLING CITY SUBSCRIPTION	PO 20-30	12/07/20	Paid	Printed	486.00		486.00
Check #	21-490917		2021 01-3220-4300-00-0000-0-1110-1000-000-0000	Batchld AP12102020	AP12102020					Register # 000117
								<b>Total Invoice Amount</b>	<b>486.00</b>	

Direct Vendor	WASHINGTON COUNTY WATER DIST (000063/1) PO BOX 34 WASHINGTON, CA 95986									
2020/21	11/30/20		NOV-WATER-IRRIGATION	NOV-IRRIGATION	12/07/20	Paid	Printed	64.70		64.70
Check #	21-490918		2021 01-0000-5540-00-004-0-0000-8100-000-0000	Batchld AP12102020	AP12102020					Register # 000117
2020/21	11/30/20		NOV WATER	NOV-WATER	12/07/20	Paid	Printed	25.62		25.62
Check #	21-490918		2021 01-0000-5540-00-004-0-0000-8100-000-0000	Batchld AP12102020	AP12102020					Register # 000117
								<b>Total Invoice Amount</b>	<b>90.32</b>	

Direct Vendor	WASTE MGMT OF NEVADA COUNTY (000059/1) PO BOX 541065 LOS ANGELES, CA 90054-1065									
2020/21	12/01/20		22-53359-33004 LATE FEE	2724377-0536-6	12/07/20	Paid	Printed	5.00		5.00
Check #	21-490919		2021 01-0000-5570-00-005-0-0000-8100-000-0000	Batchld AP12102020	AP12102020					Register # 000117
								<b>Total Invoice Amount</b>	<b>5.00</b>	

Direct Vendor	WASTE MGMT OF NEVADA COUNTY (000059/1) PO BOX 541065 LOS ANGELES, CA 90054-1065									
Selection	Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 12/1/2020, Ending Create Date = 12/31/2020, Page Break by Check/Advice? = N, Zero? = Y)									

Scheduled 12/07/2020 - 12/14/2020

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 WASTE MGMT OF NEVADA COUNTY (000059/1) (continued)										
2020/21	12/03/20		DEC TRASH SERVICE	27253290536-6 (436872)	12/14/20	Paid	Printed	284.42		284.42
Check #	21-491353	2021 01-0000-5570-00-005-0-0000-8100-000-0000		Batchld AP12172020A			Check Date 12/18/20	PO#		Register # 000118
								<b>Total Invoice Amount</b>	<b>284.42</b>	

Direct Vendor VERITABLE VEGETABLE (000023/1) PO BOX 884926 SAN FRANCISCO, CA 94188-4926										
2020/21	12/03/20		VEGGIES	1398656 (436103)	12/07/20	Paid	Printed	101.35		101.35
Check #	21-490920	2021 13-5310-4700-00-000-0-0000-3700-000-0000		Batchld AP12102020			Check Date 12/11/20	PO#		Register # 000117
								<b>Total Invoice Amount</b>	<b>101.35</b>	

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	42,746.33	1,324,868.28	1,282,121.95
13	101.35	48,977.55	48,876.20
<b>Total</b>	<b>42,847.68</b>		

Number of Payments	43
Number of Checks	32
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$42,847.68
Total Unpaid Sales Tax	\$ .00
Total Expense Amount	\$42,847.68

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS	
\$0 - \$99	6
\$100 - \$499	12
\$500 - \$999	6
\$1,000 - \$4,999	6
\$5,000 - \$9,999	1
\$10,000 - \$14,999	1
\$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  
 @ Number of Liability payments  
 & Number of Employee Also Vendors

? denotes check name different than payment name  
 F denotes Final Payment



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

**Quarter Two: October 1, 2020 – December 31, 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

01/12/2021  
\_\_\_\_\_  
Date

# **Save the Date**

## **Board Governance Workshop**

**Tuesday, January 19, 2021**

**6:00 – 7:30 PM**

**Virtual – Zoom link to be sent closer to event**

**Presenting will be Eric Stevens**

of Girard, Edwards, Stevens & Tucker LLP , Attorneys at Law

The workshop is intended for superintendents/directors; board/council members; and individuals who will benefit from the workshop in general.

Please forward this invitation to your board/council members and individuals you would like to see attend.

**Content includes an overview of the  
Public Records Act, Brown Act and Conflicts of Interest.**

RSVP is requested by January 11 to [swhite@nevco.org](mailto:swhite@nevco.org)  
or call Samie White at (530) 478-6400 ext. 2003





## Training and Events Learning opportunities, training sessions, professional development and meetings

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Filter Event

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#### 2021 Institute for New & First Term Board Members (Virtual: 2/2/21 - 2/3/21)

Tue Feb 02, 2021 09:00 AM To Wed Feb 03, 2021 04:00 PM

Register

Register Colleague

#### *Malik* MIG Course 4: Human Resources/Collective Bargaining (Virtual - Feb. 5-6, 2021)

Virtual

Fri Feb 05, 2021 08:30 AM To Sat Feb 06, 2021 12:30 PM

Register

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#### 2021 Institute for New & First Term Board Members (Virtual: 2/5/21 - 2/6/21)

Fri Feb 05, 2021 09:00 AM To Sat Feb 06, 2021 04:00 PM

Register

[Register Colleague](#)

**2021 Board Presidents Workshop (Virtual: 2/6/21)**

**Sat Feb 06, 2021 08:30 AM To Sat Feb 06, 2021 04:30 PM**

[Register](#)

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**2021 Institute for New & First Term Board Members (Virtual: 2/11/21 - 2/12/21)**

**Thu Feb 11, 2021 09:00 AM To Fri Feb 12, 2021 04:00 PM**

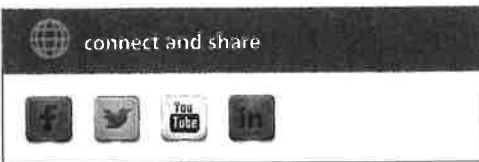
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**Filter Event**

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#### **2021 Institute for New & First Term Board Members (Virtual: 2/19/21 - 2/20/21)**

**Fri Feb 19, 2021 09:00 AM To Sat Feb 20, 2021 04:00 PM**

**Register**

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#### **2021 Board Presidents Workshop (Virtual: 2/20/21)**

**Sat Feb 20, 2021 08:30 AM To Sat Feb 20, 2021 04:30 PM**

**Register**

**Register Colleague**

#### **2021 Institute for New & First Term Board Members (Virtual: 2/26/21 - 2/27/21)**

**Fri Feb 26, 2021 09:00 AM To Sat Feb 27, 2021 04:00 PM**

**Register**

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**2021 Board Presidents Workshop (Virtual: 2/27/21)**

**Sat Feb 27, 2021 08:30 AM To Sat Feb 27, 2021 04:30 PM**

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**MIG Course 1: Foundations of Effective Governance/Setting Direction (March 5 and 6, 2021)**

*VIRTUAL*

**Fri Mar 05, 2021 08:30 AM To Sat Mar 06, 2021 12:30 PM**

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#### **MIG Course 1: Foundations of Effective Governance/Setting Direction (March 5 and 6, 2021)**

*VIRTUAL*

**Fri Mar 05, 2021 08:30 AM To Sat Mar 06, 2021 12:30 PM**

**Register**

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#### **MIG Course 1: Foundations of Effective Governance/Setting Direction (March 8 and 10, 2021)**

*VIRTUAL*

**Mon Mar 08, 2021 01:00 PM To Wed Mar 10, 2021 05:00 PM**

**Register**

**Register Colleague**

#### **2021 CCBE County Board Governance Workshop (3/9/2021 - 3/30/2021, Virtual)**

**Tue Mar 09, 2021 To Tue Mar 30, 2021**



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**MIG Course 1: Foundations of Effective Governance/Setting Direction (March 12 and 13, 2021)**

*VIRTUAL*

**Fri Mar 12, 2021 08:30 AM To Sat Mar 13, 2021 12:30 PM**

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**MIG Course 5: Community Relations & Advocacy/Governance Integration (March 19 and 20, 2021)**

*VIRTUAL*

**Fri Mar 19, 2021 08:30 AM To Sat Mar 20, 2021 04:00 PM**

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### MIG Course 2: Student Learning & Achievement/Policy & Judicial Review (March 19 and 20, 2021)

VIRTUAL

Fri Mar 19, 2021 08:30 AM To Sat Mar 20, 2021 12:30 PM

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### MIG Course 2: Student Learning & Achievement/Policy & Judicial Review (March 22 and 24, 2021)

VIRTUAL

Mon Mar 22, 2021 01:00 PM To Wed Mar 24, 2021 05:00 PM

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### MIG Course 2: Student Learning & Achievement/Policy & Judicial Review (March 26 and 27, 2021)

VIRTUAL

Fri Mar 26, 2021 01:00 PM To Sat Mar 27, 2021 12:30 PM

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**MIG Course 3: School Finance (April 16 and 17, 2021)**

*VIRTUAL*

**Fri Apr 16, 2021 08:30 AM To Sat Apr 17, 2021 12:00 PM**

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**MIG Course 3: School Finance (April 23 and 24, 2021)**

*VIRTUAL*

**Fri Apr 23, 2021 08:30 AM To Sat Apr 24, 2021 12:00 PM**

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#### **MIG Course 4: Human Resources/Collective Bargaining (April 30 and May 1, 2021)**

*VIRTUAL*

**Fri Apr 30, 2021 01:00 PM To Sat May 01, 2021 12:30 PM**

**Register**

**Register Colleague**

#### **MIG Course 3: School Finance (May 6 and 7, 2021)**

*VIRTUAL*

**Thu May 06, 2021 08:30 AM To Fri May 07, 2021 12:00 PM**

**Register**

**Register Colleague**

#### **MIG Course 4: Human Resources/Collective Bargaining (May 14 and 15, 2021)**

*VIRTUAL*

**Fri May 14, 2021 08:30 AM To Sat May 15, 2021 12:30 PM**

**Register**

Register Colleague

**MIG Course 4: Human Resources/Collective Bargaining (May 21 and 22, 2021)**

VIRTUAL

Fri May 21, 2021 08:30 AM To Sat May 22, 2021 12:30 PM

Register

Register Colleague

**MIG Course 5: Community Relations & Advocacy/Governance Integration (May 21 and 22, 2021)**

VIRTUAL

Fri May 21, 2021 01:00 PM To Sat May 22, 2021 12:30 PM

Register

Register Colleague



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Use the left-hand navigation to view training by type: leadership meetings, training workshops, conferences, the Masters in Governance program, and online learning opportunities

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### MIG Course 5: Community Relations & Advocacy/Governance Integration (June 3 and 4, 2021)

VIRTUAL

Thu Jun 03, 2021 08:30 AM To Fri Jun 04, 2021 12:30 PM

**Register**

**Register Colleague**

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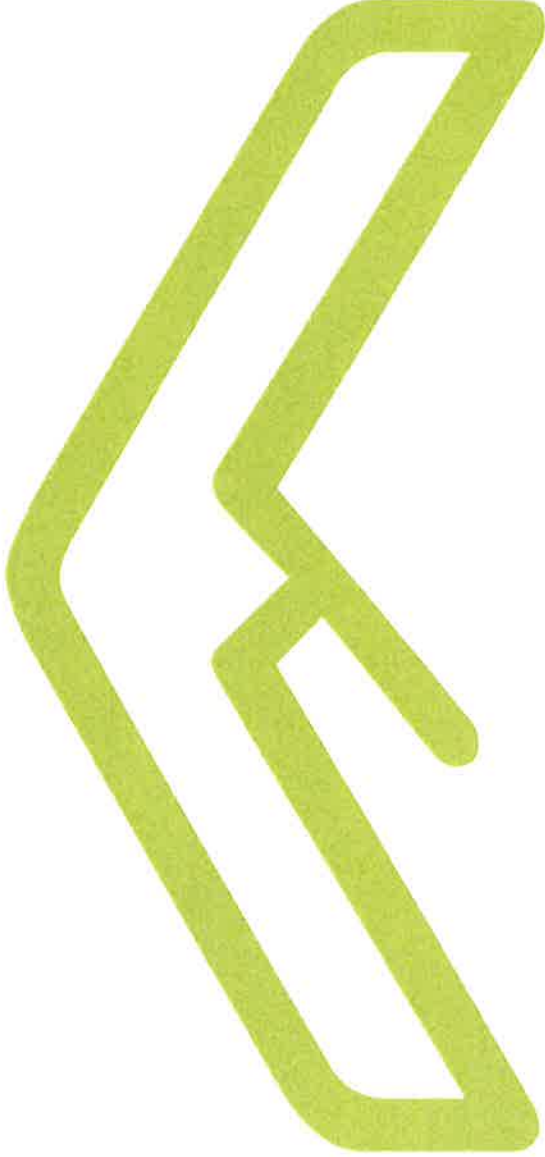
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# TWIN RIDGES

Elementary School District







## 2020 SARC Input Form

**THIS IS NOT THE FULL SARC TEMPLATE. DO NOT POST TO YOUR WEBSITE.**

This template is provided as a tool to update your SARC and contains only a list of required reporting components that our team isn't able to retrieve from public sources (i.e., Dataquest and SARC data files). Please review and complete each section of this template for completeness and accuracy. DTS will import publicly available data as it becomes available.

This template provides guidance in each section to assist you through the update process. You can also click on the section title for any of the sections to review detailed guidance from CDE regarding the reporting requirements. A full version of CDE's data elements document can be downloaded by [clicking here](#).

A list of answers to frequently asked questions can be reviewed by [clicking here](#). Please feel free to contact the DTS Support Team by [clicking here](#).

### **School Contact Information (School Year 2020-21)**

Please review and complete the information below as needed. This section should include **current** School Contact Information for your school.

<b>School Name</b>	Grizzly Hill School
<b>Street</b>	16661 Old Mill Road
<b>City, State, Zip</b>	Nevada City, CA 95959
<b>Phone Number</b>	(530) 265-9052
<b>Principal</b>	Melissa Madigan
<b>E-mail Address</b>	mmadigan@tresd.org
<b>School Website</b>	twinridgeselementary.com
<b>CDS Code</b>	29664156089403

### **District Contact Information (School Year 2020-21)**

Please review and complete the information below as needed. This section should include **current** District Contact Information for your district.

<b>District Name</b>	Twin Ridges Elementary School District
<b>Street</b>	16661 Old Mill Rd.
<b>City, State, Zip</b>	Nevada City, CA 95959
<b>Phone Number</b>	(530) 265-9052
<b>Superintendent</b>	Melissa Madigan
<b>Web Site</b>	www.twinridgeselementary.com
<b>E-mail Address</b>	mmadigan@tresd.org

### **School Description and Mission Statement (School Year 2020-21)**

Please review and complete the information below as needed. This section should include information about your school, its programs and its goals. This section should be kept to 2-3 paragraphs.

---

Grizzly Hill School is a public TK-8 school located in the historically significant area known as Columbia Hill in the small, rural town of North Columbia. The school is a traditional school that serves the greater San Juan Ridge community. The nationally renowned North Columbia Schoolhouse Cultural Center is a brisk walk away from the campus. Grizzly Hill School provides a rich, nurturing learning environment to promote student character development, academic excellence, and positive attitudes for life-long success.

The Twin Ridges Elementary School District Vision and Mission:

**Vision:** The Twin Ridges School Community is dedicated to nurturing inquisitive life-long learners who are prepared for success inside and outside the classroom.

**Mission:** Twin Ridges Elementary Schools integrate technology and experiential learning while maintaining high academic expectations, building quality character, and healthy relationships.

Grizzly Hill is one of the most unique schools in Nevada County and other contiguous counties. The uniqueness comes from our rural isolation and the communities we serve. We offer a food program of the highest quality to support this uniqueness, making most of our meals from scratch and not from processed or canned commodities. We strive to purchase locally sourced food from some of the numerous organic farms within the community. These local connections and partnerships exemplify our commitment to the families we serve. In addition to our excellent food program, we are committed to being as "green" as possible. We have an extensive garden and greenhouse where we grow some of our food. With the installation of our solar panels, we are close to becoming self-sufficient.

Our elective classes change from year to year based on our students' needs and the availability of local specialists that live within our district boundaries. Creating a rich and welcoming school environment is a significant focus of the entire district. We strive to have a school guided by high expectations and positive interactions. Therefore, we have adopted the Positive Behavioral Interventions and Supports (PBIS) program that focuses on creating and instilling these principles throughout our school community for our students, staff, and families. Because of these efforts, we have seen a considerable reduction in disciplinary interactions and increased positive student behavior.

### **Opportunities for Parental Involvement (School Year 2020-21)**

Please review and complete the information below as needed. This section should include information on how parents can become involved in school activities, including contact information pertaining to organized opportunities for parental involvement. This section should be kept to 1-2 paragraphs.

---

Parents, grandparents, and other family members are encouraged to volunteer at our school. There are opportunities in classroom, the library, and during other extra-curricular activities. The Parent-Teacher Club always seeks assistance and involvement in multiple school-wide projects. In addition, the school seeks participation on the Site Council and other advisory committees. Please contact the District Secretary or the front office for further information on how to get involved.

### **School Safety Plan (School Year 2020-21)**

Please review and complete the information below as needed. This section should include information about the school's comprehensive safety plan, including the dates on which the safety plan was last annually reviewed, updated, and discussed with school faculty and a student representative, as well as a brief description of the key elements of the plan (do not paste your entire safety plan in this field). This section should be kept to 1-2 paragraphs.

---

The TRESA School Safety Plan is approved by the school board in early Spring. Before that time, the District Superintendent and the school community review the Comprehensive Safety Plan, initiate updates when necessary, and provides this information to our public. The document is published on our district website as well as located on the Grizzly Hill school campus.

The District's Comprehensive district-wide safety plan identifies safety concerns and specific prevention and action strategies involving Grizzly Hill School. We work with community members, local agencies, and local law enforcement and fire agencies. Working with district goals and priorities, our school maintains a safe and secure campus by fostering a positive learning environment that uses prevention strategies and emphasizes high expectations for student conduct.

### **School Facility Conditions and Planned Improvements (School Year 2020-21)**

Please review and complete the information below as needed. This section should include information from the most recently collected Facility Inspection Tool (FIT) data (or equivalent), including:

- Description of the safety, cleanliness, and adequacy of the school facility
- Description of any planned or recently completed facility improvements
- Description of any needed maintenance to ensure good repair

FIT tools completed using CDE's [MS Excel format](#) (only) can be submitted to DTS for import by [clicking here](#). To see an example of the CDE FIT Tool, [click here](#). Requests for multiple schools should be sent in one email. Otherwise, please review and complete the information below as needed.

---

**Year and month of the most recent FIT report: 04/23/20**

This section should be kept to 1-2 paragraphs.

Water is tested monthly. Alarm and Fire Alarm systems were tested and updated in 2007-2008 and are tested monthly. The septic pump was replaced in 2007-2008. Grounds have been infused with flowers as well as watered and manicured lawns. Repairs to flower boxes and benches provide students with an aesthetic pleasing learning environment. The track was graded in 2009-2010. Windows were replaced in 2010 as well as all the Heating/Air Conditioning units. Solar was installed in 2010-2011 and is currently producing 60% of the schools electrical usage. Main water pipes were replaced July, 2015. Drops grant was implemented in 2015-2016. New internet infrastructure was installed in December 2019. New water holding tank was installed in summer 2020.

**School Facility Good Repair Status (School Year 2020-21)**

Using the most recently collected **Facility Inspection Tool (FIT)** data (or equivalent), provide a summary statement of the condition of the school facility, as required by Education Code sections 17014, 17032.5, 17070.75(a), and 17089(b), including:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

**This data should match the most recent inspection/FIT report for your school.**

System Inspected	Repair Status (the marks should match your most recent inspection)	Repair Needed and Action Taken or Planned
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	<b>Good</b>	
<b>Interior:</b> Interior Surfaces	<b>Poor</b>	
<b>Cleanliness:</b> Overall Cleanliness, Pest/ Vermin Infestation	<b>Poor</b>	
<b>Electrical:</b> Electrical	<b>Poor</b>	
<b>Restrooms/Fountains:</b> Restrooms, Sinks/ Fountains	<b>Poor</b>	
<b>Safety:</b> Fire Safety, Hazardous Materials	<b>Fair</b>	
<b>Structural:</b> Structural Damage, Roofs	<b>Poor</b>	
<b>External:</b> Playground/School Grounds, Windows/ Doors/Gates/Fences	<b>Poor</b>	
<b>Overall Rating:</b>	<b>Poor</b>	

### Teacher Credentials

Please review and complete the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated.

Teachers at this School	School 2018-19	School 2019-20	School 2020-21	District 2020-21
<b>With Full Credential</b>	5	6	5.5	
<b>Without Full Credential</b> Without a full credential (includes LEA and university internships, pre-internships, emergency or other permits, and waivers)	2	1	0	
<b>Teaching Outside Subject Area of Competence</b> CDE does not collect data on the number of teachers teaching outside their subject area of competence (with full credential). Teaching outside subject area data should be available in the LEA's personnel office. In most instances, teaching outside subject area is a subset of total teacher misassignments (see data definition for Teacher Misassignments).	0	0	0	

### Teacher Misassignments and Vacant Teacher Positions

Please review and complete the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated.

Indicator	2018-19	2019-20	2020-21
<b>Misassignments of Teachers of English Learners</b> 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0	0	0
<b>Total Teacher Misassignments</b> 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.  Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.	0	0	0
<b>Vacant Teacher Positions</b> 'Vacant Teacher Positions' refer to positions not filled by a single designated teacher assigned to teach the entire course at the beginning of the school year or semester.	0	0	0

**Textbooks and Instructional Materials (School Year 2020-21)**

This section describes 1) whether the textbooks and instructional materials used at the school are from the most recent adoption, 2) whether there are sufficient textbooks and instruction materials for each student 3) and information about the school’s use of any supplemental curriculum or non-adopted textbooks or instructional materials.

List all textbooks and instructional materials used in the school in **core subjects** (reading/language arts, math, science, and history-social science), including:

- Year they were adopted
- Whether they were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) or local governing board
- Percent of students who lack their own assigned textbooks and/or instructional materials\*
- For kindergarten through grade 8 (K-8), include any supplemental curriculum adopted by local governing board

If an insufficiency exists, the description must identify the percent of students who lack sufficient textbooks and instructional materials. Be sure to use the most recent available data collected by the LEA and note the year and month in which the data were collected.

---

**This data should match the most recent adoption of textbooks for your LEA.**

**Year and month in which the data were collected:** 09/11/20

This section should be kept to 1-2 paragraphs.

This year the governing board approved the use of supplemental material to mitigate possible learning loss due to Grizzly Hill being mostly on a remote learning schedule during the COVID pandemic.

The supplemental materials are:  
EL Education Flex Curriculum ELA for K-8,  
ALEKS math for grades 4-8,  
Scholastic Science and News grades K-8,  
Studies Weekly grades K-8.

Previously, the governing board adopted curriculum as follows: McGraw-Hill for Mathematics, Houghton Mifflin Harcourt for English Language Arts, TWIG, National Geographic, and Houghton Mifflin for science, McGraw-Hill for Social Studies.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Materials are of sufficient supply and of acceptable quality and currency to fully support the school’s instructional program	Yes	0

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
<b>Mathematics</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program	Yes	0
<b>Science</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program	Yes	0
<b>History-Social Science</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program	Yes	0
<b>Foreign Language</b>	N/A		
<b>Health</b>	N/A		
<b>Visual and Performing Arts</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program		0
<b>Science Laboratory Equipment (grades 9-12 schools only)</b>	N/A		

♦ means data is not required. The fields are intentionally not provided.



### Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2018-19)

Please review and complete the information below as needed.

- The fields that are highlighted yellow are populated for you with data provided by CDE.
- Percent differences, highlighted light-blue, are calculated by this form.
- The remaining data was copied over from last year's SARC and should be reviewed/updated, with data from FY 18-19.

The most recent data available from CDE is for fiscal year 2018-19. For comparison purposes, data for the same fiscal year is requested from the school.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 18-19, is correct.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	11158.00	2538	8620	56547
District	♦	♦	15882	56547
Percent Difference: School Site and District	♦	♦	-59.3	0.0
State	♦	♦	\$7,750	\$71,448
Percent Difference: School Site and State	♦	♦	10.6	-23.3

♦ means data is not required. The fields are intentionally not provided.

**Restricted** expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted.

**Unrestricted expenditures** are from money whose use, except for general guidelines, is not controlled by law or by a donor.

### Types of Services Funded (Fiscal Year 2019-20)

Please review and complete the information below as needed. This section should include specific information about the types of programs and services available at the school that support and assist students. For example, this narrative may include information about supplemental educational services.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 19-20, is correct.

Having entered into Program Improvement, the school administration and staff began to look into local and state data along with feedback from students, parents, staff, and community members to determine our programs' potential weaknesses. We decided to focus our efforts and resources on Mathematics and English Language Arts. To provide teachers with the tools required to improve their instruction delivery, we negotiated minimum days every Wednesday to offer in-service, collaboration, meetings, and professional development. Also, the district added three more days to the teacher's calendar for the same purpose. All teachers have shared instructional aides to assist them within their classrooms. Our adult to student ratio is now under ten to one. Finally, the district hired a part-time Intervention Specialist that the teacher's

recommendation would pull out struggling students to work with one-on-one or in small groups.

To assist students and families, we currently offer food delivery along with hygiene supplies when needed. The school provides transportation to/from school when needed for students to receive additional educational services. Our counselor offers a 'Coffee with the Counselor' once each month as an outreach effort.

### Professional Development (2018-19, 2019-20 and 2020-21)

Please review and complete the information below as needed. This section should include the number of days provided for professional development and continuous professional growth in 2018-19, 2019-20 and 2020-21.

Measure	2018-19	2019-20	2020-21
<b>Number of school days dedicated to Staff Development and Continuous Improvement</b>		3	5

Optionally, use this space to share information on the annual number of days provided for professional development and continuous professional growth for the school years 2018-19, 2019-20 and 2020-21. Questions that may be answered include:

- What are the primary/major areas of focus for staff development and specifically how were they selected? For example, were student achievement data used to determine the need for professional development in reading instruction?
- What are the methods by which professional development is delivered (e.g., after school workshops, conference attendance, individual mentoring, etc.)?
- How are teachers supported during implementation (e.g., through in-class coaching, teacher-principal meetings, student performance data reporting, etc.)?

This section should be kept to 1-2 paragraphs.

In the 2020-2021 year, additional professional development was provided to staff to become familiar with remote teaching strategies, become familiar with what teaching remotely will ask of them, and what it will look like and ask of their students. These topics were addressed with an academic as well as a social-emotional lens.

Previously, The District used local and state student data to identify student academic and social-emotional areas needing improvement. We determined that the district needed to spend more time and resources developing instructional practices in Mathematics, English Language Arts, and social-emotional topics allowing for full growth of the entire child.

- Professional Development has been delivered in a variety of ways.

We hired an expert to provide training on Step-Up to Writing to our certificated staff on-site during minimum days.

The County Office of Education put on county-wide collaborations in both Mathematics and English Language Arts. Our district provided substitute teachers for these collaborations.

Staff meetings are based on school-wide planning and collaboration. Additional teacher days were offered for further, teacher-specific professional development.

District teachers have been supported by having been provided time for planning and professional development. Every Wednesday is a minimum day for the school so teachers can meet together and hone in on their best practices and grow in their profession.

Three additional days were added to the teacher’s work calendar to provide the time necessary for planning and Professional Development. Data is used to determine areas of focus and information on where to direct all resources available to provide the best educational service to our students.

**School Completion and Postsecondary Preparation**

**This section applies to schools serving grades 9-12 only.  
If your school does not serve grades 9-12, simply skip and leave this section blank.  
It will not be included in the full SARC.**

**Career Technical Education Programs (School Year 2019-20)**

Please review and complete the information below as needed. This section should include information about Career Technical Education (CTE) programs as follows:

- A list of programs offered by the school district in which pupils at the school may participate and that are aligned to the model curriculum standards adopted pursuant to Education Code Section 51226; and
- A list of program sequences offered by the school district. The list should identify courses conducted by a regional occupational center or program, and those conducted directly by the school district; and
- A listing of the primary representative of the district’s CTE advisory committee and the industries represented on the committee.

As this template is thoroughly reviewed each year, please note that the year listed, 19-20, is correct. This section should be kept to 1-2 paragraphs.

N/A

**Suspensions and Expulsions**

**(data collected between July through June, each full school year respectively)**

Rate	School 2017-18	School 2018-19	District 2017-18	District 2018-19	State 2017-18	State 2018-19
Suspensions	N/A	N/A	N/A	N/A	N/A	N/A
Expulsions	N/A	N/A	N/A	N/A	N/A	N/A

**Suspensions and Expulsions for School Year 2019-2020 Only**

**(data collected between July through February, partial school year due to the COVID-19 pandemic)**

Rate	School 2019-20	District 2019-20	State 2019-20
Suspensions	4*	4*	N/A
Expulsions	0*	0*	N/A

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to prior years.





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A list of answers to frequently asked questions can be reviewed by [clicking here](#). Please feel free to contact the DTS Support Team by [clicking here](#).

### **School Contact Information (School Year 2020-21)**

Please review and complete the information below as needed. This section should include **current** School Contact Information for your school.

<b>School Name</b>	Washington Elementary School
<b>Street</b>	1 School Street
<b>City, State, Zip</b>	Washington, CA 95986
<b>Phone Number</b>	(530) 265-2880
<b>Principal</b>	Melissa Madigan
<b>E-mail Address</b>	mmadigan@tresd.org
<b>School Website</b>	twinridgeselementary.org
<b>CDS Code</b>	29664156027205

### **District Contact Information (School Year 2020-21)**

Please review and complete the information below as needed. This section should include **current** District Contact Information for your district.

<b>District Name</b>	Twin Ridges Elementary School District
<b>Street</b>	16661 Old Mill Rd.
<b>City, State, Zip</b>	Nevada City, CA 95959
<b>Phone Number</b>	(530) 265-9052
<b>Superintendent</b>	Melissa Madigan
<b>Web Site</b>	www.twinridgeselementary.com
<b>E-mail Address</b>	mmadigan@tresd.org

### **School Description and Mission Statement (School Year 2020-21)**

Please review and complete the information below as needed. This section should include information about your school, its programs and its goals. This section should be kept to 2-3 paragraphs.

---

Washington school is a rural school located in the Sierra Foothills 16 miles east of historic Nevada City, California. It opened its doors in 1905. Currently, there are six enrolled students in TK through 8th grade. The school enjoys an active and involved community and staff. The Washington School vision is where the staff, community and students work together to encourage responsibility, integrity, and an enthusiasm for learning.

Washington School is one of the last California one-room schoolhouses. The one room houses a learning area, a library, an administrative office area, and a kitchen. Outside it has a playground, a basketball court, and a small playing field.

All students have a Chromebook, printer, and Internet access.

Washington School is designated a Title 1 school. The school is located in a geographically isolated, low income, rural community.

### **Opportunities for Parental Involvement (School Year 2020-21)**

Please review and complete the information below as needed. This section should include information on how parents can become involved in school activities, including contact information pertaining to organized opportunities for parental involvement. This section should be kept to 1-2 paragraphs.

---

Parents, grandparents, and other family members are encouraged to volunteer at our school. There are opportunities in the classroom, the library, and other extra-curricular activities. The Parent-Teacher Club always seeks assistance and involvement in multiple school-wide projects. In addition, the school seeks participation on the Site Council and other advisory committees. Please contact the District Secretary or the front office for further information on how to get involved.

### **School Safety Plan (School Year 2020-21)**

Please review and complete the information below as needed. This section should include information about the school's comprehensive safety plan, including the dates on which the safety plan was last annually reviewed, updated, and discussed with school faculty and a student representative, as well as a brief description of the key elements of the plan (do not paste your entire safety plan in this field). This section should be kept to 1-2 paragraphs.

---

The Twin Ridges Elementary School District has developed a comprehensive district-wide safety plan that provides actionable information when an emergency or safety issue occurs. The safety plan identifies possible safety situations and provides the district with informative information to shore up lagging areas and include and specific prevention and action strategies involving the community and local law enforcement agencies. Working with district goals and priorities, our school maintains a safe and secure campus by fostering a positive learning environment that uses prevention strategies and emphasizes high expectations for student conduct. The local fire department and community as a whole are involved with the school's safety plan process.

**School Facility Conditions and Planned Improvements (School Year 2020-21)**

Please review and complete the information below as needed. This section should include information from the most recently collected Facility Inspection Tool (FIT) data (or equivalent), including:

- Description of the safety, cleanliness, and adequacy of the school facility
- Description of any planned or recently completed facility improvements
- Description of any needed maintenance to ensure good repair

FIT tools completed using CDE’s MS Excel format (only) can be submitted to DTS for import by [clicking here](#). To see an example of the CDE FIT Tool, [click here](#). Requests for multiple schools should be sent in one email. Otherwise, please review and complete the information below as needed.

---

**Year and month of the most recent FIT report: 04/23/20**

This section should be kept to 1-2 paragraphs.

Recently installed new windows. Relatively new roof- 10 yeas ols. The school is maintained well. The District hired a part-time grounds keeper Washington School to keep abreast of all maintenance issues and also hired a professional to do a detailed, facilities inspection to help the district prioritize urgent needs.

**School Facility Good Repair Status (School Year 2020-21)**

Using the most recently collected Facility Inspection Tool (FIT) data (or equivalent), provide a summary statement of the condition of the school facility, as required by Education Code sections 17014, 17032.5, 17070.75(a), and 17089(b), including:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

**This data should match the most recent inspection/FIT report for your school.**

<b>System Inspected</b>	<b>Repair Status</b> (the marks should match your most recent inspection)	<b>Repair Needed and Action Taken or Planned</b>
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	<b>Good</b>	
<b>Interior:</b> Interior Surfaces	<b>Good</b>	
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	<b>Good</b>	
<b>Electrical:</b> Electrical	<b>Good</b>	



<b>System Inspected</b>	<b>Repair Status</b> (the marks should match your most recent inspection)	<b>Repair Needed and Action Taken or Planned</b>
<b>Restrooms/Fountains:</b> Restrooms, Sinks/ Fountains	<b>Good</b>	
<b>Safety:</b> Fire Safety, Hazardous Materials	<b>Poor</b>	
<b>Structural:</b> Structural Damage, Roofs	<b>Poor</b>	
<b>External:</b> Playground/School Grounds, Windows/ Doors/Gates/Fences	<b>Good</b>	
<b>Overall Rating:</b>	<b>Fair</b>	

### Teacher Credentials

Please review and complete the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated.

<b>Teachers at this School</b>	<b>School 2018-19</b>	<b>School 2019-20</b>	<b>School 2020-21</b>	<b>District 2020-21</b>
<b>With Full Credential</b>	1	1	.5	6
<b>Without Full Credential</b> Without a full credential (includes LEA and university internships, pre-internships, emergency or other permits, and waivers)	0	0	0	0
<b>Teaching Outside Subject Area of Competence</b> CDE does not collect data on the number of teachers teaching outside their subject area of competence (with full credential). Teaching outside subject area data should be available in the LEA's personnel office. In most instances, teaching outside subject area is a subset of total teacher misassignments (see data definition for Teacher Misassignments).	0	0	0	0

### Teacher Misassignments and Vacant Teacher Positions

Please review and complete the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated.

Indicator	2018-19	2019-20	2020-21
<b>Misassignments of Teachers of English Learners</b> 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0	0	0
<b>Total Teacher Misassignments</b> 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.  Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.	0	0	0
<b>Vacant Teacher Positions</b> 'Vacant Teacher Positions' refer to positions not filled by a single designated teacher assigned to teach the entire course at the beginning of the school year or semester.	0	0	0

### Textbooks and Instructional Materials (School Year 2020-21)

This section describes 1) whether the textbooks and instructional materials used at the school are from the most recent adoption, 2) whether there are sufficient textbooks and instructional materials for each student 3) and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

List all textbooks and instructional materials used in the school in core subjects (reading/language arts, math, science, and history-social science), including:

- Year they were adopted
- Whether they were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) or local governing board
- Percent of students who lack their own assigned textbooks and/or instructional materials\*
- For kindergarten through grade 8 (K-8), include any supplemental curriculum adopted by local governing board

If an insufficiency exists, the description must identify the percent of students who lack sufficient textbooks and instructional materials. Be sure to use the most recent available data collected by the LEA and note the year and month in which the data were collected.

---

**This data should match the most recent adoption of textbooks for your LEA.**

**Year and month in which the data were collected: 12/13/2016**

This section should be kept to 1-2 paragraphs.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
<b>Reading/Language Arts</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program	Yes	0
<b>Mathematics</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program	Yes	0
<b>Science</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program	Yes	0
<b>History-Social Science</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program	Yes	0
<b>Foreign Language</b>	n/a		
<b>Health</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program		0
<b>Visual and Performing Arts</b>	Materials are of sufficient supply and of acceptable quality and currency to fully support the school's instructional program		0
<b>Science Laboratory Equipment (grades 9-12 schools only)</b>	n/a		

◆ means data is not required. The fields are intentionally not provided.

### Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2018-19)

Please review and complete the information below as needed.

- The fields that are highlighted yellow are populated for you with data provided by CDE.
- Percent differences, highlighted light-blue, are calculated by this form.
- The remaining data was copied over from last year's SARC and should be reviewed/updated, with data from FY 18-19.

The most recent data available from CDE is for fiscal year 2018-19. For comparison purposes, data for the same fiscal year is requested from the school.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 18-19, is correct.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	18891	3974	14917	43348
District	♦	♦	15882	57680
Percent Difference: School Site and District	♦	♦	-6.3	-28.4
State	♦	♦	\$7,750	\$71,448
Percent Difference: School Site and State	♦	♦	63.2	-49.0

♦ means data is not required. The fields are intentionally not provided.

**Restricted** expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted.

**Unrestricted expenditures** are from money whose use, except for general guidelines, is not controlled by law or by a donor.

### Types of Services Funded (Fiscal Year 2019-20)

Please review and complete the information below as needed. This section should include specific information about the types of programs and services available at the school that support and assist students. For example, this narrative may include information about supplemental educational services.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 19-20, is correct.

Having entered into Program Improvement, the school administration and staff began to look into local and state data along with feedback from students, parents, staff, and community members to determine our programs' potential weaknesses. We decided to focus our efforts and resources on Mathematics and English Language Arts. To provide teachers with the tools required to improve their instruction delivery, we negotiated minimum days every Wednesday to offer in-service, collaboration, meetings, and professional development. Also, the district added three more days to the teacher's calendar for the same purpose. All teachers have shared instructional aides to assist them within their classrooms. Our adult to student ratio is now under ten to one. Finally, the district hired a part-time Intervention Specialist that the teacher's

recommendation would pull out struggling students to work with one-on-one or in small groups.

To assist students and families, we currently offer food delivery and other hygiene items and provide transportation to/from school when needed for students to receive additional educational services. Our counselor offers a Coffee with the Counselor once each month as an outreach effort.

**Professional Development (2018-19, 2019-20 and 2020-21)**

Please review and complete the information below as needed. This section should include the number of days provided for professional development and continuous professional growth in 2018-19, 2019-20 and 2020-21.

Measure	2018-19	2019-20	2020-21
<b>Number of school days dedicated to Staff Development and Continuous Improvement</b>		3	

Optionally, use this space to share information on the annual number of days provided for professional development and continuous professional growth for the school years 2018-19, 2019-20 and 2020-21.

Questions that may be answered include:

- What are the primary/major areas of focus for staff development and specifically how were they selected? For example, were student achievement data used to determine the need for professional development in reading instruction?
- What are the methods by which professional development is delivered (e.g., after school workshops, conference attendance, individual mentoring, etc.)?
- How are teachers supported during implementation (e.g., through in-class coaching, teacher-principal meetings, student performance data reporting, etc.)?

This section should be kept to 1-2 paragraphs.

In the 2020-2021 year, additional professional development was provided to staff to become familiar with remote teaching strategies, become familiar with what teaching remotely will ask of them, and what it will look like and ask of their students. These topics were addressed with an academic as well as a social-emotional lens.

Previously, The District used local and state student data to identify student academic and social-emotional areas needing improvement. We determined that the district needed to spend more time and resources developing instructional practices in Mathematics, English Language Arts, and social-emotional topics allowing for full growth of the entire child.

- Professional Development has been delivered in a variety of ways.

We hired an expert to provide training on Step-Up to Writing to our certificated staff on-site during minimum days.

The County Office of Education put on county-wide collaborations in both Mathematics and English Language Arts. Our district provided substitute teachers for these collaborations.

Staff meetings are based on school-wide planning and collaboration. Additional teacher days were offered for further, teacher-specific professional development.

District teachers have been supported by having been provided time for planning and professional development. Every Wednesday is a minimum day for the school so teachers can meet together and hone in on their best practices and grow in their profession.

Three additional days were added to the teacher’s work calendar to provide the time necessary for planning and Professional Development. Data is used to determine areas of focus and information on where to direct all resources available to provide the best educational service to our students.

**School Completion and Postsecondary Preparation**

**This section applies to schools serving grades 9-12 only.**

**If your school does not serve grades 9-12, simply skip and leave this section blank.**

**It will not be included in the full SARC.**

**Career Technical Education Programs (School Year 2019-20)**

Please review and complete the information below as needed. This section should include information about Career Technical Education (CTE) programs as follows:

- A list of programs offered by the school district in which pupils at the school may participate and that are aligned to the model curriculum standards adopted pursuant to Education Code Section 51226; and
- A list of program sequences offered by the school district. The list should identify courses conducted by a regional occupational center or program, and those conducted directly by the school district; and
- A listing of the primary representative of the district’s CTE advisory committee and the industries represented on the committee.

As this template is thoroughly reviewed each year, please note that the year listed, 19-20, is correct. This section should be kept to 1-2 paragraphs.

**Suspensions and Expulsions**

**(data collected between July through June, each full school year respectively)**

Rate	School 2017-18	School 2018-19	District 2017-18	District 2018-19	State 2017-18	State 2018-19
Suspensions	N/A	N/A	N/A	N/A	N/A	N/A
Expulsions	N/A	N/A	N/A	N/A	N/A	N/a

**Suspensions and Expulsions for School Year 2019-2020 Only**

**(data collected between July through February, partial school year due to the COVID-19 pandemic)**

Rate	School 2019-20	District 2019-20	State 2019-20
Suspensions	0	4	N/A
Expulsions	0	0	N/A

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to prior years.



January 6, 2021

Kelly Moreno c/o Twin Ridges Elementary School District  
16661 Old Mill Road  
Nevada City, CA 95959

RE: Proposal for Services  
Schematic Site Design and Pre-Application to DSA for installation of a new  
propane fueled emergency generator at:  
Grizzly Hill Elementary  
16661 Old Mill Road  
Nevada City, CA 95959

Siteline Architecture is pleased to provide the following proposal for your project. We greatly appreciate the chance to work with you on this design.

**Project Goals:**

- Installation of a new emergency electrical generator at Grizzly Hill Elementary School.

**Architect's Services**

**Phase One: Design Development**

- Siteline Architecture (SA) will conduct a building code analysis on the proposed generator installation (fire separations, accessibility).
- SA will visit the site to confirm selected measurements and photograph the existing site.
- SA will prepare a schematic site plan based upon record drawings provided by the district.
- SA will coordinate with The District's electrical engineer to show the proposed generator improvements on the schematic site plan.
- SA will forward the drawings to you and record your comments and concerns.
- SA will revise the schematic site plan per your comments.



- SA will prepare a DSA pre-application form and schedule a meeting to discuss your project.
- SA will attend the pre-application meeting with the DSA to record their review requirements.
- SA will prepare meeting minutes of the pre-application meeting for your records

#### Schematic Design Phase Compensation

Our experience has shown that this phase of services for a project such as yours can range from \$2,300 to \$3,700. This phase of the project would be invoiced on a time & materials basis per the attached billing rates, not to exceed \$3,700 without the owner's written permission.

In addition to the services listed in this proposal, the project will require, at a minimum, the services of an electrical engineer.

We have solicited a proposal/estimate from Spectral Engineering for this scope of work, please see attached email with Spectral's estimate (supplemental to architectural fees), and provided for your review and approval.

#### **Services/Expenses Not Included**

- Services, drawings, revisions, applications, etc not specifically listed above.
- Consultant fees for structural, civil, mechanical, or electrical consultants etc.
- Permit or application fees.
- Expenses for printing or postage. Expenses for travel outside Nevada County.

#### **Extra services**

Extra services will be billed according to the attached Billing Rate Summary.

## **In Closing**

We believe Siteline Architecture is your best choice to help you realize this project. Our combination of expertise with the process, familiarity with the permitting agencies, and design creativity will provide you with the highest level of service, and a design that will serve you for years to come.

Please call me at 530-478-9415 if I can provide additional information or when your review is complete, and we can discuss this in greater detail.

Sincerely,

Siteline Architecture

A handwritten signature in black ink, appearing to read "Chris Gage". The signature is fluid and cursive, with the first name "Chris" and the last name "Gage" clearly distinguishable.

Christopher Gage  
Architect, Partner

## **Billing Rate Summary**

### **Hourly Labor Rates**

<b>Architect</b>	<b>\$135.00 per hour</b>
<b>Designer/Project Manager</b>	<b>\$100.00 per hour</b>
<b>Drafter/Production Assistant/Administrative Support</b>	<b>\$75.00 per hour</b>

### **Reimbursable Expenses:**

<b>Printing, Postage, etc</b>	<b>cost plus 10%</b>
<b>Computer Drawing Plots</b>	<b>\$6.00 per sheet</b>
<b>Photocopies</b>	<b>\$.10 per page</b>

Invoices are due and payable 15 days from the date of invoice. Those not paid within 30 days from date of invoice will be subject to a 1.5% service charge per month.

**Subject:** RE: from siteline architecture\_grizzly hill generator\_dsa review inquiry  
**Date:** Monday, January 4, 2021 at 12:47:19 PM Pacific Standard Time  
**From:** Meg Hobbs <meg.hobbs@spectralengineering.com>  
**To:** Christopher Gage <crg@sitelinearch.com>  
**CC:** Andrew Pawlowski <ajp@sitelinearch.com>

Hi Chris, Below is the scope and fee for the pre-package to DSA. Please let me know if you have any questions on this.

**Electrical Design:**

Schematic design to include -

- Partial one-line diagram, load calculations, and generator sizing to serve main switchboard.

FEE: \$2500

Thank you!

**Meg Hobbs, PE, LEED AP**  
**(916) 599-2439 mobile**  
**(530) 273-8701 office**  
[www.spectralengineering.com](http://www.spectralengineering.com)

*An **Electrical Engineer** should observe a System of moral principles and values, not in passive recognition, but as a set of dynamic standards to guide her **conduct** and way of life. It is our duty to **practice** our profession according to this **Code of Ethics**. The keystone of professional **conduct** is integrity.*

**From:** Christopher Gage <crg@sitelinearch.com>  
**Sent:** Monday, January 4, 2021 9:43 AM  
**To:** Meg Hobbs <meg.hobbs@spectralengineering.com>  
**Cc:** Andrew Pawlowski <ajp@sitelinearch.com>  
**Subject:** Re: from siteline architecture\_grizzly hill generator\_dsa review inquiry

Hello Meg,

Please update me on the status of your proposal for this project.

Best regards,

-----  
**Christopher R. Gage**  
architect, LEED AP BD+C  
siteline **architecture**  
644 zion street  
nevada city, ca. 95959-2919  
530.478.9415 (T)  
530.478.9416 (F)  
[www.sitelinearch.com](http://www.sitelinearch.com)  
[Houzz.com](http://Houzz.com)

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**From:** Meg Hobbs <[meg.hobbs@spectralengineering.com](mailto:meg.hobbs@spectralengineering.com)>

## Oak Tree Campus

Things were brought to our campus from Penn Valley school a couple of years ago.

Large reading nook to large to fit through any of our doors.

Computer table also very large will never be used in a classroom it take up to much space.

Partical board shelves extras left over from library remodel.

• more of this item in other locations

## Blue Barn

- - Balist ~~50~~ 52
- - Car Batteries 2
- - Aerial Cans 20
- - Florescent light 92 + Maintenance Shed ~~28~~ 38
- - light bulbs 83
- - old cleaner Acid disinfectant 22 1 gal
- - old carpet cleaner 10
- - High solid finish ~~10~~ 5 gal
- - old starch 64 fluid oz 6
- - 2 mistery gal
- - floor finish 4 5 gal
- - duplicating fluid 12 1 gal
- - used oil don't know if it has water in them 5, 5 gal
- - oil cleaners 28
  - agax (7)
  - gum be gone (3)
  - lotion (6)
  - stain remover (3)
  - old hand soap (4)

## Paint

TRESO - District Office  
Brother Intellifax 4100

# Grizzly Hill

## e-waste

- 25 computers (computer lab)
- old vacume
- 3 old radio's
- 3 old printers
- old security cameras
- old hard drives
- old phones
- old on demand water heater
- old computer speakers

## Kitchen

- broken mixer
- old slicer not safe missing all safety guards

## Garbage

- broken ball cart
- 2 broken chairs
- 2 student desks
- 1 Kindergarten desk
- cubicals from computer lab
- broken push vacume
- old broken ~~umbrella~~ umbrellas (4)
- Tires (3) all grizzly hill (10?) oak tree bus tires with and with out rims
- 22 sm chalk board
- decorative dishes
- old punching bags 0
- bad cement
- old insulation

## Grizzly Hill Curriculum

- 3 Boxes American History of our Nation
- 3 Boxes McGraw Hill science
- World Book Encyclopedia: 4 Boxes
- Dictionary's soft back 3-5 Boxes
- Science Voyager Earth Science
- Journeys full class sets K-~~8~~5 grades  
Hard Back and consumables Some grade  
have 100's of copies (Most recent <sup>the</sup> curriculum)
- Collection 6-8 grade  
Hard Back and consumables
- ~~Ste~~ Science Koss kits



# Oaktree Curriculum

- Corrective Reading World Attack Basics
- California Mathematics
- SIPPS Challenge level  
Beginning level
- Science Human Biology + Health
- The Story of Jumping Mouse 12 Hard Back  
6 pres
- 4 Boxes Random Books / Bathroom 20-30 Boxes  
random Books
- Touch phonic manipulative multi-sensory phonics  
system
- Invitation Regre Routman
- Wonders (11) Boxes
- Houghton Mifflin Your Mary
- Macmillan/McGraw Class Room Readers (6) Boxes
- envision math California x(4)
- Houghton Mifflin • Reading Californian T.E.
  - small group Independent  
activity kits
  - Reading tool Kit

**CMAS and/or WSCA REQUEST FOR OFFER (RFO)  
TWIN RIDGES ELEMENTARY SCHOOL DISTRICT  
E-RATE YEAR 24 (2021/2022)  
PROJECT SPECIFICATIONS  
Network Improvements**

---

**RFQ: E-rate Category 2 Equipment – Network Switches  
RFO NO: TWESD (01) - (2021/2022)  
Posting Date: January 15, 2021**

**PLEASE RESPOND ON THE FOLLOWING FORM(S), BY ENTERING YOUR PRICES FOR THE ITEMS LISTED. WHERE APPLICABLE, INDICATE ALTERNATE BRAND, MODEL, ETC. DISTRICT RESERVES THE RIGHT TO AWARD BY LOT OR ITEM. PLEASE DIRECT QUESTIONS TO THE DISTRICT REPRESENTATIVE CONTACT LISTED BELOW.**

**\*DELIVERY Location: Twin Ridges Elementary School District  
16661 Old Mill Rd., Nevada City, CA 95959  
PAYMENT TERMS NET 30 DAYS.**

**RESPONSE REQUIRED BY 3:00 PM PST ON DUE DATE TO THE EMAIL ADDRESS LISTED BELOW.  
EMAILS MUST INCLUDE THE RFQ NUMBER IN THEIR SUBJECT LINE.**

**DUE DATE: February 5, 2021 at 3:00 PM PST      CONTACT: Melissa Madigan  
RFO NO: TRESA (01) - (2021/2022)              EMAIL: mmadigan@tresd.org**

**IMPORTANT NOTE: PLEASE INCLUDE SUB-TOTAL, APPLICABLE DISCOUNTS, SHIPPING & HANDLING, SALES TAX AND TOTAL COST ON YOUR QUOTATION.**

QUOTATIONS MUST BE AS SPECIFIED OR EQUAL. ALL EQUIVALENT OR ALTERNATE ITEMS MUST INCLUDE SPECIFICATIONS DEMONSTRATING EQUIVALENCY. THE DISTRICT RESERVES THE RIGHT TO REQUIRE SAMPLES OR WORKING DEMO EQUIPMENT ON-SITE FOR TESTING, PRIOR TO AWARD AND FINAL SELECTION OF BRAND AND/OR MODEL, BASED ON REQUIREMENTS AND INFORMATION SUPPLIED BY VENDOR. THE DISTRICT IS UNDER NO OBLIGATION TO PROCURE ANY ITEMS OR SERVICES, OR TO PROCURE ANY ITEMS OR SERVICES FROM ANY PARTICULAR SOURCE OR UPON ANY PARTICULAR BASIS. ALL SAMPLES OR DEMO UNITS WILL BE RETURNED AFTER TESTING IS COMPLETE.

### **RFO CMAS/WSCA Requirements**

For the purposes of this RFQ, the term "Service Provider" and "Vendor" may be used interchangeably and have the same meaning, whether stated or not.

All Service Providers/vendors responding to the posted Form 470 are to be listed as California Multiple Awards Schedule (CMAS) and/or WSCA-NASPO Service Providers. Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 include approval for local government agencies to use CMAS for acquisition of information technology and non-information technology products and services.

A local government agency is any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.

FOR CMAS: In addition to the requirements outlined in this RFQ, service providers may be subject to additional requirements as outlined in the CMAS Local Government Agency Guide (March 2010 edition) located at:

[https://www.documents.dgs.ca.gov/pd/cmas/LocalGovtAgencyPacket\(122017\).pdf](https://www.documents.dgs.ca.gov/pd/cmas/LocalGovtAgencyPacket(122017).pdf)

For WSCA-NASPO: All proposals must be submitted by WSCA-NASPO Authorized Resellers that have been approved by the State Contract Administrator.

Public Contract Code sections 10298-10299 allow the Department of General Services, Procurement Division (DGS-PD) to enter into cooperative purchasing agreements with other states. Cooperative agreements are available to all State of California governmental entities (State departments, agencies, cities, counties, school districts, universities, etc.) that expend public funds for the acquisition of both goods and services.

The DGS-PD has elected to participate in the following multi-state cooperative agreements established by other states participating in the NASPO ValuePoint Cooperative Program and other cooperative programs as specified in the link below.

<http://www.dgs.ca.gov/pd/Programs/Leveraged/NASPO.aspx>

It is the responsibility for service providers to familiarize themselves with CMAS and/or WSCA-NASPO requirements.

**Service Provider must provide a Bill of Materials for each school site separately.**

## **E-RATE SUPPLEMENTAL TERMS AND CONDITIONS**

*Signed copy to be returned with bid response.*

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-Rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

### **1) E-RATE CONTINGENCY**

The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-Rate. Even after award of contract(s) and/or E-Rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

### **2) SERVICE PROVIDER REQUIREMENTS**

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-Rate program.

- A. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFO.
- B. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website:  
<https://www.usac.org/E-Rate/service-providers/step-1-obtain-a-spin/>
- C. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website:  
<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- D. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for contract termination as it could prohibit the Service Provider

from providing E-Rate discounts in a timely manner which would cause harm to the Applicant. More information about FCC Red and Green Light Status may be found at this website:

[http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html)

- E. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2021.
- F. Prices must be held firm for the duration of the associated E-Rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
- G. Goods and services provided shall be clearly designated as "E-Rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
- H. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.
- I. In the event of questions during an E-Rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- J. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an "Invoice Check" with USAC:  
<https://www.usac.org/E-Rate/applicant-process/invoicing/invoice-check/>
- K. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website:  
<https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>

### **3) SERVICE PROVIDER ACKNOWLEDGEMENTS**

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.

- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
  - c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>. Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
  - d. BIDDERS are required to comply with the FCC's Lowest Corresponding Price ("LCP") Requirement for all equipment and Services. BIDDER acknowledges that BIDDER is solely responsible to comply with LCP requirements. To the extent that USAC finds an LCP violation and reduces the E-Rate Funding, BIDDER agrees that it will not hold the DISTRICT liable for any shortfall in E-Rate funding and will be responsible for any ensuing appeals, COMADS and/or RIDFS.
  - e. The Service Provider attests that its offer does not violate the FCC's REPORT AND ORDER, FURTHER NOTICE OF PROPOSED RULEMAKING, AND ORDER in the matter of "Protecting Against National Security Threats to the Communications Supply Chain Through FCC Programs" (FCC 19-121, adopted November 22, 2019, released November 26, 2019) and provisions contained in the Order and any subsequent Orders related to the FNPRM referenced in FCC 19-121. FCC 19-121 can be viewed at <https://docs.fcc.gov/public/attachments/FCC-19-121A1.pdf>
  - f. This offer is in full compliance with USAC's Free Services Advisory. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.
- L. <https://www.usac.org/E-Rate/applicant-process/competitive-bidding/free-services-advisory/>

#### **4) STARTING SERVICES/ADVANCE INSTALLATION**

The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-Rate eligible goods and/or services requested in this RFO shall be delivered no earlier than the start of the 2021 funding year (July 1, 2021 for Category 1 Services and April 1, 2021 for Category 2). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a

funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.

#### **EARLY FUNDING CONDITIONS**

##### **Category 1**

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.
- The Category 1 service must depend on the installation of the infrastructure.
- The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.
- No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access).

<http://www.usac.org/res/documents/about/pdf/fcc-orders/2002-fcc-orders/DA-02-3365.pdf>

The complete text can be found at the following URL:

<https://www.usac.org/E-Rate/applicant-process/starting-services/advance-installation/>

##### **Category 2**

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.

- For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking (FCC 14-99, released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).  
[https://apps.fcc.gov/edocs\\_public/attachmatch/FCC-14-99A1.pdf](https://apps.fcc.gov/edocs_public/attachmatch/FCC-14-99A1.pdf)

## 5) INVOICING

- a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
- b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

## 6) FCC/SLD AUDITABILITY

The E-Rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFO for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

## 7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFO, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance, and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or



services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of \_\_\_\_\_ (Service Provider Name), hereby certify that I have read the E-Rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-Rate process as outlined above.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Service Provider Name:** \_\_\_\_\_

**Prospective Service Providers will be required to submit the following:**

1. Three (3) references describing Service Provider’s portfolio experience with comparable projects within a K-12 customer market
2. Service Provider’s SPIN number
3. Service Provider’s FCC Registration Number (FRN).
4. Service Provider’s appropriate CMAS/and or WSCA Contract(s) cover page(s)
5. “Equipment List” completely filled in. Failure by Service Provider to supply these documents can/or will be considered grounds for disqualification. Please see “Equipment List” worksheet at the end of this RFQ.

Service Provider must meet the following qualifications to be considered for award. Documentation regarding the following qualifications **MUST** be included in the Service Provider’s proposal. Non-inclusion of applicable documents is basis for disqualification.

1. When providing electronic equipment quotes for switches/hubs/routers, Service Provider must have at least 1 Certified Engineer or equivalent on staff.
2. When providing cable work, Service Provider must be RCDD certified.
3. When providing cable work, Service Provider must provide as-built diagrams in electronic and paper copy formats, and cable test results within 45 days of completion of work.
4. If providing cabling work, Service Provider and its subcontractors must have **C-7 or C-10** License and maintain compliance with all required State of California Public Works/Prevailing Wage requirements.

5. If requested by the Applicant, Service Provider must be willing to have employees fingerprinted.
6. All product pricing provided for Form 471 purposes must be functional equivalent or better once the Applicant has received USAC approval for purchase.
7. Service Provider shall provide with its quote the complete CMAS contract pages, including all pages that show the goods and/or services in Service Provider's quotation submittal. Said products shall be clearly highlighted for ease of identification.
8. Service Provider shall provide references for staff to be associated with project work and implementation.
9. Service Provider shall provide **three (3)** original RFO Responses; **three (3)** complete copies of the CMAS Contract; and **one (1)** Digital Copy of the RFO submittal, including the summary sheet.

### Evaluation Criteria

Twin Ridges Elementary School District, in compliance with Federal Communications Commission (FCC) rules, will award to the vendor(s) providing the most cost-effective service offering. Per the Sixth Report and Order, FCC 10-175, FCC rules dictate the following:

*§ 54.503 (c)(2)(vii) All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with § 54.511.*

*§ 54.511 Ordering Services (a) Selecting a provider of eligible services. In selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant factors other than the pre-discount prices submitted by providers, but price should be the primary factor considered.*

Therefore, Twin Ridges Elementary School District may consider factors other than price alone in the consideration of bids; price for E-Rate eligible goods and services will be the primary factor considered.

### **Evaluation Criteria**

Price is the most heavily weighted factor in selecting the awarded Service Provider	35%
Ability to deliver services within desired timeframe	15%
Understanding of needs	20%
Past successful E-Rate experience	15%
Completeness of response	15%
TOTAL: 100%	

### **Right to Reject Any and All Quotes**

The Applicant reserves the right to reject any or all quotation submittals and to waive any informalities or regularities. The Service Provider's quotation submission is recognition of this right.

In addition, the Applicant reserves the right to fund, (proceed with project or purchase) or not to fund, regardless of E-Rate approval.

### **Trade Names and Alternatives**

For convenience in designation on the plans or in the specifications, certain articles, or materials to be incorporated in the work may be designated under a trade name or in the name of a manufacturer. Whenever in specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such specification shall be deemed to be used for the purpose of facilitating description of material, process or article desired and shall be deemed to be followed by the words "or equal," and service provider may, unless otherwise stated, offer any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified. If material, process or article offered by service provider is not, in opinion of the District, substantially equal or better in every respect to that specified, then service provider shall furnish material, process or article specified. Burden of proof as to equality of any material, process or article shall rest with service provider. Service Provider shall submit request together with substantiating data for substitution of any "or equal" item within the sealed bid packet at the closing of bids. Provision authorizing submission of "or equal" justification data shall not in any way authorize an extension of time for performance of this contract.

### **Submission Instructions**

Service Provider shall provide **three (3)** original RFO Responses; **three (3)** complete copies of the CMAS and/or WSCA-NASPO Contract; and **one (1)** Digital Copy of the RFO submittal, including the summary sheet. Any questions regarding RFO shall be submitted in writing to the Form 470 contact contained herein. Email inquiries are acceptable. The District will not respond to phone call inquiries.

Request for information shall be submitted via email, with the subject line identifying the Applicant Name and Form 470 number to the attention of:

Melissa Madigan  
[mmadigan@tresd.org](mailto:mmadigan@tresd.org)

The District will not respond to phone inquiries.

All RFO responses must be submitted **BY February 5, 2021, NO LATER THAN 3:00 PM (PST)** to the contact information contained herein:

Twin Ridges Elementary School District  
ATTN: Melissa Madigan  
16661 Old Mill Rd.  
Nevada City, CA 95959

**RESPONSE TIMELINE**

<b>DEADLINES AND PROJECT TIME-FRAME</b>	
<b>RFO ISSUED AND POSTED:</b>	<b>JANUARY 15, 2021</b>
<b>DEADLINE FOR SUBMISSION OF QUESTIONS:</b>	<b>FEBRUARY 5, 2021 @ 3:00 PM</b>
<b>PROPOSALS DUE:</b>	<b>FEBRUARY 5, 2021 @ 3:00 PM</b>
<b>PROJECT START DATE:</b>	<b>PENDING FUNDING APPROVAL</b>
<b>PROJECT END DATE:</b>	<b>9-30-22 +USAC APPROVED EXTENSIONS</b>

**Twin Ridges Elementary School District  
E-RATE YEAR 24 (2021/2022)  
PROJECT SPECIFICATIONS  
Network Improvements**

**The Goal:** To provide qualified vendors with the necessary information and specifications to allow them to respond with a solution that they determine will best meet the requirements.

Twin Ridges Elementary School District is planning to upgrade network electronics at its 2 school sites located in rural Nevada County California. The District is seeking proposals for network switches, a WiFi system and limited network cabling at both sites.

The Grizzly Hill location has recently installed cat 6 cabling and new IDF cabinets. The current WiFi system has ceiling mounted WAPs connected with cat 6 cabling with an on-prem controller. All IDF's have power and patch panels for terminated cabling. The proposal includes the purchase, mounting, installation and configuration of 8 switches and 13 WAPs. The site requires six (6) 24 port and two (2) 8 port switches.

The Grizzly Hill site also requires network cabling for the relocation of one end (radio) of a wireless bridge that requires some network cabling be installed to connect to an existing switch. The site also requires the installation of an outdoor WAP located at the Gym (proximal to the MDF) (an outdoor access point or Nemi enclosure box is acceptable). Total cabling required is less than 300 feet. Please see below for specifications and maps indicating WAP locations and IDF cabinets.

The Washington School site is a one room school facility. It requires the purchase, mounting, installation and configuration of 1 switch and 2 WAPs (one exterior). Washington site also requires the cabling and installation of Six (6) network drops to serve computers and two (2) network drops outside for an outdoor WiFi access point (outdoor access point or Nemi enclosure box is acceptable). All data ports must be labeled and terminated to patch panels and mounted boxes.

The approved contractor will supply necessary materials to mount and secure as required all devices. District will supply a copy of network switch configurations for vendor application. The proposed solution must include a complete bill of materials, applicable sales tax, applicable shipping costs, and any E-Rate ineligible costs.

***\*ALL BILL OF MATERIALS AND ITEM 21S MUST BE SEPARATED OUT BY SCHOOL SITE\****

**Minimum Technical requirements:**

In addition to the requirements listed above, the network switch equipment included in the proposals needs to at least meet the following minimum requirements:

- POE and POE+ Ready
- IPv4 & IPv6 ready/compliant
- Single mode 1Gb fiber SFP's
- Cat 6 cabling secured to Panduit patch panel
- Weather tight installations where applicable

**Minimum Hardware Specifications:**

Twin Ridges Elementary School District is currently an HP ProCurve shop and requests appropriate and upgraded network switches. The district MAY be willing to accept bids from alternative manufacturers as long as they meet or exceed the current district standard and meet any other technical requirements listed below. Please see the "Trade Names and Alternatives" in this RFO for further information.

**Twin Ridges Elementary School District IDF Network Switch Specification**

- ARUBA 2930F 24G POE+ 4SFP+ SWITCH (JL356A) or better
- ARUBA 2930F-8G-POE+ SWITCH (JL258A)
- SFP+ 1Gb, LR, 1310nm, 10km reach Transceiver (single mode)

R610

**Twin Ridges Elementary School District WiFi Specification**

- Ruckus wireless access points, R550 or better
- Cloud based or Unleashed local controller with licensing for all WAPs and 5 year licensing as required.

**Schools and Quantities**

**School #1: Grizzly Hill School**  
**16661 Old Mill Rd., Nevada City, CA 95959**  
**(530) 265-9052**

*IDF Network Switch 24 port: **quantity 6***  
*IDF Network Switch 8 port: **quantity 2***  
*1 GbE SFP+ LR Fiber transceiver 1310nm 10km (single-mode): **quantity 20***  
*Network Switch 5-year Licenses (if needed): **quantity 10***

*WiFi Access Points: **quantity 13***  
*Wifi Cloud Controller: **quantity 1***  
*Cabling 300 feet*

**School #2: Washington Elementary School**  
**1 School St., Washington CA 95986**  
**(530) 265-2880**

*IDF Network Switch: **quantity 1***  
*1GbE SFP+ LR Fiber transceiver 1310nm 10km (single-mode): **quantity 1***  
*Network Switch 5-year Licenses (if needed): **quantity 1***  
*POE+ injectors: **quantity 2***

*WiFi Access Points: **quantity 2***  
*Wifi Cloud Controller: **quantity 1***

*Cabling 300 feet*

# Grizzly Hill School Site Map

