

# 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 MINUTES TUESDAY, OCTOBER 10th, 2023 4:00 PM GRIZZLY HILL SCHOOL

	<b>1. CALL TO ORDER 4:02pm</b>																
	<b>2. ROLL CALL</b>																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Malik Goodman</td> <td>President</td> <td style="text-align: center;">present</td> </tr> <tr> <td>Aubrey Puetz</td> <td>Clerk</td> <td style="text-align: center;">present</td> </tr> <tr> <td>Mindi Morton</td> <td>NCSOS Representative/Timekeeper</td> <td style="text-align: center;">absent</td> </tr> <tr> <td>Lorien Whitestone</td> <td>Member</td> <td style="text-align: center;">absent</td> </tr> <tr> <td>Jonathan Farrell</td> <td>Member</td> <td style="text-align: center;">present</td> </tr> </table>	Malik Goodman	President	present	Aubrey Puetz	Clerk	present	Mindi Morton	NCSOS Representative/Timekeeper	absent	Lorien Whitestone	Member	absent	Jonathan Farrell	Member	present	
Malik Goodman	President	present															
Aubrey Puetz	Clerk	present															
Mindi Morton	NCSOS Representative/Timekeeper	absent															
Lorien Whitestone	Member	absent															
Jonathan Farrell	Member	present															
	<b>3. ATTENDEES:</b> Superintendent Scott Mikal, CBO Sunshine Bender, Morgan Street, Marisol Estrada, Diana Pasquini																
Action	<b>4. APPROVAL OF THE OCTOBER 10th, 2023 REGULAR AGENDA – Malik Goodman</b>																
	<p>Sunshine Bender requests change of wording for agenda items 8A and 8C.</p> <p>8A: “Shall the Board approve facility use fees for leasing Oak Tree site” changed to “Facilities Use Schedule and Agreement”</p> <p>8C: “Shall the Board approve Resolution #23-10: Transfer of Funds from the Investment Account” changes to “Withdrawal of Fund from the Investment Account”</p> <p>Aubrey Puetz makes a motion to approve the October 10th, 2023 Regular Agenda with the noted changes, Jonathan Farrell seconds, motion carries as follows: (3/0/2/0)</p> <p>Malik Goodman - YES Aubrey Puetz - YES Mindi Morton - ABSENT Lorien Whitestone - ABSENT Jonathan Farrell - YES</p>																
	<b>5. 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)

No public comment.

**6. 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 the September 12th, 2023 Regular Board Meeting Minutes

**B.** Approval of the September 19th, 2023 Emergency Board Meeting Minutes

**C.** Approval of the October 3rd, 2023 Special Board Meeting Minutes

Aubrey Puetz makes a motion to approve the September 12th, 2023 Regular Board Meeting Minutes, September 19th, 2023 Emergency Board Meeting Minutes, and October 3rd, 2023 Special Board Meeting Minutes, Jonathan Farrell seconds, motion carries as follows: (3/0/2/0)

Malik Goodman - YES  
 Aubrey Puetz - YES  
 Mindi Morton - ABSENT  
 Lorien Whitestone - ABSENT  
 Jonathan Farrell - YES

**D.** Approval of the September Warrants

Aubrey Puetz makes a motion to approve the September Warrants, Jonathan Farrell seconds, motion carries as follows: (3/0/2/0)

Malik Goodman - YES  
 Aubrey Puetz - YES  
 Mindi Morton - ABSENT  
 Lorien Whitestone - ABSENT  
 Jonathan Farrell - YES

**7. REPORTS**

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

Diana Pasquini presents an update on FRC programs and resource usage. Highlights include: food pantry is serving 150-200 people per month, there was a vaccine clinic today, the clothes closet is being well used, halloween costumes are available for the public, tech stations and laundry are used daily, play group is well attended as is dance class and yoga, all youth dance classes are full, there were several puppet shows and puppet making workshops.

Future events: haunted FRC (Oct 31st), Toys for Tots.

All thank Diana Pasquini for the great work.

Lorien Whitetone arrives at 4:09pm

Report

**B.** Owens Financial Report *-Peter Ketchand*

Peter Ketchand not present.

Report

**C.** Superintendent/Principal Report *-Scott Mikal-Heine*

Scott Mikal presents the Superintendent/Principal report. September PD days were successful, including training in active supervision and Go Guardian. Solar arrays at Grizzly Hill had work done in September, more work planned to bring them to full functionality. Parent teacher meetings upcoming, parenting classes planned for the same days. The PBIS assembly last friday was very successful, thanks to the PBIS team for ongoing and future PBIS events and systems. Movie night last friday had good attendance and made a profit. The TOY event was great. First girls basketball practice was last night.

Upcoming events include a pumpkin patch field trip for grades 1-6, Trunk or Treat, fall break is next week - facilities work will be done including M&O day at Washington and Oak Tree.

Update on lunch counts:  
breakfast increased 100%, average 60  
lunch count doubled, average 80-90  
staff lunch is at all time high

Brief update on food purchases including plenty of local food, kitchen is up to 80% scratch cooked meals, big thanks to the kitchen crew for their hard work.

We will participate in the Great Shake-Up drill.  
WA water board moving forward on the backflow device.

Brief discussion about movie night, ways to improve community events in future.

Report

**D.** Current Enrollment - Grizzly Hill School

Grade	TK/K	1/2	3/4	5/6	7/8	Total
Students	4/19	11/10	14/15	12/13	6/8	112
Teacher	Caughey	Clemens	Hobbs	Pearcy	Hinrichs	

Report

**E.** Little Acorns Preschool *-Pam Langley*

		<p>Pam Langley not present. Scott Mikal notes that M/W/F is full, T/Th has some openings. M&amp;O goes regularly for maintenance.</p> <p>Brief update on the status of path to funding.</p> <p>Include Little Acorns enrollment block in future agendas.</p>	
Report	F.	Teacher's Report/Field Trip - <i>Scott Mikal-Heine/Staff</i>	
		<p>Scott Mikal present. Upcoming field trips include a pumpkin patch field trip for grades 1-6, Synergia field trip for grades 7 and 8, potential TK/K field trip to pumpkin patch.</p> <p>Brief discussion of larger 7/8 field trip, update requested for next month. Discussion of potential Jiu Jitsu workshop.</p> <p>Sunshine Bender requests a change in the agenda: after PTC report move to 8A-8C then return to reports. All approve.</p>	
Report	G.	Parent Teacher Club Report - <i>Sunshine Bender</i>	
		<p>Aubrey Puetz reports that there were 11 attendees at the last PTC meeting. PTC will be helping with Trunk or Treat.</p> <p>Move to 8A.</p>	
Report	H.	Student Services Report - <i>Cindy Browning</i>	
		<p>Cindy Browning presents. Ongoing leadership meetings with Eli Gallup brainstorming building capacity among teams. School nurse will be on campus this Friday. Beginning county visits starting after fall break. Working on refining systems and flow with all staff.</p>	
Report	I.	Board Report - <i>Malik Goodman</i>	
		Nothing to report. Brief discussion of teacher/student ratios.	
	<b>8.</b>	<b>DISCUSSION/ACTION ITEMS</b>	
Discussion/Action	A.	Shall the Board approve facility use fees for leasing Oak Tree site?	
		<p>Note change of agenda item name: Facilities Use Schedule and Agreement</p> <p>Sunshine Bender presents, requests schedule and application approval, notes Civic Center act BP 1330. There is local desire to rent OT Lodge space.</p> <p>Lorien Whitestone makes a motion to approve Facilities Use Schedule and Agreement, Aubrey Puetz seconds, motion carries as follows: (4/0/1/0)</p>	

		<p>Malik Goodman - YES  Aubrey Puetz - YES  Mindi Morton - ABSENT  Lorien Whitestone - YES  Jonathan Farrell - YES</p>	
<i>Discussion/Action</i>	<b>B.</b>	<p>Shall the Board approve the estimate from Grass Valley Pest &amp; Weed Control?</p>	
		<p>Scott Mikal presents. Notes the enormous amount of encroaching blackberries, M&amp;O has maintained at a high cost. Staff is recommending we spray over fall break for longer lasting maintenance.</p> <p>Discussion regarding the proposed product, proximity to water and animals. Board is against it, open to consideration of different methods. Board does not approve.</p>	
<i>Discussion/Action</i>	<b>C.</b>	<p>Shall the Board approve Resolution #23-10: Transfer of Funds from the Investment Account</p>	
		<p>Note change of agenda item name: Withdrawal of Fund from the Investment Account.</p> <p>Sunshine Bender presents. Resquesting 600k withdrawal from the investment account to cover expenses. There is a known deficit this year.  Discussion of the reason for deficits: cost of services, consultants, utilities, WA, OT bills, water usage, dwindling covid funds, county costs.</p> <p>Discussion of the current year's budget projections.</p> <p>Clarification that these are funds that are coming clear, not active investments.</p> <p>Aubrey Puetz makes a motion to approve the Withdrawal of Fund from the Investment Account., Lorien Whitestone seconds, motion carries as follows: (4/0/1/0)</p> <p>Malik Goodman - YES  Aubrey Puetz - YES  Mindi Morton - ABSENT  Lorien Whitestone - YES  Jonathan Farrell - YES</p>	
<i>Discussion</i>	<b>D.</b>	<p>Personnel interview / selection process / BP position control - Discussion.</p>	
		<p>Scott Mikal presents, notes that this item is framed to answer questions and improve clarity.</p> <p>Scott Mikal presents the hiring process / HR process with examples, specifically examples of outside using council when needed, primarily when the position is new. Admin and staff goes through the process of hiring: makes an educated recommendation to the board. Board approves or does not approve.</p>	

		<p>Scott Mikal notes past methods and board oversight that were not policy. Scott Mikal notes attempts to reach past superintendents to no avail.</p> <p>Discussion of past examples in hiring that felt disparate from Board input.</p> <p>Note that there is currently no BP covering this issue directly. Scott Mikal goes into detail on BP relevant to the issue.</p> <p>Discussion of professional standards, legal liability. Discussion of trustees on committees vs. in agendized meetings. Discussion of the distinction between management and government. Discussion of potential policy change re: codifying members on interview panels. Scott Mikal notes implications for staff, potential conflicts.</p> <p>Lorien Whitestone notes that this presentation makes a lot of sense, does not see a need to change processes. Scott Mikal notes inviting recommended staff to board meetings to greet trustees in person.</p> <p>Request to provide Scott Mikal's presentation to Mindi Morton.</p>	
<i>Discussion/Action</i>	<b>E.</b>	<p>Shall the Board approve the Provisional Intern Permit for Balam Shenachie for the position of Special Education Resource Teacher working with students in grades TK-8 at Grizzly Hill School within Twin Ridges Elementary School District for the 2023/2024 school year with the start date of 10/23/23?</p>	
		<p>Scott Mikal presents.</p> <p>Lorien Whitestone makes a motion to approve the Provisional Intern Permit for Balam Shenachie for the position of Special Education Resource Teacher working with students in grades TK-8 at Grizzly Hill School within Twin Ridges Elementary School District for the 2023/2024 school year with the start date of 10/23/23, Aubrey Puetz seconds, motion carries as follows: (4/0/1/0)</p> <p>Malik Goodman - YES  Aubrey Puetz - YES  Mindi Morton - ABSENT  Lorien Whitestone - YES  Jonathan Farrell - YES</p>	
<i>Discussion/Action</i>	<b>F.</b>	<p>Shall the board approve Supt's recommendation for Balam Shenachie's hire to the position of Special Education Resource Teacher?</p>	
		<p>Scott Mikal presents.</p> <p>Lorien Whitestone makes a motion to approve Supt's recommendation for Balam Shenachie's hire to the position of Special Education Resource Teacher, Aubrey Puetz seconds, motion carries as follows: (4/0/1/0)</p> <p>Malik Goodman - YES  Aubrey Puetz - YES</p>	

		Mindi Morton - ABSENT Lorien Whitestone - YES Jonathan Farrell - YES	
<i>Discussion/Action</i>	<b>G.</b>	Shall the Board approve Supt's recommendation for Marisol Estrada's hire to the position of District Executive Administrative Assistant?	
		Scott Mikal presents.  Lorien Whitestone makes a motion to approve Supt's recommendation for Marisol Estrada's hire to the position of District Executive Administrative Assistant, Aubrey Puetz seconds, motion carries as follows: (4/0/1/0)  Malik Goodman - YES Aubrey Puetz - YES Mindi Morton - ABSENT Lorien Whitestone - YES Jonathan Farrell - YES	
<i>Discussion</i>	<b>H.</b>	Biennial Review of BB 9270 - Conflict of Interest	
		Scott Mikal presents.  Aubrey Puetz asks to bring copies of the Governance Calendar to the next meeting, review Calendar in December.	
<i>Discussion/Action</i>	<b>I.</b>	Shall the Board review and approve the Williams Quarterly Report?	
		Lorien Whitestone makes a motion to approve the Williams Quarterly Report, Aubrey Puetz seconds, motion carries as follows: (4/0/1/0)  Malik Goodman - YES Aubrey Puetz - YES Mindi Morton - ABSENT Lorien Whitestone - YES Jonathan Farrell - YES	
<i>Discussion/Action</i>	<b>J.</b>	Facilities Priorities / Needs and Financing Process	
		Michael Riemenschneider joins via Zoom.  Scott Mikal presents. Bond council was chosen, Eastshore contract was approved. Scott Mikal presents the Board prioritization document. another appreciation to the Board for this work. Michael Riemenschneider chimes in with additional thanks.  Discussion regarding exteriors at Grizzly Hill - should be higher priority.  Jones Hall did negotiate to 35k. Intro meeting went very well.  Next step is to draft the community letter and FAQ, initiate community outreach.	

		<p>Scott Mikal presents a draft of the letter and FAQ brochure, requesting board input.</p> <p>Trustees give input, discussion, and feedback including clearer language in certain areas, clear logo, printing options. Discussion of community optics, methods for optimal outreach.</p> <p>Next steps: committee for edits to community outreach tools this week. Discussion of unimproved lot percentages, property owner vs. home owner wording. Discussion of outreach with Ananda.</p> <p>Committee will meet Friday 10/13/23 at 3pm at Grizzly Hill School.</p>	
<i>Discussion/Action</i>	<b>K.</b>	Shall the Board approve Resolution #23-12: Authorizing District Representatives to the State Allocation Board, Office of Public School Construction (OPSC), and the Filing of Requests for Eligibility and Funding with OPSC under the State School Facility Programs?	
		<p>Scott Mikal presents. Discussion of timeline for the entire facilities process, desire for clarity.</p> <p>Roll Call, Resolution is adopted with the following vote: (4/0/1/0)</p> <p>Malik Goodman - YES  Aubrey Puetz - YES  Mindi Morton - ABSENT  Lorien Whitestone - YES  Jonathan Farrell - YES</p>	
<i>Discussion</i>	<b>L.</b>	Open Public Hearing for the Availability of Instructional Materials.	
		Public Hearing for the Availability of Instructional Materials opened at 7:05pm.	
<i>Discussion</i>	<b>M.</b>	Close Public Hearing for the Availability of Instructional Materials.	
		Public Hearing for the Availability of Instructional Materials closed at 7:06pm.	
<i>Discussion/Action</i>	<b>N.</b>	Shall the Board approve Resolution #23-11 Sufficiency of Textbooks and Instructional Materials?	
		<p>Roll call. Resolution is adopted with the following vote: (4/0/1/0)</p> <p>Malik Goodman - YES  Aubrey Puetz - YES  Mindi Morton - ABSENT  Lorien Whitestone - YES  Jonathan Farrell - YES</p>	
<i>Discussion/Action</i>	<b>O.</b>	Shall the Board approve New Board Evaluation options tools?	



Postponed to Nov.

**8. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**9. CLOSED SESSION**

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

**B.** Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Non-Represented Classified. Agency Negotiator: Scott Mikal

**C.** Public Employee Performance Evaluation (Gov. Code § 54957[b])

**D.** Conference With Legal Counsel – Anticipated/Existing Litigation (Government Code § 54956.9(d)(1) (Government Code § 54956.9(d)(2) or (3).

**10. RECESS /RECONVENE - Report Out on Closed Session – Malik Goodman**

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

Nothing to report.

**B.** Reportable Action Taken Regarding Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Non-Represented Classified. Agency Negotiator: Scott Mikal

Nothing to report.

**C.** Reportable Action Taken Regarding Public Employee Performance Evaluation (Gov. Code § 54957[b])

Nothing to report.

**D.** Reportable Action Taken Regarding Conference With Legal Counsel – Anticipated/Existing Litigation (Government Code § 54956.9(d)(1) (Government Code § 54956.9(d)(2) or (3).

Nothing to report.

*Discussion* **11. FUTURE AGENDA ITEMS DISCUSSION**

Include Little Acorns enrollment block in future agendas.

Bring Governance Calendar to November meeting.

Review New Board Evaluation Tools.

	<b>12. UPCOMING MEETINGS: November 14th, 2023</b>	
	<b>13. ADJOURNMENT 8:25pm</b>	

This agenda was posted at least 72 hours prior to the meeting at 16661 Old Mill Rd. Nevada City, CA 95959 and on the website at TRES.D.ORG

**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)}

10/10/2023

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Malik Goodman, Board President

Date

10/10/2023

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Scott Mikal-Heine, Superintendent/Principal

Date

Scheduled 10/02/2023 - 10/31/2023

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
Vendor: MARTINES, SHELLINE (000200) 14491 BOQUEST DR. NEVADA CITY, CA 95959										
2023/24	10/12/23		PBIS SUPPLIES	SM 10-12-23 PBIS (742582)	10/24/23	Paid	Printed	80.10		80.10
2024 01-0100-4300-00-005-0-1110-1000-000-0101						Check # 24-538893		Batchid AP10262023		Check Date 10/27/23
						PO#		Register # 000244		
<b>Total Invoice Amount</b>								<b>80.10</b>		
Vendor: PEARCY, ADAM (000161) 22398 STATE HIGHWAY 20 NEVADA CITY, CA 95959										
2023/24	10/10/23		MILEAGE AND PARKING CONFERENCE	AP CONFRENCE (742582)	10/24/23	Paid	Printed	83.78		83.78
2024 01-0000-5210-00-005-0-1110-1000-000-0000						Check # 24-538894		Batchid AP10262023		Check Date 10/27/23
2024 01-0000-5220-00-005-0-1110-1000-000-0000						PO#		Register # 000244		15.00 68.78
<b>Total Invoice Amount</b>								<b>83.78</b>		
Vendor: ALAN FLETCHER SCHAUB (000371/1) 19633 TIGERLILY LANE GRASS VALLEY, CA 95945										
2023/24	10/03/23		COUNSELING SERVICES	000500 (739222)	10/09/23	Paid	Printed	3,750.00		3,750.00
2024 01-3010-5800-00-005-0-0000-3110-000-0000						Check # 24-538182		Batchid AP10112023		Check Date 10/13/23
						PO#		Register # 000243		
<b>Total Invoice Amount</b>								<b>3,750.00</b>		
Vendor: ALAN FLETCHER SCHAUB (000371/1) 19633 TIGERLILY LANE GRASS VALLEY, CA 95945										
2023/24	10/30/23		COUNSELING SERVICE	000501 (744589)	10/31/23	Paid	Printed	3,337.50		3,337.50
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						PO#		Register # 000245		
<b>Total Invoice Amount</b>								<b>3,337.50</b>		

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
			ALL PRO BACKFLOW INC (000343/1) P.O. BOX 2193 FOLSOM, CA 95763							
2023/24	09/12/23		BACKFLOW TEST OT	23-2009 (736760)	10/02/23	Paid	Printed	180.00		180.00
Check # 24-537762			2024 01-0000-5800-00-001-0-0000-8100-000-0000		BatchId AP10052023	Check Date 10/06/23	PO#	Register # 000242		
<b>Total Invoice Amount</b>								<b>180.00</b>		
			ALL PRO BACKFLOW INC (000343/1) P.O. BOX 2193 FOLSOM, CA 95763							
2023/24	10/03/23		BACKFLOW REPAIR GH	23-2220 (739222)	10/09/23	Paid	Printed	2,199.99		2,199.99
Check # 24-538183			2024 01-0000-5655-00-005-0-0000-8100-000-0000		BatchId AP10112023	Check Date 10/13/23	PO#	Register # 000243		
2023/24	10/03/23		BACK FLOW REPAIR OT	23-2221 (739222)	10/09/23	Paid	Printed	249.99		249.99
Check # 24-538183			2024 01-0000-5655-00-001-0-0000-8100-000-0000		BatchId AP10112023	Check Date 10/13/23	PO#	Register # 000243		
<b>Total Invoice Amount</b>								<b>2,449.98</b>		
			AT&T (000010/1) PO BOX 9011 CAROL STREAM, IL 60197-9011							
2023/24	09/22/23		BAN 9391080849	000020565996 (736760)	10/02/23	Paid	Printed	53.50		53.50
Check # 24-537763			2024 01-0000-5930-00-000-0-0000-8100-000-0000		BatchId AP10052023	Check Date 10/06/23	PO#	Register # 000242		
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			AT&T (000010/1) PO BOX 9011 CAROL STREAM, IL 60197-9011							
2023/24	10/06/23		BAN 9391001368	000020631011 (742582)	10/24/23	Paid	Printed	52.73		52.73
Check # 24-538895			2024 01-0000-5930-00-000-0-0000-8100-000-0000		BatchId AP10262023	Check Date 10/27/23	PO#	Register # 000244		

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)



ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
		AT&T (000010/1)						(continued)		
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Check #	2024 24-538895	01-0000-5930-00-000-0-0000-8100-000-0000		BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
2023/24	10/06/23		BAN 9391007881	000020631236 (742582)	10/24/23	Paid	Printed	86.72		86.72
Check #	2024 24-538895	01-0000-5930-00-000-0-0000-8100-000-0000		BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
2023/24	10/06/23		BAN 9391007882	000020631327 (742582)	10/24/23	Paid	Printed	122.98		122.98
Check #	2024 24-538895	01-0000-5930-00-000-0-0000-8100-000-0000		BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
2023/24	10/06/23		BAN 9391001369	000020643798 (742582)	10/24/23	Paid	Printed	25.55		25.55
Check #	2024 24-538895	01-0000-5930-00-000-0-0000-8100-000-0000		BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
<b>Total Invoice Amount</b>								<b>773.96</b>		
Vendor: AUTO-CHLOR (000011/1) 3000 ACADEMY WAY #100 SACRAMENTO, CA 95815										
2023/24	09/29/23		CUSTODIAL SUPPLIES	233300201171 B (736760)	10/02/23	Paid	Printed	133.57		133.57
Check #	2024 24-537764	01-0000-4300-00-005-0-0000-8100-000-0000		BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
<b>Total Invoice Amount</b>								<b>133.57</b>		
Vendor: B & C HOME CENTERS (000073/1) 2032 NEVADA CITY HIGHWAY GRASS VALLEY, CA 95945										
2023/24	09/25/23		MAINT SUPPLIES	557673 (736760)	10/02/23	Paid	Printed	193.52		193.52
Check #	2024 24-537765	01-0000-4300-00-005-0-0000-8100-000-0000		BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
<b>Total Invoice Amount</b>								<b>193.52</b>		
Vendor: B & C HOME CENTERS (000073/1) 2032 NEVADA CITY HIGHWAY GRASS VALLEY, CA 95945										

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
B & C HOME CENTERS (000073/1) (continued)										
2023/24	10/03/23		TOOLS AND PAINT	558611 (739222)	10/09/23	Paid	Printed	220.18		220.18
2024 01-0000-4300-00-005-0-0000-8100-000-0000										
Check #	24-538184			BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	
<b>Total Invoice Amount</b>								<b>220.18</b>		
B & C HOME CENTERS (000073/1) 2032 NEVADA CITY HIGHWAY GRASS VALLEY, CA 95945										
2023/24	10/05/23		DRAIN PIPE KIT	558907 (742582)	10/24/23	Paid	Printed	5.14		5.14
2024 01-0000-4300-00-005-0-0000-8100-000-0000										
Check #	24-538896			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
<b>Total Invoice Amount</b>								<b>5.14</b>		
B & C HOME CENTERS (000073/1) 2032 NEVADA CITY HIGHWAY GRASS VALLEY, CA 95945										
2023/24	10/20/23		MAINT SUPPLIES DOOR INSTALL	560482 (744589)	10/31/23	Paid	Printed	130.76		130.76
2024 01-0000-4300-00-005-0-0000-8100-000-0000										
Check #	24-539254			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/22/23		MAINT SUPPLIES DOOR INSTALL	560703 (744589)	10/31/23	Paid	Printed	101.96		101.96
2024 01-0000-4300-00-005-0-0000-8100-000-0000										
Check #	24-539254			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/23/23		WALL REPAIR	560784 (744589)	10/31/23	Paid	Printed	12.43		12.43
2024 01-0000-4300-00-005-0-0000-8100-000-0000										
Check #	24-539254			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/23/23		VINYL WALL BASE REPAIR	560786 (744589)	10/31/23	Paid	Printed	25.71		25.71
2024 01-0000-4300-00-005-0-0000-8100-000-0000										
Check #	24-539254			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
<b>Total Invoice Amount</b>								<b>270.86</b>		
BEAM SECURITY SYSTEMS INC dba ADMIRAL ALARM & ELEC (000082/1) PO BOX 1803 GRASS VALLEY, CA 95945										

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
			BEAM SECURITY SYSTEMS INC dba ADMIRAL ALARM & ELEC (000082/1) (continued)							
2023/24	10/01/23		OCT-DEC MONITORING	R 243705 (736760)	10/02/23	Paid	Printed	486.00		486.00
			2024 01-0000-5800-00-005-0-0000-8300-000-0000							
Check #	24-537766			BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
								<b>Total Invoice Amount</b>	<b>486.00</b>	

			CLIFORNIA INTERNET LP dba GEOLINKS (000219/1) 251 CAMARILLO RANCH RD CAMARILLO, CA 93012							
2023/24	10/01/23		WASH INTERNET	BD0164255 (736760)	10/02/23	Paid	Printed	24.00		24.00
			2024 01-0000-5930-00-000-0-0000-8100-000-0000							
Check #	24-537767			BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
2023/24	10/01/23		GH INTERNET	BD0164367 (736760)	10/02/23	Paid	Printed	24.00		24.00
			2024 01-0000-5930-00-000-0-0000-8100-000-0000							
Check #	24-537767			BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
								<b>Total Invoice Amount</b>	<b>48.00</b>	

			COMPUTER TECHNOLOGY LINK CORP (000402/2) P.O. BOX 740826 LOS ANGELES, CA 90074-0826							
2023/24	09/12/23		CHROMEBOOKS	0323732-IN (736760)	10/02/23	Paid	Printed	16,478.73		16,478.73
			2024 01-0000-4300-00-005-0-1110-1000-000-0000							
Check #	24-537768			BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
								<b>Total Invoice Amount</b>	<b>16,478.73</b>	

			CRANMER ENGINEERING INC (000035/1) PO BOX 1240 GRASS VALLEY, CA 95945							
2023/24	09/30/23		REPORTS AND WATER OPERATOR	GFJ0088A (739222)	10/09/23	Paid	Printed	950.00		950.00
			2024 01-0000-5800-00-005-0-0000-8100-000-0000							
Check #	24-538185			BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)



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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Vendor			CRANMER ENGINEERING INC (000035/1) (continued)							
2023/24	09/30/23		REPORTS AND WATER OPERATOR	GFJ0088B (739222)	10/09/23	Paid	Printed	375.00		375.00
Check #			2024 01-0000-5800-00-001-0-0000-8100-000-0000							
24-538185			BatchId	AP10112023	Check Date	10/13/23	PO#	Register #	000243	
<b>Total Invoice Amount</b>								<b>1,325.00</b>		
Vendor			DEPARTMENT OF JUSTICE (000096/1) PO BOX 944255 SACRAMENTO, CA 94244-2550							
2023/24	10/04/23		FINGERPRINTS	685743 (742582)	10/24/23	Paid	Printed	32.00		32.00
Check #			2024 01-0000-5840-00-000-0-0000-7400-000-0000							
24-538897			BatchId	AP10262023	Check Date	10/27/23	PO#	Register #	000244	
<b>Total Invoice Amount</b>								<b>32.00</b>		
Vendor			DURHAM SCHOOL SERVICES (000041/1) FILE 749085 LOS ANGELES, CA 90074-9085							
2023/24	10/03/23		SEPT BUS SERVICE	91994262 (739222)	10/09/23	Paid	Printed	10,521.52		10,521.52
Check #			2024 01-0100-5870-00-000-0-0000-3600-000-0000							
24-538186			BatchId	AP10112023	Check Date	10/13/23	PO#	Register #	000243	
<b>Total Invoice Amount</b>								<b>10,521.52</b>		
Vendor			EVONY GREEN (000362/1) P.O. BOX 209 WASHINGTON, CA 95986							
2023/24	09/29/23		JG PARENT MILEAGE	EG SEPT 23 MILEAGE (736760)	10/02/23	Paid	Printed	353.70		353.70
Check #			2024 01-0000-5876-00-004-0-0000-3600-000-0000							
24-537769			BatchId	AP10052023	Check Date	10/06/23	PO#	Register #	000242	
<b>Total Invoice Amount</b>								<b>353.70</b>		
Vendor			HANCOCK PARK & DELONG INC. (000377/1) 1722 J ST. SUITE 224 SACRAMENTO, CA 95811							
2023/24	10/03/23		MODERNIZATION CONSULTING	6859 (739222)	10/09/23	Paid	Printed	950.00		950.00
Check #			2024 01-0000-5800-00-000-0-0000-8100-000-0000							
24-538187			BatchId	AP10112023	Check Date	10/13/23	PO#	Register #	000243	

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								<b>Total Invoice Amount</b>	<b>950.00</b>	
<p>HOUSE OF PRINT AND COPY (000192/1) 1501 E MAIN STREET GRASS VALLEY, CA 95945</p>										
2023/24	10/30/23		LETTERS FOR BOND	HOPC 103023 (744589)	10/31/23	Paid	Printed	861.22		861.22
<p>2024 01-0000-4300-00-005-0-0000-2700-000-0000</p>										
Check #	24-539255			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
								<b>Total Invoice Amount</b>	<b>861.22</b>	
<p>HUNT AND SONS INC (000044/1) PO BOX 277670 SACRAMENTO, CA 95827-7670</p>										
2023/24	10/01/23		FUEL	649271 (742582)	10/24/23	Paid	Printed	226.62		226.62
<p>2024 01-0000-4390-00-000-0-0000-8100-000-0000</p>										
Check #	24-538898			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
2023/24	10/01/23		FUEL	668856 (742582)	10/24/23	Paid	Printed	59.37		59.37
<p>2024 01-0000-4390-00-000-0-0000-8100-000-0000</p>										
Check #	24-538898			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
								<b>Total Invoice Amount</b>	<b>285.99</b>	
<p>JUSTIN EMMENTT LEWIS (000352/1) P.O. BOX 404 NORTH SAN JUAN, CA 95960</p>										
2023/24	10/10/23		REPAIR AC ROOM 5	10102023 UPFRONT (742582)	10/24/23	Paid	Printed	411.00		411.00
<p>2024 01-0000-5655-00-005-0-0000-8100-000-0000</p>										
Check #	24-538899			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
								<b>Total Invoice Amount</b>	<b>411.00</b>	
<p>LOZANO SMITH,LLP (000345/1) 7404 N. SPALDING AVENUE FRESNO, CA 93720</p>										
2023/24	10/11/23		LEGAL SERVICES SEPTEMBER	SEPT 23 LEGAL (742582)	10/24/23	Paid	Printed	5,527.50		5,527.50
<p>2024 01-0000-5802-00-000-0-0000-7200-000-0000</p>										
Check #	24-538900			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
								<b>Total Invoice Amount</b>	<b>5,527.50</b>	

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MATTHEW LANGLEY (000327/1) 17537 SUNRISE RD NEVADA CITY, CA 95959										
2023/24	09/30/23		MUSIC ELECTIVE	1395 (736760)	10/02/23	Paid	Printed	315.00		315.00
2024 01-0100-5800-00-000-0-1110-1000-000-0050 Check # 24-537770 BatchId AP10052023 Check Date 10/06/23 PO# Register # 000242										
<b>Total Invoice Amount</b>								<b>315.00</b>		
PG&E (000050/1) BOX 997300 SACRAMENTO, CA 95899-7300										
2023/24	10/02/23		6931227577-4	OCT 23 6931227577-4 (739222)	10/09/23	Paid	Printed	184.34		184.34
2024 01-0000-5510-00-004-0-0000-8100-000-0000 Check # 24-538188 BatchId AP10112023 Check Date 10/13/23 PO# Register # 000243										
<b>Total Invoice Amount</b>								<b>184.34</b>		
PG&E (000050/1) BOX 997300 SACRAMENTO, CA 95899-7300										
2023/24	10/05/23		0390455458-5	0390455458-5 OCT 23 (742582)	10/24/23	Paid	Printed	22.99		22.99
2024 01-0000-5520-00-001-0-0000-8100-000-0000 Check # 24-538901 BatchId AP10262023 Check Date 10/27/23 PO# Register # 000244										
2023/24	10/05/23		0588820133-1	0588820133-1 OCT 23 (742582)	10/24/23	Paid	Printed	244.99		244.99
2024 01-0000-5520-00-001-0-0000-8100-000-0000 Check # 24-538901 BatchId AP10262023 Check Date 10/27/23 PO# Register # 000244										
2023/24	10/05/23		7588441545-8	7588441545-8 OCT 23 (742582)	10/24/23	Paid	Printed	221.66		221.66
2024 01-0000-5520-00-001-0-0000-8100-000-0000 Check # 24-538901 BatchId AP10262023 Check Date 10/27/23 PO# Register # 000244										
<b>Total Invoice Amount</b>								<b>489.64</b>		
PITNEY BOWES GLOBAL FINANCIAL SERVICES (000317/1) P.O. BOX 981022 BOSTON, MA 02298-1022										

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Vendor: PITNEY BOWES GLOBAL FINANCIAL SERVICES (000317/1) (continued)										
2023/24	10/09/23		POSTAGE INK	1024042180 (742582)	10/24/23	Paid	Printed	98.14		98.14
2024 01-0000-4300-00-005-0-0000-2700-000-0000										
Check #	24-538902			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
<b>Total Invoice Amount</b>								<b>98.14</b>		
Vendor: REBECCA DAVIS (000403/1) P.O.BOX 2359 NEVADA CITY, CA 95959										
2023/24	09/29/23		ND PARENT MILEAGE	DAVIS OCT 23 (739222)	10/09/23	Paid	Printed	738.84		738.84
2024 01-6500-5800-00-000-0-5001-3600-000-0000										
Check #	24-538189			BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	
<b>Total Invoice Amount</b>								<b>738.84</b>		
Vendor: REBEKAH KEYSER (000376/1) 13560 COLFAX HWY GRASS VALLEY, CA 95945										
2023/24	10/13/23		NURSE CONTRACT	RK 01 (744589)	10/31/23	Paid	Printed	650.00		650.00
2024 01-0000-5800-00-000-0-0000-3140-000-0000										
Check #	24-539256			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
<b>Total Invoice Amount</b>								<b>650.00</b>		
Vendor: REED SPEECH THERAPY SERVICES (000068/5) 2980 OAK LN. MEADOW VISTA, CA 95722										
2023/24	09/30/23		SPEECH SERVICES SEPT	110 (736760)	10/02/23	Paid	Printed	4,860.00		4,860.00
2024 01-6500-5100-00-000-0-5760-1190-000-0000										
Check #	24-537771			BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
<b>Total Invoice Amount</b>								<b>4,860.00</b>		
Vendor: RIEBES AUTO PARTS (000077/2) 5404 PACIFIC ST ROCKLIN, CA 95077										
2023/24	10/03/23		PARTS FOR OIL CHANGE	5369-993819 (739222)	10/09/23	Paid	Printed	236.52		236.52
2024 01-0000-4300-00-005-0-0000-8100-000-0000										

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<b>RIEBES AUTO PARTS (000077/2) (continued)</b>										
2023/24	09/02/23		50 % WC 22-23	22-23 WC 50 (742582)	10/24/23	Paid	Printed	11,327.05		11,327.05
Check #	24-538190			BatchId AP10112023		Check Date 10/13/23	PO#			Register # 000243
								<b>Total Invoice Amount</b>	<b>236.52</b>	
<b>SCHOOLS INSURANCE GROUP (000052/1)</b> 550 HIGH STREET SUITE 201 AUBURN, CA 95603										
2023/24	09/02/23		50 % WC 22-23	22-23 WC 50 (742582)	10/24/23	Paid	Printed	11,327.05		11,327.05
Check #	24-538903	2024 01- -9516-		BatchId AP10262023		Check Date 10/27/23	PO#			Register # 000244
2023/24	10/01/23		OCT 23 BENEFITS	OCT BENEFITS (742582)	10/24/23	Paid	Printed	18,694.15		18,694.15
Check #	24-538903	2024 01- -9514-		BatchId AP10262023		Check Date 10/27/23	PO#			Register # 000244
								<b>Total Invoice Amount</b>	<b>30,021.20</b>	
<b>STANDARD INSURANCE COMPANY CB (000053/1)</b> PO BOX 4664 PORTLAND, OR 97208-4664										
2023/24	09/19/23		CT 503169	CT 503169 SEPT 23 (736760)	10/02/23	Paid	Printed	65.19		65.19
Check #	24-537772	2024 01- 0000- 3901- 00- 000- 0- 0000- 2700- 000- 0000		BatchId AP10052023		Check Date 10/06/23	PO#			Register # 000242
								<b>Total Invoice Amount</b>	<b>65.19</b>	
<b>STANDARD INSURANCE COMPANY CB (000053/1)</b> PO BOX 4664 PORTLAND, OR 97208-4664										
2023/24	10/20/23		CT 503169	CT 503169 102023 (744589)	10/31/23	Paid	Printed	65.19		65.19
Check #	24-539257	2024 01- 0000- 3901- 00- 000- 0- 0000- 2700- 000- 0000		BatchId AP11022023		Check Date 11/03/23	PO#			Register # 000245
								<b>Total Invoice Amount</b>	<b>65.19</b>	
<b>SUSIE BRYANT (000361/2)</b> P.O. 185 WASHINGTON, CA 95959										
2023/24	09/29/23		445.40 -267.24 REPAYMENT	SB SEPT 23 MILEAGE (736760)	10/02/23	Paid	Printed	178.16		178.16

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1 Vendor			SUSIE BRYANT (000361/2) (continued)							
2023/24	09/29/23		445.40 -267.24 REPAYMENT	SB SEPT 23 MILEAGE (736760) (continued)	10/02/23	Paid	Printed	(continued)		
Check #	24-537773		2024 01-0000-5876-00-004-0-0000-3600-000-0000	BatchId AP10052023		Check Date 10/06/23	PO#			Register # 000242
<b>Total Invoice Amount</b>								<b>178.16</b>		
12 Vendor			SYSCO SACRAMENTO (000022/1) PO BOX 138007 SACRAMENTO, CA 95813-8007							
2023/24	09/27/23		ASES SNACKS	431629850 A (736760)	10/02/23	Paid	Printed	54.45		54.45
Check #	24-537774		2024 01-6010-4300-00-005-0-8100-5000-000-0000	BatchId AP10052023		Check Date 10/06/23	PO#			Register # 000242
2023/24	09/27/23		MAINT SUPPLIES	431629850 B (736760)	10/02/23	Paid	Printed	355.11		355.11
Check #	24-537774		2024 01-0000-4300-00-005-0-0000-8100-000-0000	BatchId AP10052023		Check Date 10/06/23	PO#			Register # 000242
<b>Total Invoice Amount</b>								<b>409.56</b>		
1 Vendor			UBEO WEST LLC (000104/2) P.O. BOX 301062 LOS ANGELES, CA 90030-1062							
2023/24	09/20/23		WATER SYSTEM LEASE	4253176 (736760)	10/02/23	Paid	Printed	151.73		151.73
Check #	24-537775		2024 01-0000-5600-00-005-0-0000-8100-000-0000	BatchId AP10052023		Check Date 10/06/23	PO#			Register # 000242
2023/24	09/20/23		WASHINTON COPIES	4253426 (736760)	10/02/23	Paid	Printed	8.25		8.25
Check #	24-537775		2024 01-2600-5600-00-004-0-8100-5000-000-0000	BatchId AP10052023		Check Date 10/06/23	PO#			Register # 000242
2023/24	09/20/23		COPIES	4253427 (736760)	10/02/23	Paid	Printed	720.34		720.34
Check #	24-537775		2024 01-0000-5600-00-005-0-1110-1000-000-0000	BatchId AP10052023		Check Date 10/06/23	PO#			Register # 000242
<b>Total Invoice Amount</b>								<b>880.32</b>		
1 Vendor			UBEO WEST LLC (000104/2) P.O. BOX 301062 LOS ANGELES, CA 90030-1062							

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UBEO WEST LLC (000104/2)			(continued)							
2023/24	10/03/23		WASTER SYSTEM LEASE	4270091 (739222)	10/09/23	Paid	Printed	119.21		119.21
2024 01-2600-5600-00-004-0-8100-5000-000-0000										
Check #	24-538191			BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	
<b>Total Invoice Amount</b>								<b>119.21</b>		
UBEO WEST LLC (000104/2)			P.O. BOX 301062 LOS ANGELES, CA 90030-1062							
2023/24	10/13/23		FRONT OFFICE COPIES	4282527 (742582)	10/24/23	Paid	Printed	39.98		39.98
2024 01-0000-5600-00-005-0-0000-2700-000-0000										
Check #	24-538904			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
2023/24	10/16/23		WATER SYSTEM	4285377 (742582)	10/24/23	Paid	Printed	151.73		151.73
2024 01-0000-5600-00-005-0-0000-8100-000-0000										
Check #	24-538904			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
2023/24	10/16/23		WASHINGTON COPIES	4285967 (742582)	10/24/23	Paid	Printed	6.15		6.15
2024 01-2600-5600-00-004-0-8100-5000-000-0000										
Check #	24-538904			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
2023/24	10/16/23		COPIES	4285968 (742582)	10/24/23	Paid	Printed	583.49		583.49
2024 01-0000-5600-00-005-0-1110-1000-000-0000										
Check #	24-538904			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
<b>Total Invoice Amount</b>								<b>781.35</b>		
UBEO WEST LLC (000104/2)			P.O. BOX 301062 LOS ANGELES, CA 90030-1062							
2023/24	10/24/23		COPY LEASE BUY OUT TO KEEP	4293511 (744589)	10/31/23	Paid	Printed	2,209.58		2,209.58
2024 01-0000-4400-00-005-0-0000-2700-000-0000										
Check #	24-539258			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
<b>Total Invoice Amount</b>								<b>2,209.58</b>		
UNIVERSITY OF OREGON			EDUCATION COMMUNITY SUPPORTS (000158/1) 1235 UNIVERSITY OF OREGON EUGENE, OR 97403-1235							

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)

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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
			UNIVERSITY OF OREGON EDUCATION COMMUNITY SUPPORTS (000158/1) (continued)							
2023/24	09/01/23		ACT 104951	INV00071459 (742582)	10/24/23	Paid	Printed	460.00		460.00
Check #	2024 01-0100-5800-00-000-0-0000-3110-000-0101	24-538905		BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
<b>Total Invoice Amount</b>								<b>460.00</b>		
			US BANK CORPORATE PMT SYS (000057/1) PO BOX 790428 ST LOUIS, MO 63179-0428							
2023/24	09/19/23		MAINT SUPP OT	PL CC 9-19-23 (744589)	10/31/23	Paid	Printed	18.47		18.47
Check #	2024 01-0000-4300-00-001-0-0000-8100-000-0000	24-539259		BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/01/23		ART ART SUPPLIES	SB CC 10-1-23 (744589)	10/31/23	Paid	Printed	140.51		140.51
Check #	2024 01-0100-4300-00-005-0-1110-1000-000-0050	24-539259		BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/12/23		DMV PULL	SB CC 10-12-23B (744589)	10/31/23	Paid	Printed	2.04		2.04
Check #	2024 01-0000-5840-00-000-0-0000-7400-000-0000	24-539259		BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/13/23		SPORTS ELECTIVE	SB CC 10-13-23 (744589)	10/31/23	Paid	Printed	28.09		28.09
Check #	2024 01-0100-4300-00-005-0-1110-1000-000-0050	24-539259		BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/13/23		1-2 CLASS SUPPLIES	SB CC 10-13-23B (744589)	10/31/23	Paid	Printed	342.45		342.45
Check #	2024 01-0000-4300-00-005-0-1110-1000-000-0509	24-539259		BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/14/23		7-8 CLASS SUPPLIES	SB CC 10-14-23 (744589)	10/31/23	Paid	Printed	42.86		42.86
Check #	2024 01-0000-4300-00-005-0-1110-1000-000-0503	24-539259		BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/14/23		ASES SUPPLIES	SB CC 10-14-23 C (744589)	10/31/23	Paid	Printed	26.88		26.88
	2024 01-6010-4300-00-005-0-8100-5000-000-0000									

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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
US BANK CORPORATE PMT SYS (000057/1)				(continued)		(continued)				
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/14/23		SATT PHONE MINUTES	SB CC 10-14-23 D (744589)	10/31/23	Paid	Printed	350.20		350.20
		2024	01-0000-5930-00-000-0-0000-8100-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/14/23		ENVELOPES FOR BOND	SB CC 10-14-23B (744589)	10/31/23	Paid	Printed	188.11		188.11
		2024	01-0000-4300-00-005-0-0000-2700-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/02/23		MUSIC ELECTIVE	SB CC 10-2-23 (744589)	10/31/23	Paid	Printed	78.89		78.89
		2024	01-0100-4300-00-005-0-1110-1000-000-0050							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/03/23		GARDEN ELECTIVE	SB CC 10-3-23 (744589)	10/31/23	Paid	Printed	66.71		66.71
		2024	01-0100-4300-00-005-0-1110-1000-000-0050							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/04/23		365 ED	SB CC 10-4-23 (744589)	10/31/23	Paid	Printed	39.00		39.00
		2024	01-0000-5800-00-000-0-0000-7200-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/05/23		POSTAGE INK	SB CC 10-5-23 (744589)	10/31/23	Paid	Printed	98.14		98.14
		2024	01-0000-4300-00-005-0-0000-2700-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/05/23		3-4 CLASS SUPPLIES	SB CC 10-5-23 B (744589)	10/31/23	Paid	Printed	15.96		15.96
		2024	01-0000-4300-00-005-0-1110-1000-000-0508							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/06/23		CURRICULM 3-4 TH GRADE	SB CC 10-6-23 (744589)	10/31/23	Paid	Printed	426.06		426.06
		2024	01-6300-4100-00-000-0-1110-1000-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/07/23		RUG TK-K	SB CC 10-7-23 (744589)	10/31/23	Paid	Printed	450.95		450.95
		2024	01-0000-4300-00-005-0-1110-1000-000-0000							

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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
US BANK CORPORATE PMT SYS (000057/1)				(continued)						
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	08/28/23		WATER FILTERS	SB CC 8-28-23 (744589)	10/31/23	Paid	Printed	902.96		902.96
			2024 01-0000-4300-00-005-0-0000-8100-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	09/15/23		CAASPP CONFRENCE	SB CC 9-15-23 (744589)	10/31/23	Paid	Printed	770.00		770.00
			2024 01-4035-5210-00-000-0-1110-1000-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	09/15/23		WOUND CARE	SB CC 9-15-23 B (744589)	10/31/23	Paid	Printed	19.26		19.26
			2024 01-0000-4300-00-005-0-0000-3140-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	09/15/23		WOUND CARE	SB CC 9-15-23 C (744589)	10/31/23	Paid	Printed	19.16		19.16
			2024 01-0000-4300-00-005-0-0000-3140-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	09/15/23		WOUND CARE	SB CC 9-15-23 D (744589)	10/31/23	Paid	Printed	160.27		160.27
			2024 01-0000-4300-00-005-0-0000-3140-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	09/20/23		ZOOM DO	SB CC 9-20-23 (744589)	10/31/23	Paid	Printed	299.80		299.80
			2024 01-0000-5800-00-000-0-0000-7200-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	09/20/23		5-6 CLASS SUPPLIES	SB CC 9-20-23B (744589)	10/31/23	Paid	Printed	275.04		275.04
			2024 01-0000-4300-00-005-0-1110-1000-000-0501							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	09/28/23		PAPER INSTRUCTION	SB CC 9-28-23 (744589)	10/31/23	Paid	Printed	211.72		211.72
			2024 01-0000-4300-00-005-0-1110-1000-000-0000							
Check #	24-539259			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	09/28/23		ADOBE SB	SB CC 9-28-23 B (744589)	10/31/23	Paid	Printed	19.99		19.99
			2024 01-0000-5800-00-000-0-0000-7200-000-0000							

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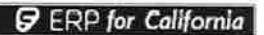
Payment Register

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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
US BANK CORPORATE PMT SYS (000057/1)				(continued)		(continued)				
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	09/30/23		ART ART SUPPLIES	SB CC 9-30-23 (744589)	10/31/23	Paid	Printed	9.43		9.43
		2024	01-0100-4300-00-005-0-1110-1000-000-0050							
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	10/10/23		MOUSE FOR SCOTT	SM 10-10-23 (744589)	10/31/23	Paid	Printed	38.54		38.54
		2024	01-0000-4300-00-000-0-0000-7150-000-0000							
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	10/12/23		FUEL FOR VAN	SM 10-12-23 (744589)	10/31/23	Paid	Printed	91.60		91.60
		2024	01-0000-4390-00-000-0-0000-8100-000-0000							
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	10/12/23		FUEL FOR VAN	SM 10-12-23 B (744589)	10/31/23	Paid	Printed	33.86		33.86
		2024	01-0000-4390-00-000-0-0000-8100-000-0000							
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	10/03/23		DOOR FOR ROOM 5	SM 10-3-23 (744589)	10/31/23	Paid	Printed	639.07		639.07
		2024	01-0000-4300-00-005-0-0000-8100-000-0000							
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	10/03/23		BREAKTHOUGH TRAINING	SM 10-3-23 B (744589)	10/31/23	Paid	Printed	725.00		725.00
		2024	01-0000-5210-00-000-0-0000-7150-000-0000							
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	10/03/23		PBIS SUPPLIES	SM 10-3-23 C (744589)	10/31/23	Paid	Printed	11.62		11.62
		2024	01-0100-4300-00-000-0-0000-2700-000-0102							
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	10/03/23		PBIS SUPPLIES	SM 10-3-23 D (744589)	10/31/23	Paid	Printed	3.79		3.79
		2024	01-0100-4300-00-000-0-0000-2700-000-0102							
Check #	24-539259			BatchId AP11022023	Check Date 11/03/23	PO#		Register # 000245		
2023/24	10/03/23		PBIS SUPPLIES	SM 10-3-23 E (744589)	10/31/23	Paid	Printed	2.17		2.17
		2024	01-0100-4300-00-000-0-0000-2700-000-0102							

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
			US BANK CORPORATE PMT SYS (000057/1)	(continued)						
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/03/23		WIPES NURSE STATION	SM 10-5-23 (744589)	10/31/23	Paid	Printed	18.43		18.43
		2024	01-0000-4300-00-005-0-0000-3140-000-0000							
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/15/23		MCKINNY VENTO	SM 9-15-23 (744589)	10/31/23	Paid	Printed	73.96		73.96
		2024	01-5630-4300-00-000-0-1110-1000-000-0000							
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/15/23		MCKINNY VENTO	SM 9-15-23 B (744589)	10/31/23	Paid	Printed	91.39		91.39
		2024	01-5630-4300-00-000-0-1110-1000-000-0000							
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/15/23		MCKINNY VENTO	SM 9-15-23 C (744589)	10/31/23	Paid	Printed	151.88		151.88
		2024	01-5630-4300-00-000-0-1110-1000-000-0000							
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/15/23		MCKINNY VENTO	SM 9-15-23 D (744589)	10/31/23	Paid	Printed	65.91		65.91
		2024	01-5630-4300-00-000-0-1110-1000-000-0000							
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/15/23		MCKINNY VENTO	SM 9-15-23 E (744589)	10/31/23	Paid	Printed	16.87		16.87
		2024	01-5630-4300-00-000-0-1110-1000-000-0000							
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/20/23		STAFF DEVELOPMENTMEA LS	SM 9-20-23 (744589)	10/31/23	Paid	Printed	109.98		109.98
		2024	01-0000-4300-00-005-0-0000-2700-000-0000							
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/20/23		STAFF DEVELOPMENTMEA LS	SM 9-20-23 B (744589)	10/31/23	Paid	Printed	118.85		118.85
		2024	01-0000-4300-00-005-0-0000-2700-000-0000							
Check #	24-539259			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	

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Payment Register

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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
US BANK CORPORATE PMT SYS (000057/1)			(continued)		(continued)					
2023/24	09/20/23		STAFF DEVELOPMENT LS	SM 9-20-23 C (744589)	10/31/23	Paid	Printed	67.72		67.72
Check #	24-539259		2024 01-0000-4300-00-005-0-0000-2700-000-0000	BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/24/23		BOOKS SCOTT	SM 9-24-23 (744589)	10/31/23	Paid	Printed	92.88		92.88
Check #	24-539259		2024 01-0000-4300-00-000-0-0000-7150-000-0000	BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/25/23		MAINT SUPPLIES	SM 9-25-23 (744589)	10/31/23	Paid	Printed	37.28		37.28
Check #	24-539259		2024 01-0000-4300-00-005-0-0000-8100-000-0000	BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/25/23		GARDEN ELECTIVE	SM 9-25-23 B (744589)	10/31/23	Paid	Printed	131.24		131.24
Check #	24-539259		2024 01-0100-4300-00-005-0-1110-1000-000-0050	BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/25/23		OT TOILET REPAIR	SM 9-25-23 C (744589)	10/31/23	Paid	Printed	214.81		214.81
Check #	24-539259		2024 01-0000-4300-00-001-0-0000-8100-000-0000	BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/25/23		KIOSK PELXI GLASS	SM 9-25-23 D (744589)	10/31/23	Paid	Printed	211.58		211.58
Check #	24-539259		2024 01-0000-4300-00-005-0-0000-8100-000-0000	BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
<b>Total Invoice Amount</b>								<b>7,951.38</b>		
US BANK EQUIPMENT FINANCE (000056/1)										
PO BOX 790448										
ST LOUIS, MO 63179-0448										
2023/24	10/28/23		COPY LEASE	512487075 (742582)	10/24/23	Paid	Printed	360.14		360.14
Check #	24-538906		2024 01-0000-5600-00-005-0-0000-2700-000-0000	BatchId AP10262023		180.07				
			2024 01-2600-5600-00-004-0-8100-5000-000-0000			180.07				
Check #	24-538906			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
<b>Total Invoice Amount</b>								<b>360.14</b>		

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)



ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
Vendor: WASHINGTON COUNTY WATER DIST (000063/1) PO BOX 34 WASHINGTON, CA 95986										
2023/24	09/28/23		WASH WATER	SEPT 23 WATER (739222)	10/09/23	Paid	Printed	162.18		162.18
Check #	24-538192			BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	
								<b>Total Invoice Amount</b>	<b>162.18</b>	
Vendor: WASTE MGMT OF NEVADA COUNTY (000059/1) PO BOX 541065 LOS ANGELES, CA 90054-1065										
2023/24	10/04/23		TRASH SERVICE OCT	3191792-0536-8 (742582)	10/24/23	Paid	Printed	316.13		316.13
Check #	24-538907			BatchId AP10262023		Check Date 10/27/23	PO#		Register # 000244	
								<b>Total Invoice Amount</b>	<b>316.13</b>	
Vendor: WILLIAMS & ASSOCIATES,LLC. (000393/1) P.O. BOX 2125 PLACERVILLE, CA 95667										
2023/24	10/03/23		DISTRICT FACILITY INVENTORY	4881 (739222)	10/09/23	Paid	Printed	5,940.00		5,940.00
Check #	24-538193			BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	
2023/24	10/03/23		DISTRICT FACILITY INVENTORY	4882 (739222)	10/09/23	Paid	Printed	9,000.00		9,000.00
Check #	24-538193			BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	
								<b>Total Invoice Amount</b>	<b>14,940.00</b>	
Vendor: WILMA JENNY TRAVERS (000360/1) 18200 RAINBOWS END NEVADA CITY, CA 95959										
2023/24	09/29/23		ART ELECTIVE	SEPT 23 ELECTIVE (739222)	10/09/23	Paid	Printed	270.00		270.00
Check #	24-538194			BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	
								<b>Total Invoice Amount</b>	<b>270.00</b>	

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)



ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
			US BANK CORPORATE PMT SYS (000057/1) PO BOX 790428 ST LOUIS, MO 63179-0428							
2023/24	09/17/23		SUPPLIES PRESCHOOL	PL CC 9-17 (744589)	10/31/23	Paid	Printed	36.62		36.62
			2024 12- 0000- 4300- 00- 001- 0- 0001- 1000- 000- 0000							
Check #	24-539260		BatchId AP11022023			Check Date 11/03/23	PO#		Register # 000245	
								<b>Total Invoice Amount</b>		<b>36.62</b>
			AUTO-CHLOR (000011/1) 3000 ACADEMY WAY #100 SACRAMENTO, CA 95815							
2023/24	09/29/23		DISHWASHER LEASE	233300201171 (736760)	10/02/23	Paid	Printed	225.69		225.69
			2024 13- 5310- 5600- 00- 000- 0- 0000- 3700- 000- 0000							
Check #	24-537776		BatchId AP10052023			Check Date 10/06/23	PO#		Register # 000242	
								<b>Total Invoice Amount</b>		<b>225.69</b>
			EMS LINQ,LLC (000404/2) P.O. BOX 745000 ATLANTA, GA 30374-5000							
2023/24	10/19/23		POINT OF SERVICE FOR CHILD NUTRITION	C-121575 (742582)	10/24/23	Paid	Printed	4,943.00		4,943.00
			2024 13- 7032- 5800- 00- 000- 0- 0000- 3700- 000- 0000							
Check #	24-538908		BatchId AP10262023			Check Date 10/27/23	PO#		Register # 000244	
								<b>Total Invoice Amount</b>		<b>4,943.00</b>
			MOUNTAIN BOUNTY FARM LLC (000399/1) 14579 BLIND SHADY RD NEVADA CITY, CA 95959							
2023/24	09/29/23		VEGGIES LOCAL FOOD	3081 (736760)	10/02/23	Paid	Printed	172.50		172.50
			2024 13- 5467- 4700- 00- 000- 0- 0000- 3700- 000- 0000							
Check #	24-537777		BatchId AP10052023			Check Date 10/06/23	PO#		Register # 000242	
								<b>Total Invoice Amount</b>		<b>172.50</b>
			PHILIP JOEPH ZEITER (000401/1) 19625 BEAR HOLLOW RD GRASS VALLEY, CA 95949							

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
			PHILIP JOEPH ZEITER (000401/1) (continued)							
2023/24	09/26/23		350 LBS BEEF LOCAL FOODS	9262023 FFF (736760)	10/02/23	Paid	Printed	2,500.00		2,500.00
Check #	2024 13- 5467- 4700- 00- 000- 0- 0000- 3700- 000- 0000	24-537778		BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
<b>Total Invoice Amount</b>								<b>2,500.00</b>		
			SYSCO SACRAMENTO (000022/1) PO BOX 138007 SACRAMENTO, CA 95813-8007							
2023/24	09/20/23		SUPPLIES FOOD SERVICE	431617394 A (736760)	10/02/23	Paid	Printed	166.29		166.29
Check #	2024 13- 5310- 4300- 00- 000- 0- 0000- 3700- 000- 0000	24-537779		BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
2023/24	09/20/23		FOOD SERVICE	431617394 B (736760)	10/02/23	Paid	Printed	1,513.35		1,513.35
Check #	2024 13- 5310- 4700- 00- 000- 0- 0000- 3700- 000- 0000	24-537779		BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
2023/24	09/27/23		FOOD SERVICE	431629850 C (736760)	10/02/23	Paid	Printed	1,314.70		1,314.70
Check #	2024 13- 5310- 4700- 00- 000- 0- 0000- 3700- 000- 0000	24-537779		BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
2023/24	09/27/23		SUPPLIES FOOD SERVICE	431629850 D (736760)	10/02/23	Paid	Printed	65.74		65.74
Check #	2024 13- 5310- 4300- 00- 000- 0- 0000- 3700- 000- 0000	24-537779		BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
<b>Total Invoice Amount</b>								<b>3,060.08</b>		
			SYSCO SACRAMENTO (000022/1) PO BOX 138007 SACRAMENTO, CA 95813-8007							
2023/24	08/12/23		PANS AND TOWELS	431544449 (739222)	10/09/23	Paid	Printed	479.79		479.79
Check #	2024 13- 5310- 4300- 00- 000- 0- 0000- 3700- 000- 0000	24-538195		BatchId AP10112023		Check Date 10/13/23	PO#		Register # 000243	
2023/24	08/14/23		SPICES AND BEANS	431548174 (739222)	10/09/23	Paid	Printed	84.92		84.92
	2024 13- 5310- 4700- 00- 000- 0- 0000- 3700- 000- 0000									

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
SYSCO SACRAMENTO (000022/1)			(continued)		(continued)					
Check #	24-538195			BatchId	AP10112023	Check Date	10/13/23	PO#	Register #	000243
2023/24	08/19/23		SQUEEZE BOTTLES	431557071 (739222)	10/09/23	Paid	Printed	69.34		69.34
	2024	13- 5310- 4300- 00- 000- 0- 0000- 3700- 000- 0000								
Check #	24-538195			BatchId	AP10112023	Check Date	10/13/23	PO#	Register #	000243
2023/24	08/21/23		COUSCOUS FOOD	431560643 (739222)	10/09/23	Paid	Printed	38.65		38.65
	2024	13- 5310- 4700- 00- 000- 0- 0000- 3700- 000- 0000								
Check #	24-538195			BatchId	AP10112023	Check Date	10/13/23	PO#	Register #	000243
2023/24	08/26/23		CEREAL FOOD	431569541 (739222)	10/09/23	Paid	Printed	55.87		55.87
	2024	13- 5310- 4700- 00- 000- 0- 0000- 3700- 000- 0000								
Check #	24-538195			BatchId	AP10112023	Check Date	10/13/23	PO#	Register #	000243
2023/24	08/29/23		FOOD STORAGE	431575373 (739222)	10/09/23	Paid	Printed	372.58		372.58
	2024	13- 5310- 4300- 00- 000- 0- 0000- 3700- 000- 0000								
Check #	24-538195			BatchId	AP10112023	Check Date	10/13/23	PO#	Register #	000243
								<b>Total Invoice Amount</b>		<b>1,101.15</b>

SYSCO SACRAMENTO (000022/1)										
PO BOX 138007										
SACRAMENTO, CA 95813-8007										
2023/24	10/04/23		FOOD SERVICE	431646418 (742582)	10/24/23	Paid	Printed	1,518.93		1,518.93
	2024	13- 5310- 4700- 00- 000- 0- 0000- 3700- 000- 0000								
Check #	24-538909			BatchId	AP10262023	Check Date	10/27/23	PO#	Register #	000244
2023/24	10/12/23		DRIED BEANS	431661254 (742582)	10/24/23	Paid	Printed	43.89		43.89
	2024	13- 5310- 4700- 00- 000- 0- 0000- 3700- 000- 0000								
Check #	24-538909			BatchId	AP10262023	Check Date	10/27/23	PO#	Register #	000244
2023/24	10/13/23		CONTAINERS FOR	431663320 (742582)	10/24/23	Paid	Printed	55.36		55.36
	2024	13- 5310- 4300- 00- 000- 0- 0000- 3700- 000- 0000								
Check #	24-538909			BatchId	AP10262023	Check Date	10/27/23	PO#	Register #	000244
2023/24	10/17/23		GF BAGELS	431669703 (742582)	10/24/23	Paid	Printed	82.28		82.28
	2024	13- 5310- 4700- 00- 000- 0- 0000- 3700- 000- 0000								

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)



ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
SYSCO SACRAMENTO (000022/1)			(continued)		(continued)					
Check #	24-538909			BatchId	AP10262023	Check Date	10/27/23	PO#	Register #	000244
2023/24	10/17/23		GF PASTA	431669707 (742582)	10/24/23	Paid	Printed	62.15		62.15
	2024	13-5310-4700-00-000-0-0000-3700-000-0000								
Check #	24-538909			BatchId	AP10262023	Check Date	10/27/23	PO#	Register #	000244
2023/24	10/18/23		FOOD SERVICE	431672056 (742582)	10/24/23	Paid	Printed	1,684.97		1,684.97
	2024	13-5310-4700-00-000-0-0000-3700-000-0000								
Check #	24-538909			BatchId	AP10262023	Check Date	10/27/23	PO#	Register #	000244
2023/24	10/18/23		KITCHEN SUPPLIES	431672056 B (742582)	10/24/23	Paid	Printed	271.23		271.23
	2024	13-5310-4300-00-000-0-0000-3700-000-0000								
Check #	24-538909			BatchId	AP10262023	Check Date	10/27/23	PO#	Register #	000244
<b>Total Invoice Amount</b>								<b>3,718.81</b>		
SYSCO SACRAMENTO (000022/1) PO BOX 138007 SACRAMENTO, CA 95813-8007										
2023/24	10/25/23		FOOD SERVICE	431684664 (744589)	10/31/23	Paid	Printed	1,478.85		1,478.85
	2024	13-5310-4700-00-000-0-0000-3700-000-0000								
Check #	24-539261			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/25/23		SUPPLIES	431684664 B (744589)	10/31/23	Paid	Printed	204.77		204.77
	2024	13-5310-4300-00-000-0-0000-3700-000-0000								
Check #	24-539261			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
2023/24	10/26/23		GF BAGELS	431686309 (744589)	10/31/23	Paid	Printed	82.28		82.28
	2024	13-5310-4700-00-000-0-0000-3700-000-0000								
Check #	24-539261			BatchId	AP11022023	Check Date	11/03/23	PO#	Register #	000245
<b>Total Invoice Amount</b>								<b>1,765.90</b>		
US BANK CORPORATE PMT SYS (000057/1) PO BOX 790428 ST LOUIS, MO 63179-0428										
2023/24	10/04/23		FOOD SERVICE	ER CC 10-04-23 (744589)	10/31/23	Paid	Printed	314.73		314.73

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)



ReqPay05a

Payment Register

Scheduled 10/02/2023 - 10/31/2023

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
US BANK CORPORATE PMT SYS (000057/1)			(continued)							
2023/24	10/04/23		FOOD SERVICE	ER CC 10-04-23 (744589)	10/31/23	Paid	Printed	(continued)		
2024	13-5310-4700-00-000-0-0000-3700-000-0000									
Check #	24-539262			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/09/23		FOOD SERVICE	ER CC 10-9-23 (744589)	10/31/23	Paid	Printed	12.29		12.29
2024	13-5310-4700-00-000-0-0000-3700-000-0000									
Check #	24-539262			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/19/23		FOOD SERVICE	ER CC 9-19-23 (744589)	10/31/23	Paid	Printed	10.16		10.16
2024	13-5310-4700-00-000-0-0000-3700-000-0000									
Check #	24-539262			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/20/23		FOOD SERVICE	ER CC 9-20-23 (744589)	10/31/23	Paid	Printed	43.37		43.37
2024	13-5310-4700-00-000-0-0000-3700-000-0000									
Check #	24-539262			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	09/25/23		FOOD SERVICE	ER CC 9-25-23 (744589)	10/31/23	Paid	Printed	28.90		28.90
2024	13-5310-4700-00-000-0-0000-3700-000-0000									
Check #	24-539262			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
2023/24	10/12/23		FOOD SERVICE	SB CC 10-12-23 (744589)	10/31/23	Paid	Printed	24.13		24.13
2024	13-5310-4700-00-000-0-0000-3700-000-0000									
Check #	24-539262			BatchId AP11022023		Check Date 11/03/23	PO#		Register # 000245	
<b>Total Invoice Amount</b>								<b>433.58</b>		
VERITABLE VEGETABLE (000023/1)			PO BOX 884926 SAN FRANCISCO, CA 94188-4926							
2023/24	09/26/23		VEGGIES FOOD SERVICE	1559718 (736760)	10/02/23	Paid	Printed	534.00		534.00
2024	13-5310-4700-00-000-0-0000-3700-000-0000									
Check #	24-537780			BatchId AP10052023		Check Date 10/06/23	PO#		Register # 000242	
<b>Total Invoice Amount</b>								<b>534.00</b>		

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)



Scheduled 10/02/2023 - 10/31/2023

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
			VERITABLE VEGETABLE (000023/1) PO BOX 884926 SAN FRANCISCO, CA 94188-4926							
2023/24	10/03/23		VEGGIES FOOD SERVICE	1560682 (739222)	10/09/23	Paid	Printed	516.60		516.60
Check #			2024 13-5310-4700-00-000-0-0000-3700-000-0000 24-538196							
			BatchId		AP10112023	Check Date		10/13/23	PO#	Register # 000243
								<b>Total Invoice Amount</b>		<b>516.60</b>
			VERITABLE VEGETABLE (000023/1) PO BOX 884926 SAN FRANCISCO, CA 94188-4926							
2023/24	10/10/23		VEGGIES FOOD SERVICE	1561762 (742582)	10/24/23	Paid	Printed	659.60		659.60
Check #			2024 13-5310-4700-00-000-0-0000-3700-000-0000 24-538910							
			BatchId		AP10262023	Check Date		10/27/23	PO#	Register # 000244
								<b>Total Invoice Amount</b>		<b>659.60</b>
			VERITABLE VEGETABLE (000023/1) PO BOX 884926 SAN FRANCISCO, CA 94188-4926							
2023/24	10/24/23		VEGGIES FOOD SERVICE	70535 (744589)	10/31/23	Paid	Printed	705.35		705.35
Check #			2024 13-5310-4700-00-000-0-0000-3700-000-0000 24-539263							
			BatchId		AP11022023	Check Date		11/03/23	PO#	Register # 000245
								<b>Total Invoice Amount</b>		<b>705.35</b>

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	115,574.82	679,570.43	563,995.61
12	36.62	63,607.88	63,571.26
13	20,336.26	26,424.08	6,087.82
<b>Total</b>	<b>135,947.70</b>		

Number of Payments	152	
Number of Checks	63	\$135,947.70
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$135,947.70	
Total Unpaid Sales Tax	\$ .00	
Total Expense Amount	\$135,947.70	
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99	10	
\$100 - \$499	24	
\$500 - \$999	11	
\$1,000 - \$4,999	12	
\$5,000 - \$9,999	2	
\$10,000 - \$14,999	2	
\$15,000 - \$99,999	2	
\$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		

Report Totals - Payment Count 152 Check Count 63 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$135,947.70

Sorted by AP Check Order Option, Filtered by (Org = 11, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Schedule Date = 10/1/2023, Ending Schedule Date = 10/31/2023, Page Break by Check/Advice? = N, Zero? = Y)

**TWIN RIDGES ELEMENTARY SCHOOL DISTRICT**

**1.0 FTE Community School Coordinator  
JOB DESCRIPTION**

**Work Year:** 260 days

**Supervisor:** Superintendent/Principal

**Summary:** The Community School Coordinator directs and implements the TRESA / Grizzly Hill Community School and Expanded Learning Opportunity program. Additionally, the position oversees After School Education and Safety (ASES) program and other state and federal fund programming. In partnership with the Superintendent/Principal, this position is responsible for the leadership and oversight of the above services. The Coordinator carries out oversight responsibilities in accordance with the school district's policies and applicable laws and regulations relating to the identified services.

**Essential COORDINATOR OF COMMUNITY SCHOOLS Position Duties:**

- **Administers** the Community School and Expanded Learning Opportunity Programs operated by the Twin Ridges Elementary School District ensuring high quality, cost effective services that are in compliance with local policy, and state and federal laws and regulations.
- **Develop**, plan, coordinate, implement and refine a comprehensive plan for Expanded Learning and budget programs including summer school, fall, winter and spring enrichment sessions, after hours programs, as determined by grant requirements.
- **Works** with school staff and local partners to align initiatives and projects with the community schools-design (e.g., LCAP, health/wellness, SEL, educational services, expanded learning, student services, county-operative programs, etc.) as determined by grant requirements.
- **Collaborates** with service providers, professionals, and other community groups to provide meaningful and relevant services to school communities.
- **Collect**, analyze and monitor relevant data to ensure programs align with the needs of Twin Ridges District and appropriate grant reporting requirements.
- **Conducts** ongoing surveys, focus groups, forums and needs assessments to help meet the needs and interests of school and community.
- **Identifies**, strategies and builds on relationships with community partners and agencies.
- **Facilitates** ongoing communication between staff, parents, students, volunteers and any other program stakeholders to set priorities and coordinate programs.
- **Ensure** oversight of all partners, service providers, and district staff.
- **Maintain** records and submits all reports and mandates to the district, state, and federal agencies for Title I, the Expanded Learning Opportunities Program Grant, Community Schools Grant(s), After School Education Safety Grant(s).
- **Assist** the district and school with the monitoring of Title I categorical program and periodic Federal Program Monitoring (FPM).
- **Coordinates** the selection, direction, supervision and evaluation of ELOP / ASES and support personnel as assigned.
- **Manages**, supervises and evaluates the performance of assigned personnel to ensure compliance with policies and operational objectives.
- **Attends**, coordinates and leads a variety of meetings, parent conferences, workshops, staff training and professional development as assigned.

- **Assures** the timely completion and submission of the Community Schools Implementation Grant
- **Supports** Multi-Tiered Systems of Support (MTSS; prioritizing tier 1 & 2) with implementation, integration, evaluation and sustainment of Social Emotional Learning / PBIS Programs;
- **Works** with community agencies such as County Behavioral Health, Head Start, Family Resource Centers, County Office of Education and others.
- **Collaborates** with SELPA/County special education leaders, local and state public and private organizations and agencies.
- **Attends** board meetings and provides CCSP, ASES, and ELOP reports as needed.
- **Provides** appropriate in-service activities for teachers, staff and administrators.
- **Assists** the Superintendent/Principal in developing the Local Control Accountability Plan and other district/school plans.
- **Oversees** programs for Homeless and Foster Youth.
- **Other duties** as assigned by the Superintendent.

**Personal and Professional Qualifications:**

- Experience in working effectively with underrepresented students and parents, including low-income, special needs, foster youth, and individuals experiencing homelessness;
- Ability to support adult learners and underrepresented student and family groups; Ability to communicate orally and in writing with multiple audiences, supervise and/or work cooperatively with district and school personnel, community partners, and parents;
- Knowledge of and/or ability to learn Title I, Title II, Expanded Learning Opportunities Grant, and Community Schools Grant Programs;
- Knowledge of and/or ability to learn methods and best practices of teacher coaching, targeted students supports, Expanded Learning Programs, and Community Schools Programs;
- Knowledge of and/or ability to learn federal and state laws, regulations, processes and procedures related to Title I, Title II, Expanded Learning Opportunities Grant, and Community Schools Programs; Possession of a valid California driver's license;
- Ability to work as a team member and independently.

**Licenses, Certifications, Credentials, and/or Testing Required:** MFT, MSW, Social Work, or Certificated PPS credential preferred. School / Education background is highly desirable. Qualified applicants with professional OTJ social services experience encouraged to apply. Must have a valid CA driver's license and evidence of insurability, and pass a DOJ fingerprint and TB clearance.

**Experience Required:** Previous (3 years+) experience as a school professional connected to mental health, school leadership, social services, non-profit program management. Program planning development and grant writing, implementation and management skills are highly desirable. Prior management experience welcome.

**Skills, Knowledge and/or Abilities Required:**

**Skills** considered standard to the education profession; use of computers and the ability to adapt to digital requirements and platforms, organization and research skills, maintain schedules and meet deadlines, etc.

**Knowledge** of rules, regulations, policies and laws governing the services identified in this job description. Knowledge of best practices and current, evidence-based approaches and strategies for the services identified in this job description.

Board Approval Date: Sep 12, 2023

**Ability** to interact and communicate effectively with students, parents, colleagues of different age groups and cultural backgrounds with tact and discretion; the ability to understand and carry out oral and written instructions; the ability to work independently and effectively.

**Physical Demands:** Sitting, standing, walking, moderate heat and sun exposure. Reasonable accommodations according to the law are provided to all employees.

**Maximum Weights:** Lift / Carry 25 lbs.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
TWIN RIDGES ELEMENTARY SCHOOL DISTRICT ORDERING AN  
ELECTION TO AUTHORIZE THE ISSUANCE OF GENERAL  
OBLIGATION BONDS, ESTABLISHING SPECIFICATIONS OF THE  
ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH  
OTHER ELECTIONS OCCURRING ON MARCH 5, 2024**

**WHEREAS**, the Twin Ridges Elementary School District (the “District”) in Nevada County (the “County”), State of California (the “State”), is committed to providing quality education to its students; and

**WHEREAS**, District schools and classrooms are aging and require rehabilitation and upgrades to continue to provide a safe and modern learning environment for students; and

**WHEREAS**, school facilities in the District are in need of construction and modernization, including for repairs, upgrades and safety improvements, in order to provide the education that students deserve in a safe and modern environment; and

**WHEREAS**, essential upgrades such as repairing or replacing deteriorating roofs and windows, installing heating, air-conditioning and ventilation, upgrading electrical and plumbing systems and improving ADA access, need to be addressed; and

**WHEREAS**, new standards exist for early childhood education, including pre-school, transitional kindergarten and kindergarten, and those students deserve safe, comfortable classrooms to begin their public education; and

**WHEREAS**, the District has been approved State funds to construct such facilities, but such funds require a local match; and

**WHEREAS**, the District acknowledges the current need to provide modern classrooms, instructional technology and educational facilities to support engaging, hands-on learning experiences in subjects including science, technology, engineering, arts and math; and

**WHEREAS**, the cost of identified upgrades and improvements are beyond the scope of the District’s current operating budget and passing the bond measure described herein will provide a guaranteed source of locally controlled funding to improve the community’s school facilities; and

**WHEREAS**, in the judgment of the Board of Trustees of the District (the “Board”), it is advisable to call an election, submitting to voters in the District the question of whether bonds of the District shall be issued and sold for the purpose of financing the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities in the District; and

**WHEREAS**, the District is authorized, upon a two-thirds vote of the Board, to pursue the authorization of bonds by a 55% vote of the electorate on the question of whether bonds of the District shall be issued and sold for specified purposes, under



Article XIII A Section 1 paragraph (b) of the California Constitution (“Article XIII A”) and under Education Code Section 15264 *et seq.* (the “Act”); and

**WHEREAS**, under the Act, the election may be ordered at a primary or general election, a regularly scheduled local election at which all of the electors of the District are entitled to vote, or a statewide special election; and

**WHEREAS**, under Section 10403 *et seq.* of the Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on Tuesday, March 5, 2024, the date of the statewide primary election, and to request the Nevada County Registrar of Voters (the “County Registrar”) to perform certain election services for the District; and

**WHEREAS**, in connection with the calling of a bond election and in accordance with Education Code Section 15100 subparagraph (c), the Board has obtained reasonable and informed projections of assessed property valuations that take into consideration projections of assessed property valuations made by the County assessor; and

**WHEREAS**, United States Income Tax Regulations section 1.150-2 provides generally that proceeds of tax-exempt debt are not deemed to be expended when such proceeds are used for reimbursement of expenditures made prior to the date of issuance of such debt unless certain procedures are followed, one of which is a requirement that (with certain exceptions), prior to the payment of any such expenditure, the issuer declares an intention to reimburse such expenditure; and

**WHEREAS**, the Board wishes at this time to take the necessary actions to declare its official intent to reimburse the expenditures referenced herein from the proceeds of bonds issued pursuant to voter authorization;

**NOW, THEREFORE**, THE BOARD OF TRUSTEES OF THE TWIN RIDGES ELEMENTARY SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

**Section 1. Recitals.** The foregoing recitals are true and correct.

**Section 2. Call for Election.** The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District shall be issued and sold in a maximum principal amount of \$2,600,000 (the “Bonds”) for the purposes described in the ballot measure approved under Section 3 and attached hereto as Appendix A and Appendix B and paying all costs incident thereto. This Resolution constitutes the order of the District to call such election and shall constitute the “specifications of the election order” pursuant to Education Code Section 5322.

**Section 3. Election Date.** The date of the election shall be March 5, 2024, and such bond election shall be held solely within the boundaries of the District.

**Section 4. Purpose of Election; Ballot Measure.** The purpose of the election shall be for the voters in the District to vote on a bond measure, the full text of which is attached hereto as Appendix A (the “Full Text of the Measure”), containing the question

of whether the District shall issue the Bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Act. The Full Text of the Measure, which commences with the heading "FULL TEXT OF BOND MEASURE" and includes all of the text thereafter on Appendix A, shall be printed in the voter information pamphlet provided to voters, with such measure designation as is assigned to the measure.

As required by Education Code Section 5322 and Elections Code Section 13247, the abbreviated form of the measure to appear on the ballot is attached hereto as Appendix B.

The Superintendent is hereby separately authorized and directed to make any changes to the text of the full text and/or abbreviated measure as described herein to conform to any requirements of Article XIII A, the Act or the County Registrar.

**Section 5. Authority for Election.** The authority for ordering the election is contained in Section 15264 *et. seq.* of the Act and Section 1 paragraph (b) subsection (3) of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

**Section 6. Proceeds for School Facilities Projects.** The Board certifies that the proceeds from the sale of the Bonds will be used only for the purposes specified in Section 1(b)(3) of Article XIII A and as further specified in Appendix A, and not for any other purpose, including teacher and administrator salaries and other school operating expenses. Further, as required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size and information technology needs in developing the list of school facilities projects set forth in Appendix A.

**Section 7. Covenants of the Board upon Approval of the Bonds by the Electorate; Accountability Measures.** As required by Article XIII A, Section 15278 of the Act, and Government Code Section 53410, in the event 55% of the voters voting in the District approve of the Bonds, the Board shall:

- (a) conduct an annual, independent performance audit to ensure that the funds have been expended only on the projects listed in Appendix A;
- (b) conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the school facilities projects listed in Appendix A;
- (c) establish and appoint members to an independent citizens' oversight committee in accordance with Sections 15278, 15280, and 15282 of the Act;
- (d) apply the Bond proceeds only to the specific purposes stated in the ballot proposition;
- (e) cause the creation of accounts into which bond proceeds shall be deposited; and

- (f) cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411.

**Section 8. Statement Regarding State Matching Funds.** The District anticipates that matching funds from the State of California, if available, may be required to complete a portion of the projects identified in Appendix A. As required pursuant to Education Code Section 15122.5, the following statement shall appear on the ballot: “Approval of this measure does not guarantee that the proposed project or projects that are the subject of bonds under this measure will be funded beyond the local revenues generated by this measure. The District's proposal for the project or projects described below may assume the receipt of matching state funds, which, if available, could be subject to appropriation by the Legislature or approval of a statewide bond measure.”

**Section 9. No Teacher or Administrator Salaries.** Proceeds from the sale of the general obligation bonds authorized by the bond measure shall be used only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities pursuant to Article XIII A and the Act, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

**Section 10. Delivery of this Resolution.** The Clerk of the Board is hereby directed to send a copy of this Resolution to (1) the Nevada County Superintendent of Schools, (2) the County Registrar, and (3) the Nevada County Clerk of the Board of Supervisors. Pursuant to Education Code Section 5322, the Resolution shall be received by the County Registrar no later than 88 days prior to the election date, unless otherwise permitted by law.

The County Registrar is hereby requested to print the full text of the ballot measure in the ballot materials as it appears on Appendix A, and to provide all required notices of the election and other notices related thereto.

**Section 11. Consolidation of Election; Request to Provide Services.** The County Registrar and the Nevada County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on March 5, 2024, within the District.

Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of the County is requested to permit the County Registrar to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse the County in full upon presentation of a bill from the County, such services to include the publication of a formal Notice of School Bond Election and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code).

**Section 12. Ballot Arguments.** As provided in Elections Code Section 9501, any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument.

**Section 13. Tax Rate Statement.** Pursuant to Elections Code Section 9400 and following, a tax rate statement has been prepared in the form attached hereto as Appendix C, which form of Tax Rate Statement is hereby approved for inclusion in the

sample ballot. The President of the Board, the Superintendent, or any written designee of the foregoing, are hereby authorized to finalize and execute the tax rate statement, and to file said statement with the County Registrar, in accordance with Section 10 hereof.

**Section 14. Maturity Limit of Bonds.** The Bonds may be issued in series by the District from time to time, and each series of Bonds shall mature not more than the legal limit at the time of such issuance thereof. The Bonds shall be issued under the Act, under the provisions of Section 53506 *et seq.* of the Government Code, or under any other provision of law authorizing the issuance of general obligation bonds by school districts.

**Section 15. Estimates Included in Ballot Materials.** The measure and related tax rate statement authorized by this Resolution includes certain information that is based upon reasonable assumptions and current expectations, which may include information with respect to the amount of money required to repay issued bonds, the estimated rate of the approved tax per \$100,000 of assessed valuation, and the period through which the proposed tax supporting bond repayment will be levied and collected. Any such estimates have been provided by the District, in good faith, based upon information currently available to the District, but depend on numerous variables which are subject to variation and change over the term of the District's overall facilities and bond financing plan.

The estimates and projections set forth above shall not restrict the tax imposed in accordance with the bond measure. Such estimates and approximations are not intended by the Board to be additional restrictions on the District's bond program and bond issuances and, other than the total principal amount of bonds authorized to be issued by the bond measure, shall not represent legal maximums or additional limitations on bond issuance.

**Section 16. Reimbursement.** The District hereby declares that it may pay certain costs of the projects listed in Appendix A prior to the date of issuance of bonds and, in such case, intends to use a portion of the proceeds of bonds for reimbursement of expenditures for the projects that are paid before the date of issuance of bonds.

**Section 17. Official Actions.** The President of the Board, the Superintendent, or any written designee of the foregoing, are hereby separately authorized and directed to execute and deliver to County officials any directions, requisitions or other writings, and to make any changes to the texts of the measure as described herein and in the tax rate statement, to conform to any legal requirements or the County Registrar, in order to cause the election to be held and conducted in the District.

**Section 18. Effective Date.** This resolution shall take effect on and after its adoption.

\* \* \* \* \*

The foregoing Resolution was adopted by the Board of Trustees of the Twin Ridges Elementary School District of Nevada County, being the Board authorized by law to make the designations therein contained, by the following vote, on November 8, 2023.

Adopted by the following votes\*:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President of the Board

Attest:

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Secretary to the Board

*\*2/3 vote of Board (4 Ayes) required for Resolution approval.*

## **APPENDIX A**

### **FULL TEXT OF BOND MEASURE**

*The full text of bond measure to be printed in the election material begins below the following line.  
Letter designation of measure shall be assigned and input by the County Registrar.*

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#### **BACKGROUND**

Twin Ridges Elementary School District has three school sites: Grizzly Hill on the San Juan Ridge, Oak Tree School near North San Juan (NSJ), and a one room schoolhouse in Washington. All three school sites have been relatively well-maintained, but they are also considerably older than many County schools and are in need of repairs. Additionally, all three sites are in need of updating and upgrades, especially in terms of teaching and learning. So, over the last year and a half, our District has been working hard to determine just how we can provide our students with the basic classrooms and facilities they deserve while preserving the character, history and continued use of the schools in our community.

To address our needs, the District has sought potential funding sources (the State, philanthropy, etc.). However, even if the District received all available resources (some of which require a local 'match'), many needs would remain unaddressed. As such, for the first time, the District is requesting local funding through the authorization of general obligation bonds to fund such needs.

#### **BOND AUTHORIZATION**

By approval of this measure by at least 55% of the registered voters voting on the measure, the District will be authorized to issue and sell bonds of up to \$2,600,000 in aggregate principal amount at interest rates not to exceed legal limits and to provide financing for the specific types of school facilities projects listed in the Bond Project List included below, subject to all the accountability requirements specified below.

#### **ACCOUNTABILITY REQUIREMENTS**

The provisions in this section are specifically included in this measure in order that the voters and taxpayers in the District may be assured that their money will be spent wisely. Expenditures to address specific facilities needs of the District will be in compliance with the requirements of Article XIII A, Section 1(b)(3), of the State Constitution and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following.)

The Bonds may be issued under the provisions of the California Education Code (starting at Section 15100), under the provisions of the California Government Code (starting at Section 53506), or under any other provision of law authorizing the issuance of general obligation bonds by community college districts. The Bonds may be issued in series by the District, from time to time, and each series of Bonds shall mature within the legal limitations set forth in the applicable law under which the Bonds are issued.

**Evaluation of Needs.** The Board of Trustees of the District has identified detailed facilities needs of the District, and has determined which projects to finance from a local bond. The Board of Trustees hereby certifies that it has evaluated safety, class size reduction, enrollment growth, and information technology needs in developing the Bond Project List described below.

**Independent Citizens' Oversight Committee.** Following approval of this measure, the Board of Trustees will establish an independent citizens' oversight committee, under Education Code Sections 15278 and following, to ensure bond proceeds are expended only on the types of school facilities projects listed below. The committee will be established within 60 days of the date when the results of the election appear in the minutes of the Board of Trustees.

**Performance Audits.** The Board of Trustees will conduct annual, independent performance audits to ensure that the bond proceeds have been expended only on the school facilities projects listed below.

**Financial Audits.** The Board of Trustees will conduct annual, independent financial audits of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed below.

**Government Code Accountability Requirements.** As required by Section 53410 of the Government Code, (1) the specific purpose of the bonds is set forth in this Full Text of the Measure, (2) the proceeds from the sale of the bonds will be used only for the purposes specified in this measure, and not for any other purpose, (3) the proceeds of the bonds, when and if issued, will be deposited into a building fund to be held by the Nevada County Treasurer, as required by the Education Code, and (4) the Superintendent of the District shall cause an annual report to be filed with the Board of Trustees of the District not later than January 1 of each year, which report shall contain pertinent information regarding the amount of funds collected and expended, as well as the status of the projects listed in this measure, as required by Sections 53410 and 53411 of the Government Code.

### **NO TEACHER OR ADMINISTRATOR SALARIES**

Proceeds from the sale of bonds authorized by this measure shall be used only for the purposes specified in Article XIII A, Section 1(b)(3), specifically the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, and the acquisition or lease of school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

### **STATE MATCHING FUNDS**

The following statement is included in this measure pursuant to Education Code Section 15122.5: Approval of this measure does not guarantee that the proposed projects that are the subject of bonds under this measure will be funded beyond the local revenues generated by this measure. The District's proposal for the projects described below may assume the receipt of matching state funds, which, if available, could be subject to appropriation by the Legislature or approval of a statewide bond measure.

## **INFORMATION ABOUT ESTIMATES AND PROJECTIONS INCLUDED IN BALLOT**

Voters are informed that any estimates or projections in the bond measure or ballot materials, including relating to estimated tax rates, the duration of issued bonds and related tax levies and collections are provided as informational only. Such amounts are estimates and are not maximum amounts or limitations on the terms of the bonds, the tax rate or duration of the tax supporting repayment of issued bonds. Such estimates depend on numerous variables which are subject to variation and change over the term of the District's overall facilities and bond financing plan, including but not limited to the amount of bonds issued and outstanding at any one time, the interest rates applicable to issued bonds, market conditions at the time of sale of the bonds, when bonds mature, timing of project needs and changes in assessed valuations in the District. As such, while such estimates and approximations are provided based on information currently available to the District and its current expectations, such estimates and approximations are not limitations and are not binding upon the District. In addition, the abbreviated and condensed statement of the bond measure presented to voters which is subject to a word count limitation imposed by State law does not limit the scope and complete meaning of the measure provided in this Full Text of Bond Measure and related ballot materials.

### **BOND PROJECT LIST**

**Scope of Projects.** Bond proceeds will be expended on the modernization, renovation, expansion, acquisition, construction/reconstruction, rehabilitation, and/or replacement of school facilities of the District, including the furnishing and equipping of school facilities, at all current and future sites and properties.

**School Facility Project List.** The items presented on the following list provide the types of school facilities projects authorized to be financed with voter-approved bond proceeds. Specific examples included on this list are not intended to limit the types of projects described and authorized by this measure. The following types of projects are authorized at all current and future school sites of the District, including:

- Renovate, modernize and upgrade aging classrooms and District facilities, including kitchens, to support high-quality instruction
- Upgrade safety, security, electrical, emergency, power and communications systems
- Repair, upgrade or replace roofing
- Replace heating, ventilation, and air-conditioning systems
- Upgrade plumbing and renovate restrooms
- Replace, reconfigure and construct parking areas to improve traffic flow and safety
- Improve accessibility to classrooms, playgrounds and other facilities
- Upgrade fire alarms
- Construct new classrooms for transitional kindergarten, preschool and kindergarten students
- Replace and rehabilitating flooring



- Make seismic upgrades
- Improve plumbing and drainage systems
- Update technology infrastructure
- Upgrade student support facilities, including libraries, school offices, nursing stations and food preparation areas
- Replace exterior walkways and other exterior structures, including shade structures, lighting, fencing and walkways, playgrounds, physical education surfaces and other facilities
- Remove or replace aging portable classrooms
- Address unforeseen conditions revealed by construction/modernization (such as plumbing or gas line breaks, dry rot, seismic, structural, etc.)
- Remove, repair, and refinish building and site areas damaged by dry rot, water, termites, etc.
- Abate and remove hazardous materials identified prior or during construction.
- Other improvements required to comply with existing building codes, including the Field Act, and handicapped access requirements of the Americans with Disabilities Act
- Necessary preparation/restoration in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines (such as gas lines, water lines, electrical lines, sewer lines, and communication lines), trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property
- Rental or construction of storage facilities and other space on an interim basis, as needed to accommodate construction materials, equipment, and personnel, and interim classrooms (including relocatables) for students and school functions or other storage for classroom materials displaced during construction
- Acquisition of any of the facilities on the Bond Project List through temporary lease or lease-purchase arrangements, or execute purchase option under leases for any of these authorized facilities
- For any project involving rehabilitation or renovation of a building or the major portion of a building, the District shall be authorized to proceed with new construction instead, if the Governing Board determines that replacement and new construction is more economically practical than rehabilitation and renovation, considering the building's age, condition, expected remaining life, and other relevant factors
- All work necessary and incidental to specific projects described above, including demolition of existing structures

Incidental Expenses. Each of the bond projects described in this Bond Project List include the costs of furnishing and equipping such facilities, and all costs which are incidental but directly related to the types of projects described above. Examples of incidental costs include, but are not limited to: costs of design, engineering, architect and other professional services, facilities assessments, inspections, site preparation, utilities, landscaping, bond project construction management, administration and other planning

and permitting, legal, accounting and similar costs; independent annual financial and performance audits; a customary construction contingency; demolition and disposal of existing structures; the costs of interim housing and storage during construction including relocation and construction costs incurred relating to interim facilities; rental or construction of storage facilities and other space on an interim basis for materials and other equipment and furnishings displaced during construction; costs of relocating facilities and equipment as needed in connection with the projects; interim classrooms and facilities for students, administrators, and school functions, including modular facilities; federal and state-mandated safety upgrades; addressing unforeseen conditions revealed by construction/modernization and other necessary improvements required to comply with existing building codes, including the Field Act; access requirements of the Americans with Disabilities Act; and costs of the election; bond issuance costs; and project administration during the duration of such projects, as permitted by law.

Furnishing and Equipping. Each project is assumed to include its share of furniture, fixtures, equipment, architectural, engineering, and similar planning costs, program/project management, staff training expenses and a customary contingency for unforeseen design and construction costs. In addition to the listed projects stated above, the list also includes the acquisition of a variety of instructional, maintenance and operational equipment, including the reduction or retirement of outstanding lease obligations and interim funding incurred to advance fund projects from the list; installation of signage and fencing; payment of the costs of preparation of all facility planning, facility studies, assessment reviews, facility master plan preparation and updates, environmental studies (including environmental investigation, remediation and monitoring), design and construction documentation, and temporary housing of dislocated District activities caused by construction projects. The upgrading of technology infrastructure includes, but is not limited to, computers, LCD projectors, portable interface devices, servers, switches, routers, modules, sound projection systems, printers, digital white boards, document projectors, telephone system, call manager and network security/firewall, wireless technology systems and other miscellaneous equipment and software.

Alternations to Scope: New Construction. The scope and nature of any of the specific projects described above may be altered by the District as required by conditions that may arise during the course of design and construction. In the event that a modernization or renovation project is more economical for or otherwise determined by the Board to be in the best interests of the District to be undertaken as new construction, this bond measure authorizes the destruction of current facilities and the construction including land acquisition, relocation and construction at a new or alternative site, and/or demolition and reconstruction and/or repurposing on the original site, including an expanded site, and all costs relating thereto. In addition, this measure authorizes the acquisition of real property, including necessary rights of ways or other real property interests, required to expand District facilities, to provide access to school or other District facilities, or to provide additional school or related facilities.

Interim Financing Included; Joint Use Projects Authorized. Authorized projects include paying and/or prepaying interim or previously obtained financing for the types of projects included on the Bond Project List, such as bond anticipation notes, and includes prepayment of lease payments to acquire title to facilities and/or equipment previously financed. Projects may also be undertaken on a joint use basis with other public entities.

Bond Project List Not in Order of Priority; Board Determines Prioritization. Approval of this bond measure does not guarantee that the proposed projects will be funded beyond the local revenues generated by the measure. The District's capital needs currently exceed the amount of bonds the voters are being asked to authorize. The order in which particular projects are listed is not intended to suggest priority for funding or completion, and itemization of projects in the list above does not guarantee that all such projects will be undertaken. The ability of the District to undertake and complete the listed projects is subject to numerous variables including the adequacy and availability of sufficient funding sources. The District is unable to anticipate all unforeseen circumstances which may prevent some of the projects listed above from being undertaken or completed.

Interpretation. The terms of this bond measure and the words used in the Bond Project List shall be interpreted broadly to effect the purpose of providing broad and clear authority for the officers and employees of the District to provide for the school facilities projects the District proposes to finance with the proceeds of the sale of bonds authorized by this proposition within the authority provided by law, including Article XIII A, Section 1(b)(3) of the California Constitution, Education Code Section 15000 *et seq.* and the Strict Accountability in Local School Construction Bonds Act of 2000. Words used in the Bond Project List such as repair, improve, upgrade, expand, modernize, renovate, and reconfigure are used to describe school facilities projects in plain English but are not intended to expand the nature of such projects beyond what is authorized by law. As such, in accordance with legal requirements, the Bond Project List does not authorize, and shall not be interpreted to authorize, expending proceeds of the sale of bonds authorized by this proposition for current maintenance, operation or repairs.

Severability. The District Board hereby declares, and the voters by approving this Bond Measure concur, that every section and part of this bond proposition has independent value, and the District Board and the voters would have adopted each provision hereof regardless of every other provision hereof. Upon approval of this measure by the voters, should any part be found by a court of competent jurisdiction to be invalid for any reason, all remaining parts hereof shall remain in full force and effect to the fullest extent allowed by law, and to this end the provisions of this bond measure are severable.

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*The Full Text of Measure ends at the above line.*

## **APPENDIX B**

### **ABBREVIATED FORM OF BOND MEASURE**

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“To make basic repairs and upgrades to classrooms and facilities, replace outdated HVAC systems, ensure ADA access, improve safety and security, and build new kindergarten and pre-K classrooms; shall Twin Ridges Elementary School District’s measure authorizing \$2,600,000 in bonds at legal interest rates, levying approximately \$30 per \$100,000 of assessed value, generating an estimated average \$195,000 annually while bonds are outstanding, with citizens’ oversight, annual audits, all funds staying local and NO money for administrators’ salaries, be adopted?”

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## APPENDIX C

### TAX RATE STATEMENT

An election will be held in the Twin Ridges Elementary School District (the "District") on March 5, 2024, to authorize the sale of up to \$2,600,000 in general obligation bonds. The following information is submitted in compliance with Sections 9400-9404 of the Elections Code of the State of California. Such information is based upon the best estimates and projections presently available from official sources, upon experience within the District, and other demonstrable factors.

Based upon the foregoing and projections of the District's assessed valuation, the following information is provided:

1. The best estimate of the average annual tax rate that would be required to fund this bond issue over the entire duration of the bond debt service, based on estimated assessed valuations available at the time of filing of this statement, is \$\_\_ per \$100,000. It is currently expected that the tax will be collected until fiscal year 20\_\_-\_\_.

2. The best estimate of the highest tax rate that would be required to fund this bond issue, based on estimated assessed valuations available at the time of filing this statement, is \$30 per \$100,000 of assessed valuation. This rate is projected to apply in \_\_\_\_\_.

3. The best estimate of total debt service, including principal and interest, that would be required to be repaid if all the bonds are issued and sold will be approximately \$\_\_\_\_\_.

These estimates are based on projections derived from information obtained from official sources, and are based on the assessed value (not market value) of taxable property on the County's official tax rolls. Property owners should consult their own property tax bills and tax advisors to determine their property's assessed value and any applicable tax exemptions. The attention of all voters is directed to the fact that the foregoing information is based upon projections and estimates only, which amounts are not maximum amounts and durations and are not binding upon the District. The actual debt service, tax rates and the years in which they will apply may vary depending on the timing of bond sales, the par amount of bonds sold at each sale and actual increases in assessed valuations. The timing of the bond sales and the amount of bonds sold at any given time will be determined by the District based on the need for project funds and other considerations. Actual assessed valuations will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process.

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Superintendent  
Twin Ridges Elementary School District

**2021 - 2023 Nevada County ELA & Mathematics CAASPP Test Results for Special Education Students**

*Reported in **percentage** of Students Who Met or Exceeded the Standard*

	Total Number of Students Tested ELA/Math	2021*		Total Number of Students Tested ELA/Math	2022		Total Number of Students Tested ELA/Math	2023	
		ELA	Math		ELA	Math		ELA	Math
<b>CALIFORNIA</b>	<b>78,348/79,183</b>	<b>15</b>	<b>11</b>	<b>350,431/348,888</b>	<b>16</b>	<b>11</b>	<b>363,595/362,198</b>	<b>16</b>	<b>12</b>
<b>Nevada County</b>	<b>459/394</b>	<b>21</b>	<b>15</b>	<b>668/669</b>	<b>21</b>	<b>14</b>	<b>715/715</b>	<b>20</b>	<b>16</b>
Chicago Park	8/8	*	*	14/14	29	7	12/13	25	23
Clear Creek		*	*		*	*		*	*
Grass Valley District	82/77	7	11	143/140	15	10	128/126	17	14
Nevada City School District	48/46	27	15	52/53	21	23	66/66	24	21
NJUHSD	53/0	25	*	66/69	11	3	63/65	11	0
Penn Valley Union	28/27	18	7	41/41	10	7	44/44	7	11
Pleasant Ridge School District	125/123	22	14	145/146	26	18	157/157	24	20
Twin Ridges School District		ND	ND		*	*	13/13	0	8
Union Hill School District	58/55	14	5	67/67	14	15	70/70	19	19
Nevada County Office of Education - SPED		*	*		*	*		*	*
Bitney Prep		*	*		*	*		*	*

Forest Charter		*	*	41/42	15	13	66/64	26	11
John Muir Charter		*	*		*	*		*	*
Nevada City School of the Arts	19/19	16	11	35/35	31	17	35/35	23	17
Twin Ridges Home Study		*	*		*	*	14/14	29	21
Yuba River Charter	15/15	53	60	14/14	71	43	17/17	18	53
<b>CA</b>	<b>78,348/79,183</b>	<b>15</b>	<b>11</b>	<b>350,431/348,888</b>	<b>16</b>	<b>11</b>	<b>363,595/362,198</b>	<b>16</b>	<b>12</b>
<b>Nevada County</b>	<b>459/394</b>	<b>21</b>	<b>15</b>	<b>668/669</b>	<b>21</b>	<b>14</b>	<b>715/715</b>	<b>20</b>	<b>16</b>
Placer COE-SPED		*	*		*	*		*	*
El Dorado COE-SPED	17/16	18	6	16/15	19	7	16/16	0	0
Sutter COE-SPED		*	*	46/43	0	0	52/52	0	2
Yuba COE - SPED		*	*		*	*		*	*
<b>Other School Districts in our Region</b>									
Auburn Union Elementary SD	147/143	13	10	148/143	13	8	135/136	10	8
Colfax Elementary SD	30/30	23	7	33/33	6	6	31/31	16	13
Placer Hills SD		*	*	74/74	11	9	78/78	14	12
Newcastle Elementary SD	23/23	30	39	20/20	25	15	28/28	36	50
Placer Union High SD	80/83	22	1	75/76	23	8	101/104	22	9
Foresthill Union Elementary SD	23/23	22	22	31/30	16	13	33/33	24	24
Placerville Union Elementary SD	96/95	23	19	92/92	15	11	93/93	13	11

Please Note: Due to factors surrounding the COVID-19 pandemic, testing participation in 2020 - 21 varied. Care should be taken when interpreting results.

\* In order to protect student privacy, data is suppressed because fewer than 11 students tested.

## 2019 - 2023 CAASPP California Science Test (CAST) Test Results

*Reported in percentage of Students Who Met or Exceeded the Standard*

	2019 Total Number of Students Tested in Science	2019 Science	2020 Science	2021 Total Number of Students Tested Science	2021 Science	2022 Total Number of Student Tested Science	2022 Science	% Change from prior year (-)	2022 Science SwD	2023 Total Number Enrolled	2023 Total Number of Student Tested Science	2023 Science	% Change from prior year	2023 Science SwD	% Change from prior year for SwD
<b>CA</b>	1,477,006	30%		247,801	29%	1,506,167	29.45%	0.45%	8.36%	1,397,965	1,326,509	30.18%	0.73%	8.70%	0.34%
<b>Nevada County</b>	3,006	33%		1,487	34%	2,293	35.63%	1.63%	16.77%	2,614	2,327	30.64%	-4.99%	12.85%	-3.92%
<b>Chicago Park</b>	40	43%		27	44%	35	40%	-4%	*	31	30	40%	0%	*	*
<b>Chicago Park Elementary</b>	26	46%		21	38%	26	34.62%	-3.38	*	24	23	43.48%	8.86%	*	*
<b>Chicago Park Charter</b>	14	36%		6	*	9	*	*	*	7	7	*	*	*	*
<b>Clear Creek</b>	35	51%		40	40%	37	51.35%	11.35%	*	36	36	36.12%	-15.26%	*	*
<b>Grass Valley District</b>	391	27%		271	23%	341	33.53%	10.53%	23.26%	341	325	32.10%	-1.43%	12.82%	-10.44%
<b>Bell Hill</b>	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Grass Valley Charter</b>	106	44%		102	28%	115	46.95%	18.95%	45.45%	107	104	42.31%	-4.64%	*	*
<b>Lyman Gilmore</b>	285	21%		169	20%	226	26.66%	6.66%	15.63%	234	221	27.27%	0.61%	11.12%	-4.51%
<b>Scotten</b>	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Nevada City School District</b>	162	50%		134	40%	134	55.22%	15.22%	17.64%	164	154	43.50%	-11.72%	21.06%	3.42%
<b>Deer Creek</b>	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Seven Hills</b>	161	50%		134	40%	17	55.22%	15.22%	17.64%	164	154	43.50%	-11.72%	21.06%	3.42%
<b>NC Charter</b>	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>NJUHSD</b>	1105	39%		389	36%	675	28%	-8%	7.15%	605	523	22.60%	-5.40%	4.55%	-2.60%
<b>Bear River</b>	253	39%		130	38%	125	27.20%	-10.80%	15.79%	121	104	20.19%	-7.01%	*	*
<b>Nevada Union</b>	619	30%		149	36%	396	27.27%	-8.73%	5.64%	287	263	19.39%	-7.88%	5.56%	-0.08%
<b>Ghidotti</b>	75	85%		47	57%	35	91.42%	34.42%	*	38	35	70.58%	-20.84%	*	*
<b>North Point</b>	43	33%		15	13%	31	25.81%	12.81%	*	64	60	35.00%	9.19%	*	*
<b>Silver Springs</b>	87	8%		48	17%	88	7.95%	-9.05%	4.76%	93	61	1.64%	-3.12%	0.00%	-4.76%
<b>S.A.E.L.</b>	41	22%		0	*	37	45.94%	0.00%	*	77	76	31.58%	-14.36%	0.00%	0.00%
<b>Penn Valley Union School District</b>	127	35%		106	34%	128	30.47%	-3.53%	6.25%	125	119	35.29%	4.82%	*	*
<b>Ready Springs</b>	77	30%		73	32%	75	24%	-8%	*	90	87	37.93%	13.93%	*	*
<b>Williams Ranch</b>	34	53%		23	39%	34	41.17%	2.17%	*	20	20	40.00%	-1.17%	*	*
<b>Vantage Pt. Chart</b>	16	25%		10	*	19	36.85%	11.85%	*	15	12	8.33%	-28.52%	*	*
<b>Pleasant Ridge School District</b>	254	37%		234	31%	290	36.56%	5.56%	24%	300	292	39.04%	2.48%	22.45%	-1.55%
<b>Cottage Hill</b>	71	46%		38	35%	65	26.16%	-8.84%	14.29%	73	72	40.28%	14.12%	*	*



Alta Sierra	37	43%		41	46%	68	44.11%	-1.89%	21.43%	51	50	70.00%	25.89%	30.77%	9.34%
Magnolia	124	32%		116	22%	117	38.46%	16.46%	28.57%	136	130	32.31%	-6.15%	15.00%	-13.57%
Arete Charter	21	19%		39	38.46%	40	35%	-3.46%	*	40	40	20%	-15%	*	*
Twin Ridges School District	21	24%		N/A	N/A	16	25%	1%	N/A	29	28	10.71%	-14.29%	*	*
Grizzly Hill	18	22%		N/A	N/A	15	26.67%	4.67%	*	29	28	10.71%	-15.96%	*	*
Union Hill School District	136	39%		137	40%	145	45.51%	5.51%	9.52%	141	136	30.88%	-14.63%	4.35%	-5.17%
Union Hill Elementary	80	46%		74	41%	80	43.75%	2.75%	9.09%	71	70	31.43%	-12.32%	8.33%	-0.76%
Union Hill Middle	53	30%		63	40%	65	47.70%	7.70%	*	70	66	30.31%	-17.39%	0.00%	*
Nevada County Office of Education	267	31%		109	36%	187	42.94%	6.94%	30.77%	324	238	35.34%	-7.60%	17.78%	-12.99%
Bitney Prep.	21	29%		23	30%	10	*	*	*	32	14	14.29%	*	*	*
Forest Charter	183	31%		0	*	154	44.45%	13.45%	20%	244	187	36.56%	-7.89%	11.11%	-8.89%
John Muir Charter	311	2%		0	*	7	*	*	*	37	15	13.33%	*	*	*
Nevada City School of the Arts	99	45%		40	58%	93	69.90%	11.90%	35.71%	15	13	54.45%	-15.45%	23.08%	-12.63%
Twin Ridges Home Study	19	26%		28	43%	19	42.11%	-0.89%	*	40	32	43.75%	1.64%	*	*
Yuba River Charter	42	33%		56	34%	57	48.21%	14.21%	*	57	57	47.37%	-0.84%	*	*

**Additional County Comparisons**

	# Tested	2019%	2020	# Tested	2021%	# Tested	2022 %	% Change	SwD %	# Enrolled	# Tested	% 2023	% Change	SwD %	% Change for SwD
CA	1,477,006	30%		247,801	29%	1,506,167	29.45%	0.45%	8.36%	1,397,965	1,326,509	30.18%	0.73%	8.70%	0.34%
Nevada County	3,006	33%		1,487	34%	2,293	35.63%	1.63%	16.77%	2,614	2,327	30.64%	-4.99%	12.85%	-3.92%
Placer	21,976	45.06%		8,973	43%	16,713	45.16%	2.16%	15.70%	18,129	17,157	44.22%	-0.94%	14.94%	-0.76%
El Dorado	7,050	41.32%		1,678	41%	7,703	40.68%	-0.32%	15.21%	7,380	6,987	39.76%	-0.92%	13.61%	-1.60%
Sutter	5,815	24%		1,145	27%	6,266	26.50%	-0.50%	9.50%	5,744	5,508	27.30%	0.80%	9.84%	0.34%
Yuba	3,633	23%		2,201	16%	3,539	21.28%	5.28%	5.97%	3,284	3,148	23.35%	2.07%	4.12%	-1.85%

**Other Districts & Schools in our Region**

Auburn Union	421	27%		334	26%	352	28%	2%	5.17%	320	310	30.64%	2.64%	7.69%	2.52%
Colfax Elementary	77	22%		75	25%	77	27.27%	2.27%	16.66%	86	84	26.19%	-1.08%	23.08%	6.42%
Placer Hills	160	45%		149	30%	155	43.23%	13.23%	8.33%	166	163	32.52%	-10.71%	6.67%	-1.66%
Newcastle Elementary	101	37%		32	44%	87	44.83%	0.83%	*	109	108	45.37%	0.54%	36.36%	*
Placer Union High	981	44%		1,479	42%	1,002	44.91%	2.91%	12.34%	1052	975	45.68%	0.77%	10.62%	-1.72%
Foresthill Union Elementary	66	27%		81	31%	88	43.18%	12.18%	8.33%	91	91	39.56%	-3.62%	16.67%	8.34%
Placerville Union Elementary	268	42%		0	*	246	30.90%		9.52%	273	250	31.60%	0.70%	13.34%	3.82%

*In order to protect student privacy, an asterisk (\*) will be displayed instead of a number on test results where 10 or fewer students have tested. "N/A" will be displayed instead of a number on test results where no data is found for the specific report.*

Refer to Local Assessments for a more complete picture of student achievement.

The California Science Test (CAST) is an online state assessment based on the [California Next Generation Science Standards \(CA NGSS\)](#). All local educational agencies (LEAs) with students in grades five and eight and in high school administer the CAST. To find more information on the CAST Test Blueprint along with resources to support students visit: <https://www.caaspp.org/administration/about/science/><sup>1</sup>

## Why consider % of students tested?

### Participation Rate

One component of calculating the Academic Indicators is the participation rate. Beginning in 2018, the participation rate was included in the reporting of the Academic Indicators as the federal ESSA requires states to test at least 95 percent of all students and student groups in ELA and mathematics. ESSA also requires that each state factors the participation rate into their accountability systems.

Therefore, if a school, LEA, or student group does not meet the 95 percent participation rate, the number of students needed to meet the participation rate must be factored into the Academic Indicator results, as explained later in this section.

Failure to meet the 95 percent goal will cause a negative adjustment to the DFS.

### Calculating the Participation Rate

To be included in the participation rate calculations, the student must be:

Enrolled during the accountability testing window AND Tested on either the Smarter Balanced Summative Assessments or the CAAs<sup>2</sup>

Resources: <https://www.caaspp.org/administration/about/testing/index.html> & <https://www.cde.ca.gov/ta/>

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<sup>1</sup>Report prepared by Carolyn Ferrero, Continuous Improvement Specialist, with Andrea Marks, Director of Curriculum, Instruction & Accountability, Nevada County Superintendent of Schools. Please reach out with questions or concerns [cferrero@nevco.org](mailto:cferrero@nevco.org).

Revised with Public Release of Data - November 3, 2023

<sup>2</sup> "California Testing Overview - CAASPP." <https://www.caaspp.org/administration/about/testing/index.html>. Accessed 3 Nov. 2023.

**2021 - 2023 Nevada County ELA & Mathematics CAASPP Test Results**

*Reported in percentage of Students Who Met or Exceeded the Standard*

	Total Number of Students Tested ELA/Math	2021*		Total Number of Students Tested ELA/Math	2022		Total Number of Students Tested ELA/Math	2023	
		ELA	Math		ELA	Math		ELA	Math
<b>CALIFORNIA</b>	<b>743,626 / 749,948</b>	<b>49</b>	<b>34</b>	<b>2,969,670/2,973,472</b>	<b>47</b>	<b>33</b>	<b>2,960,990/2,972,294</b>	<b>47</b>	<b>35</b>
<b>Nevada County</b>	<b>3,324 / 2,879</b>	<b>50</b>	<b>34</b>	<b>4,927/4,902</b>	<b>48</b>	<b>35</b>	<b>5,097/5,089</b>	<b>46</b>	<b>35</b>
Chicago Park	95	53	32	91/91	41	38	98/99	42	32
Chicago Park Elementary	67	49	33	91/91	41	38	11/12	46	31
Chicago Park Charter	28	61	29	23/23	30	30	24/24	29	38
Clear Creek	106	59	45	102/102	65	38	96/97	54	36
Grass Valley District	494/474	34	22	1031/1022	42	31	999/996	42	33
Bell Hill	61/59	46	52	70/71	53	37	74/73	53	47
Grass Valley Charter	Fewer than 10	*	*	328/324	52	40	321/321	50	44
Lyman Gilmore	334/321	36	16	471/470	38	25	439/438	40	26
Scotten	99/94	22	24	162/157	28	25	165/164	28	28
Nevada City School District	389/385	56	38	437/433	59	48	501/498	55	48
Deer Creek	53/52	53	50	75/76	60	49	86/85	59	55
Seven Hills	336/333	56	37	362/357	59	48	415/413	55	46
NJUHSD	407	62	*	498/508	45	28	504/510	47	24
Bear River	131	69	*	112/111	43	28	116/116	68	37
Nevada Union	224	55	*	266/278	48	28	241/248	41	20
Ghidotti	30	100	*	35/35	97	82	32/34	88	61
North Point	Fewer than 10	*	*	23/21	39	24	51/51	61	22
Silver Springs	22	32	*	61/62	7	0	64/61	2	0
S.A.E.L.	Fewer than 10	*	*	36/36	56	19	45/44	71	23
Penn Valley Union	315/314	42%	31	372/371	46	34	370/370	45	37
Ready Springs	217/216	39	31	246/245	43	30	252/252	44	29
Williams Ranch	63	46	35	97/97	57	50	96/96	55	65
Vantage Pt. Chart	35	51	23	29/29	38	14	22/22	18	9

<b>CALIFORNIA</b>	<b>743,626 / 749,948</b>	<b>49</b>	<b>34</b>	<b>2,969,670/2,973,472</b>	<b>47</b>	<b>33</b>	<b>2,960,990/2,972,294</b>	<b>47</b>	<b>35</b>
<b>Nevada County</b>	<b>3,324 / 2,879</b>	<b>50</b>	<b>34</b>	<b>4,927/4,902</b>	<b>48</b>	<b>35</b>	<b>5,097/5,089</b>	<b>46</b>	<b>35</b>
Pleasant Ridge School District	733/723	49	33	851/848	47	38	898/898	43	37
Cottage Hill	136	40	33	216/216	41	40	241/241	42	41
Alta Sierra	157/153	54	52	163/162	50	51	144/144	49	53
Magnolia Int.	342/336	51	24	347/345	53	35	352/352	45	34
Arete Charter	98	45	35	124/124	36	25	160/160	34	23
Twin Ridges School District	ND	ND	ND	67/65	28	11	68/68	12	12
Grizzly Hill	ND	ND	ND	64/63	30	11	68/68	12	12
Union Hill School District	413/409	50	35	433/430	47	38	436/436	48	38
Union Hill Elementary	284/282	43	32	300/298	44	37	303/303	43	35
Union Hill Middle	129/127	64	42	133/132	55	40	133/133	59	44
Nevada County Office of Education	258/259	55	42	503/493	50	34	557/554	47	28
Bitney Prep	-10/11	*	0	18/18	39	11	19/19	58	11
Forest Charter	Fewer than 10	*	*	380/269	51	36	412/407	48	29
John Muir Charter	Fewer than 10	*	*	72/71	14	1	60/55	8	0
Nevada City School of the Arts	114	68	46	264/262	67	44	278/277	61	43
Twin Ridges Home Study	73/74	56	45	100/101	46	33	117/116	42	30
Yuba River Charter	165	57	45	170/170	52	48	187/187	49	44

<b>CA</b>	<b>743,626 / 749,948</b>	<b>49</b>	<b>34</b>	<b>2,969,670/2,973,472</b>	<b>47</b>	<b>33</b>	<b>2,960,990/2,972,294</b>	<b>47</b>	<b>35</b>
<b>Nevada County</b>	<b>3,324 / 2,879</b>	<b>50</b>	<b>34</b>	<b>4,927/4,902</b>	<b>48</b>	<b>35</b>	<b>5,097/5,089</b>	<b>46</b>	<b>35</b>
Placer COE	199/200	43	38	37,484/37,573	62	50	170/167	52	40
El Dorado COE	150/151	47	30	15,461/15,495	56	43	291/293	46	28
Sutter COE	21	5	0	12,322/12,388	43	28	73/72	3	3
Yuba COE	95/93	21	1	7,513/7,518	37	23	77/77	13	1
<b>Other School Districts in our Region</b>									
Auburn Union Elementary SD	1085/1082	39	25	1,031/1,021	42	28	949/952	38	29
Colfax Elementary SD	242/240	33	25	232/232	36	35	233/233	32	30
Placer Hills UESD	Fewer than 10	*	*	471/469	48	45	465/465	44	42
Newcastle Elementary SD	246	66	58	276/276	63	53	317/317	61	58
Placer Union High SD	893/879	72	39	940/945	67	42	936/942	72	44
Foresthill Union Elementary SD	235/236	43	33	273/271	51	44	294/294	40	33
Placerville Union Elementary SD	767/741	46	29	765/763	49	32	741/742	43	30

**\*PLEASE NOTE:** Due to factors surrounding the novel coronavirus (COVID-19) pandemic, testing participation in 2020–21 varied. Care should be used when interpreting results.



***Twin Ridges Elementary School District***  
***Scott Mikal-Heine, Superintendent***

16661 Old Mill Rd.  
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## **Board Bylaw**

### **Organization**

BB 9100

### **Board Bylaws**

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

(cf. 9140 - Board Representatives)

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

(cf. 9000 - Role of the Board)

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)  
Adoption Date: (7/13/2021)



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(cf. 9005 - Governance Standards)  
(cf. 9230 - Orientation)  
(cf. 9240 - Board Training)  
(cf. 9320 - Meetings and Notices)  
(cf. 9323 - Meeting Conduct)

**Election of Officers**

The Board shall each year elect its entire slate of officers.

No Board member shall serve more than        consecutive year(s) in the same office.

(cf. 9224 - Oath or Affirmation)

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

**Legal Reference:**

**EDUCATION CODE**

5017 Term of office

35143 Annual organizational meeting date, and notice

35145 Public meetings

**GOVERNMENT CODE**

54953 Meetings to be open and public; attendance

**ATTORNEY GENERAL OPINIONS**

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)  
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## **Board Bylaw**

### **Terms Of Office**

BB 9110

#### **Board Bylaws**

The Governing Board shall consist of \_\_\_ members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each year in which the Board's elections are regularly held. (Education Code 35012)

(cf. 9220 - Governing Board Elections)

The term of office for Board members elected in regular elections shall be four years, commencing on the second Friday in December following their election. (Education Code 5017)

(cf. 9223 - Filling Vacancies)

(cf. 9224 - Oath or Affirmation)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office. (Education Code 5017; Government Code 1302, 1360)

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

#### **Legal Reference:**

##### **EDUCATION CODE**

5000-5033 Election of school district board members

35010 Control of district

35012 Board members; number, election and terms

35107 Eligibility

##### **ELECTIONS CODE**

1302 Local elections, school district election

10400-10418 Consolidation of elections

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)

Adoption Date: (7/13/2021)





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14050-14057 California Voter Participation Rights Act

GOVERNMENT CODE

1302 Continuance in office until qualification of successor

1303 Exercising functions of office without having qualified

1360 Necessity of taking constitutional oath

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)  
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## **Board Bylaw**

### **President**

BB 9121

### **Board Bylaws**

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9100 - Organization)

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Call the meeting to order at the appointed time and preside over the meeting

4. Announce the business to come before the Board in its proper order

5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act

6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused

8. Rule on issues of parliamentary procedure

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)

Adoption Date: (7/13/2021)



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9. Put motions to a vote, and clearly state the results of the vote

(cf. 9323 - Meeting Conduct)

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

(cf. 1112 - Media Relations)

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

The president shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

(cf. 9240 - Board Training)

When the president resigns or is absent, the clerk shall perform the president's duties. When both the president and clerk are absent, the Board shall choose a president pro tempore to perform the president's duties.

(cf. 9123 - Clerk)

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)  
Adoption Date: (7/13/2021)



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**Legal Reference:**

**EDUCATION CODE**

35022 President of the board

35143 Annual organizational meetings; dates and notice

**GOVERNMENT CODE**

54950-54963 Ralph M. Brown Act

**Management Resources:**

**CSBA PUBLICATIONS**

Call to Order: A Blueprint for Great Board Meetings, 2015

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

**WEB SITES**

CSBA: <http://www.csba.org>



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## **Board Bylaw**

### **Secretary**

BB 9122

### **Board Bylaws**

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda  
(cf. 9322 - Agenda/Meeting Materials)
2. Record, distribute and maintain the Board minutes  
(cf. 9324 - Minutes and Recordings)
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

(cf. 2111 - Superintendent Governance Standards)

#### Legal Reference:

##### EDUCATION CODE

35025 Secretary and bookkeeper

35143 Annual organizational meetings; dates and notice

35250 Duty to keep certain records and reports

##### GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

#### Management Resources:

##### CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

##### WEB SITES

CSBA: <http://www.csba.org>

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)

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## **Board Bylaw**

### **Clerk**

BB 9123

### **Board Bylaws**

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)

(cf. 9100 - Organization)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president

(cf. 9121 - President)

5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

Legal Reference:

#### **EDUCATION CODE**

17593 Repair and supervision of property (duty of district clerk)  
35038 Appointment of clerk by county superintendent of schools  
35039 Dismissal of clerk  
35121 Appointment of clerk in certain city and high school districts  
35143 Annual organizational meetings  
35250 Duty to keep certain records and reports

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)  
Adoption Date: (7/13/2021)



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38113 Duty of clerk (re provision of school supplies)

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:



CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

WEB SITES

CSBA: <http://www.csba.org>

(2/97) (3/01) (7/06) (11/08) (11/11) (12/20)  
Adoption Date: (7/13/2021)

	GOVERNANCE CALENDAR TWIN RIDGES SCHOOL DISTRICT 2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>1. Governance Team Effectiveness</b>												
Review Governance Protocols										x		
Review Governance Calendar								x				x
Board Self-evaluation format			x									
Board Self-evaluation				x	x							
LCAP Public Hearing and Approval						x						
CSBA Annual Conference- Schedule Report Out / Planning Attendance									x			x
Discussion- interests for governance positions											x	
CSBA Delegate Application												x
Organizational Meeting Governance Calendar/Elections and Committees												x
Election Timeline Adopt Resolution/Declaration of Candidacy					x		x	x				
Orientation for new board members	x										x	x
<b>2. Student Learning and Achievement</b>												
California Dashboard Review Local Indicators											x	
Approve Student and Staff Calendar Spring			x									
Annual Review Comprehensive Safety Plan		x										
Receive And Review State Test Results ELA/Math and Science										x		
Staff and Parent Survey Results		x										
Healthy Kids Survey Results			x									
SWISS (Behavior) Data												
Summary of Student Data from Leadership Team after each Trimester			x			x						x
School Plan for Student Achievement Report												x
<b>3. Facilities</b>												
Williams Law Quarterly Reports Month Following Quarter	x			x				x		x		
Facility Inspection Report (FIT)										x		
Facilities Master Plan Ongoing Project Discussions	x	x	x	x	x							
	GOVERNANCE CALENDAR NEVADA CITY SCHOOL DISTRICT 2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>4. Finance</b>												
Staffing projections next year's revenues and expenses	x	x										
Every Student Succeeds Act Expenditure Report		x										
Consolidated Application Part 1 Update/ Pt. 2 Approval			x					x				
Second Interim Budget Report by 3/15			x									
Receive Audit Report / Audit Firm Contract			x									x
Investment Report Filed by the 30th of March/June/September	x			x				x		x		
Governor's May Revise Budget Report					x							
Adopt Updated Salary Schedules						x						





Attend Back to School Nights								x				
Attend Open Houses					x	x						
Attend Promotions						x						
<b>8. Technology</b>												
Technology Committee Meetings		x		x				x		x		

Possible Board Approval 12132022

# **C S B A** **PROFESSIONAL GOVERNANCE STANDARDS**

## **SCHOOL BOARD SELF-EVALUATION SURVEY**

### **SECTION 1 — THE BOARD**

School districts and county offices of education are governed by boards, not by individual trustees. While understanding their separate roles, the board and superintendent work together as a "governance team." This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

**To operate effectively, the board must have a unity of purpose and meet these standards:**

		<b>WE DO THIS:</b>				
		Always	Often	Rarely	Never	Unsure
<b>1</b>	Keep the district focused on learning and achievement for <u>all</u> students.					
<b>2</b>	Communicate a common vision.					
<b>3</b>	Operate openly, with trust and integrity					
<b>4</b>	Govern in a dignified and professional manner, treating everyone with civility and respect.					
<b>5</b>	Govern within board-adopted policies and procedures.					
<b>6</b>	Take collective responsibility for the board's performance.					
<b>7</b>	Periodically evaluate its own effectiveness.					
<b>8</b>	Ensure opportunities for the diverse range of views in the community to inform board deliberations.					
<b>TOTALS:</b>						

# P C S B A PROFESSIONAL GOVERNANCE STANDARDS

## SCHOOL BOARD SELF-EVALUATION SURVEY

### SECTION 2 - THE BOARD'S JOBS

The primary responsibilities of the board are to set a direction for the district, provide a structure by establishing policies, provide support, ensure accountability and provide community leadership on behalf of the district and public education. To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out. These standards highlight some of the most important ones.

**Effective boards meet these standards:**

**WE DO THIS:**

Always    Often    Rarely    Never    Unsure

	Always	Often	Rarely	Never	Unsure
1 Involve the community, parents, students and staff in developing a common vision for the district focused on student learning and achievement and responsive to the needs of <u>all</u> students.					
2 Adopt, evaluate and update policies consistent with the law and the district's vision and goals.					
3 Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.					
4 Hire and support the superintendent so that the vision, goals and policies of the district can be implemented.					
5 Conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.					
6 Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.					
7 Ensure that a safe and appropriate educational environment is provided to all students.					
8 Establish a framework for the district's collective bargaining process and adopt responsible agreements.					
9 Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.					
<b>TOTALS:</b>					

# P C S B A PROFESSIONAL GOVERNANCE STANDARDS

## SCHOOL BOARD SELF-EVALUATION SURVEY

### SECTION 3 - THE INDIVIDUAL TRUSTEE

In California's education system, a trustee is a person elected or appointed to serve on a school district or county board of education. Individual trustees bring unique skills, values and beliefs to their board. In order to govern effectively, individual trustees must work with each other and the superintendent to ensure that a high quality education is provided to each student.

**To be effective, an individual trustee meets these standards:**

		<b>I DO THIS:</b>				
		Always	Often	Rarely	Never	Unsure
1	Keeps learning and achievement for <u>all</u> students as the primary focus.					
2	Values, supports and advocates for public education.					
3	Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.					
4	Acts with dignity, and understands the implications of demeanor and behavior.					
5	Keeps confidential matters confidential.					
6	Participates in professional development and commits the time and energy necessary to be an informed and effective leader.					
7	Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.					
8	Understands that authority rests with the board as a whole and not with individuals.					
<b>TOTALS:</b>						

# *P* C S B A PROFESSIONAL GOVERNANCE STANDARDS

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## **SAMPLE NORMS TO CONSIDER**

The following list represents norms that various school boards and COEs have developed. Your team should identify six to eight norms (creating your own, or using norms from the list below) that will help each member of your team feel comfortable and able to honestly state his or her own perspective, issues and concerns throughout your board self-evaluation process.

### **WE AGREE TO ...**

- respect each other's opinions
- listen "actively" to each member's ideas
- acknowledge each member's point of view
- be open to new ideas
- exhibit positive body language
- not interrupt, nor monopolize
- encourage everyone to verbalize
- disagree agreeably
- recognize the positive
- be willing to compromise
- focus on process, not personalities
- act by building on the thought of a fellow governance team member

# *P* C S B A PROFESSIONAL GOVERNANCE STANDARDS

## THE BOARD'S JOBS

The primary responsibilities of the board are to set a direction for the district, provide a structure by establishing policies, provide support, ensure accountability and provide community leadership on behalf of the district and public education. To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out. These standards highlight some of the most important ones.

### EFFECTIVE BOARDS:

#### **1. Involve the community, parents, students and staff in developing a common vision for the district focused on student learning and achievement and responsive to the needs of all students.**

- Develop and adopt the district vision and other direction-setting documents using collaborative processes that involve the staff and community.
- Ensure that inclusive processes are in place to periodically review the district vision and other direction-setting documents.
- See that the district vision and goals are clearly communicated to students, parents, staff and the community.
- Base all decisions on the district's vision, student needs, research, empirical data and a balance of community expectations, legal constraints and resources.
- Engage in annual planning and regularly review progress toward achievement of the vision and goals.

#### **2. Adopt, evaluate and update policies consistent with the law and the district's vision and goals.**

- Have a working knowledge of district policies.
- Establish a clear, understandable process for adopting, updating and communicating district policies.
- Ensure policies reflect the needs, wishes and desires of the community.
- Recognize it is the board's role to adopt policies and the superintendent's role to implement them and report back to the board as necessary.
- Follow a regular schedule for reviewing and updating policies as necessary due to new mandates by law, contract negotiations, emerging community issues or other circumstances.

#### **3. Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.**

- Engage the staff and community in order to set the direction for district curriculum.
- Articulate the district's goals for student achievement.
- Recognize the connection between the implementation of an effective curriculum and the acquisition and allocation of resources.
- Provide time to staff for program development, implementation and professional growth.

# *P* C S B A PROFESSIONAL GOVERNANCE STANDARDS

## **THE BOARD'S JOBS (CONTINUED)**

- Ensure that the district maintains reliable internal assessment data to use in making decisions.
- Utilize reliable assessment data to adopt and update policies for curriculum, instruction and assessment in alignment with state requirements and local needs.
- Establish regular reviews of student performance data and empower the superintendent and staff to monitor performance and develop new strategies.
- Regularly report to the community on student performance.

### **4. Hire and support the superintendent so that the vision, goals and policies of the district can be implemented.**

- Establish selection criteria for a new superintendent based on the district vision and goals.
- Value a long-term relationship between the board and superintendent and conduct all contractual negotiations in a professional manner.
- Understand that the superintendent is the board's administrative link to the district.

### **5. Conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.**

- Ensure that the district evaluation system holds all staff responsible for improving student achievement.
- Collaborate in setting goals and priorities as the basis for the superintendent's annual evaluation.
- Ensure that the evaluation process supports the professional growth of the superintendent and the continuous improvement of the district.
- Ensure that the evaluation process provides opportunities to take timely corrective action to avoid major disagreements between the board and superintendent.
- Utilize a clearly defined, ongoing and interactive evaluation process that results in written documentation and is consistent with legal and contractual requirements.
- Have policies and procedures in place for personnel accountability that are consistent with legal requirements and provide for due process.
- Perform a judicial role in personnel issues, not an investigative role.
- Have policies and procedures in place for recognizing outstanding performance by employees.



# *P* C S B A PROFESSIONAL GOVERNANCE STANDARDS

## **THE BOARD'S JOBS (CONTINUED)**

### **6. Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.**

- Adopt guidelines, policies and procedures for developing the budget that ensure sound financial processes.
- Recognize that the superintendent and staff develop the budget, the board adopts the budget, and the superintendent and staff implement the budget.
- Understand that budget assumptions may change throughout the year.
- Weigh the financial impact of possible changes to the vision and goals against existing programs.
- Ensure that state, federal and other fiscal issues that impact the budget are monitored and addressed.
- Monitor the external auditing process and ensure that audit recommendations are addressed.
- Require that the budget be presented in an understandable and useful format.
- See that the budget is utilized as a policy document to enhance student achievement and implement the priorities of the district.
- Establish a process to regularly inform the community about the financial health of the district.

### **7. Ensure that a safe and appropriate educational environment is provided to all students.**

- Adopt, update and monitor policies pertaining to safety and cleanliness of facilities.
- Support a long-range facility management and funding plan that reflects the vision and goals of the district.
- Advocate at the local, state and federal levels for appropriate funding for school facilities.
- Seek and consider alternative funding sources for facilities (such as bond elections, public-private partnerships or other types of financial instruments and agreements).

### **8. Establish a framework for the district's collective bargaining process and adopt responsible agreements.**

- Set parameters for collective bargaining that are linked to the vision and priorities of the district.
- Recognize that collective bargaining is an ongoing process, not an isolated activity.
- Support the role of the superintendent to manage the negotiations process: analyzing contract proposals, recommending changes to the contract, keeping the board informed about the progress of negotiations and administering the contract.
- Support the position of the district throughout the negotiation process.
- Adhere to legal, ethical, confidential and contractual requirements of collective bargaining.
- Consider the immediate and long-term fiscal, program and personnel impacts of negotiations before adopting the collective bargaining agreement.

# *P* C S B A PROFESSIONAL GOVERNANCE STANDARDS

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## **THE BOARD'S JOBS (CONTINUED)**

### **9. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.**

- Ensure that effective methods are used to gather information and encourage involvement from the entire community.
- Adopt a communications plan, which includes a system to report student achievement.
- Have a working knowledge of the district's programs and build support for them among the public, community organizations and local agencies.
- Communicate with local, state and federal policymakers about matters pertaining to student achievement, district programs and public education.

# How to use your *Board Self-Evaluation Results*







## When?

The board should schedule a special open-session conversation/discussion meeting to review the results of this survey.

## Guide to the Report

The report provides the board with perception data - how trustees individually perceive the board's effectiveness. The range of scores across topics will help the board identify areas in which board members might achieve greater collective clarity in fulfilling their governance responsibilities. The results are color-coded for ease of interpretation.

Color	Distribution of Ratings	Implications
	All board members rated this item as <i>Almost Always</i> or <i>Often</i>	A strength for all members
	A majority of board member rated these items as <i>Almost Always</i> or <i>Often</i>	A strength for majority of members
	A majority of board member rated these items as <i>Less Often</i> or <i>Rarely</i>	An area of growth for majority of members
	All board members rated this item as <i>Less Often</i> , <i>Rarely</i> , or <i>Not Sure</i>	An area of growth for all members

The board can improve its cohesiveness by discussing the range of responses, learning each member's rationale for his/her ratings. In some cases, the board may find that members have different expectations for what deserves an 'Almost always' vs. an 'often,' but that there is general agreement on how the board is performing.

## How to structure the board conversation

As the board discusses these results, remember a few critical points:

- The report displays a range of perceptions, *not facts*.
- Focus your discussion on what matters most.
- Each member should practice empathetic listening and work to understand the views of other board members.
- It's okay to differ in opinion; you don't always need to agree, but *you do need to understand*.

### Step 1: Confirm the strengths. (Green)

### Step 2: Confirm the areas for growth. (Red)

### Step 3: Identify areas where perceptions are mixed. (Blue or Yellow)

### Step 4: Focus.

From the results from steps 2 and 3 above, the board should agree on the three to five most important areas for improving board performance. The board should answer the question: *Which areas of improvement will be most beneficial to the board and the district?*

### Step 5: Set goals.

Set specific, measurable, time-bound goals with success indicators for improving board performance in each area.

### Step 6: Schedule board development workshops throughout the year and add them to your Governance Calendar.

**If you would like help:** CSBA's *Governance Consulting Services* provides board development coaching and guidance. If you would like to discuss how these services can be tailored to meet your particular needs, please call us at 916-669-3293 or to request a board self-evaluation visit <http://bse.csba.org>.

# Board Self-Evaluation Result

Alum Rock Union ESD



## 1. Conditions of Effective Governance

Number of members responded

Almost Always	Often	Less Often	Rarely	Not Sure
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### Board unity

1. The board is focused on achievement for all students.		0	2	2	0	1
2. The board is committed to a common vision.		0	0	4	0	1
3. The board stays focused on district priorities.		0	1	2	1	1
4. The board works well together.		0	1	3	0	1
5. The board commits the time to become informed.		1	2	1	0	1
6. Individual board members do not undermine board decisions.		0	1	3	0	1

### Roles and responsibilities

7. Board members agree on the role and responsibilities of the board and the superintendent.		0	1	1	2	1
8. Board members follow board agreements regarding speaking for the board.		1	0	3	0	1
9. Board members keep confidential matters confidential.		0	0	2	2	1
10. The board gives direction to the superintendent only at board meetings.		0	1	1	2	1
11. Individual board members do not attempt to direct the superintendent.		0	0	1	3	1

A strength for most members

A strength for simple majority

Area of growth for simple majority

Area of growth for most members

# 1. Conditions of Effective Governance

## Number of members responded

		Almost Always	Often	Less Often	Rarely	Not Sure
<b>Board culture</b>						
12. The board treats the superintendent with respect.		0	2	2	0	1
13. The board manages internal conflicts in a productive manner.		0	1	2	1	1
14. Board members follow agreements on how they will act towards each other.		0	1	2	1	1
15. Board members treat each other with respect.		0	2	2	0	1
16. Board members demonstrate they understand other perspectives.		0	2	2	0	1
17. Board members usually discuss questions about agenda items with the superintendent prior to the board meeting.		0	3	0	0	2
<b>Board operations</b>						
18. The board governs within board-adopted policies, bylaws and protocols to manage board operations.		0	3	1	0	1
19. Board members receive timely information.		1	1	2	0	1
20. Board members receive adequate information.		1	1	2	0	1
21. All board members receive the same information.		2	1	1	0	1
22. Board members follow agreements about how to request clarifying or additional information about agenda items.		0	1	2	0	2
23. Board members follow agreements on how to bring up new ideas.		0	0	3	0	2
24. Board members follow agreements on how concerns from the community will be handled.		0	1	3	0	1

A strength for most members

A strength for simple majority

Area of growth for simple majority








Area of growth for most members

# 1. Conditions of Effective Governance





## Number of members responded

Almost Always	Often	Less Often	Rarely	Not Sure
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### Board meetings

25. The board agrees on the role of the board president in managing board meetings.		2	0	1	1	1
26. Board meeting agendas reflect district priorities.		2	2	0	0	1
27. Board members come to meetings prepared.		1	2	0	1	1
28. The board effectively uses data in its decision-making.		0	1	2	1	1
29. The board confines its meetings to a reasonable length of time.		0	1	2	1	1
30. There is a good relationship between how long the board spends on an agenda item and the importance of the item.		0	0	3	1	1
31. The board effectively manages community input at board meetings.		0	3	0	1	1

### Board development

32. The board agrees on the process for identifying officers.		0	2	1	1	1
33. The board plans for the development and training of the board.		0	2	1	1	1
34. The board effectively orients new members.		0	0	1	2	2
35. The board reviews its governance agreements regularly.		1	0	2	1	1



A strength for most members



A strength for simple majority















Area of growth for simple majority





Area of growth for most members


## 2. Board Responsibilities


### Number of members responded

		Almost Always	Often	Less Often	Rarely	Not Sure
<b>Setting direction</b>						
36. The board provides opportunity for community input when developing the district's mission, core beliefs and vision.		1	2	1	0	1
37. The board adopts long-range priorities.		0	0	4	0	1
38. The board uses the district's mission, core beliefs and vision to drive district performance.		0	0	2	1	2
39. The board adopts clear and measurable indicators to assess district performance.		0	1	2	1	1
<b>Structure</b>						
40. The board adopts a fiscally responsible budget aligned to the district's vision and goals.		0	2	2	0	1
41. The board regularly monitors the fiscal health of the district.		0	3	1	0	1
42. The board has an effective process to review, revise and adopt policies.		0	2	2	0	1
43. The board establishes priorities for the district's collective bargaining process that support the district vision and goals.		0	2	1	1	1
<b>Support</b>						
44. The board demonstrates commitment to district priorities and goals.		0	1	1	1	2
45. The board demonstrates support for the superintendent in carrying out board directives.		0	1	1	2	1
46. The board is represented at key district events.		1	1	2	0	1
47. The board celebrates district accomplishments.		1	1	1	1	1

 A strength for most members












 A strength for simple majority


 Area of growth for simple majority


 Area of growth for most members


## 2. Board Responsibilities


### Number of members responded

		Almost Always	Often	Less Often	Rarely	Not Sure
<b>Accountability</b>						
48. The board monitors student progress against established benchmarks.		0	1	1	2	1
49. The board monitors progress towards district goals based on established success indicators.		0	1	2	0	2
50. The board monitors the implementation of the adopted budget.		0	1	2	1	1
51. The board monitors the implementation of board policies.		0	2	2	0	1
52. The board evaluates the performance of the board.		0	0	3	1	1
53. The board evaluates the performance of the superintendent based on established expectations.		0	0	3	1	1
<b>Community leadership</b>						
54. The board uses cohesive messages to communicate district priorities, goals and needs.		0	1	2	1	1
55. The board provides community leadership on educational issues.		0	1	2	1	1
56. The board pursues partnerships to support district efforts.		0	1	2	1	1
57. The board advocates on behalf of students and public education at the local, state and federal levels.		0	1	3	0	1
58. The board informs the community on district priorities, progress, needs and opportunities for involvement.		0	1	3	0	1

 A strength for most members

 A strength for simple majority

 Area of growth for simple majority

 Area of growth for most members





## **Governance Handbook**

*The Board of Education is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public interest in schools, and to ensure that a high quality education is provided to each student. School districts and county offices of education are governed by boards, not by individual trustees. While understanding their separate roles, the board and superintendent work together as a “governance team.” This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively. To operate effectively, the Board and Superintendent must have a unity of purpose, an understanding of roles and responsibilities, governance standards and protocols.*

### **Board of Trustees**

Valerie Mansfield  
Larry Reilly  
Bonnie Turnbull  
Lauri Kemper  
Jon Hetheron

### **Superintendent**

Todd Cutler, Ed.D.

### **Vision Statement**

Discover and foster the unique talents and potential of all students

*This handbook outlines the governance team’s work on the creation of a framework for effective governance. This involves ongoing discussions about unity of purpose, governance standards, roles, and protocols for formal structures that enable the governance team to continue to perform its responsibilities in a way that best serves all students.*

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## About California school boards

School boards govern California's nearly 1,000 school districts serving 6.2 million students

**1** School board members are individually elected by the community they serve



- Each school district is governed by a school board that is accountable for the performance of schools in their district.
- They represent the community's diverse beliefs and values.
- School board members are residents of the school district they serve and come from all walks of life — doctors, lawyers, homemakers, teachers, architects, truck drivers, professors, business owners, real estate agents and more.

**2** School boards govern at board meetings



- Hiring and evaluating the superintendent
- Adopting district policies
- Approving Local Control Accountability Plans
- Adopting and monitoring budgets
- Monitoring district performance and student achievement
- Actively listening to public comments

**3** School boards serve the community



- Listening to their ideas
- Engaging them in setting the district mission and goals
- Making student achievement a priority
- Advocating on important K-12 policy issues for all students
- Representing the district at community events
- Ensuring accountability for student and district performance

**4** School board members give the gift of time



- Preparing for and attending board meetings
- Responding to constituents
- Participating in board training and development
- Attending community events

**To learn more about your school board or attend an upcoming meeting, contact a local school board member or the district superintendent's office.**



California School Boards Association | 3251 Beacon Blvd.,  
West Sacramento, CA 95691

## The Busy Life of a LTUSD Board Member

School board members are a diverse group united by a common goal: supporting students and improving their academic and social outcomes. A school trustee is called to public service with the intention of making a difference in the lives of children and families in their community. They are responsible for the continuous improvement and effectiveness of educational programs, the district's fiscal health, and providing opportunities for student growth and achievement. Below is a description of the LTUSD Board Member's commitment:

1. **Two Board meetings a month** for 7 of the 12 months on the 2nd and 4th Thursday of each month. February, April, July, November and December have one meeting and the December meeting is the Annual Organizational Meeting. Generally, Board meetings start at 5:00pm and end by 8:00pm. At times, Board meetings can last into the 9:00 pm hour. Depending on the Board member, Board meeting material can take anywhere from 2 hours to 8 hours to review and prepare for the meeting.
2. **Board Agenda Review meetings** occur on the Monday prior to a Board meeting. These meetings are scheduled for 1 hour. Board members are asked to have reviewed the Board material and prepared any questions for the meeting. The Superintendent will be ready to highlight important information and answer questions. Meetings may be scheduled around a Board Member's work or other obligations.
3. **Special Board Meetings** are scheduled as needed. Topics can range from Superintendent evaluation, Board annual evaluation, current issue, etc.
4. **Board Education Workshops** are scheduled regularly to enhance the Board's knowledge and ability to work as a successful governance team. For example, the Board did a read/study of the book "The Governance Core" during the 2021/22 school year and discussed one chapter per month for 9 months. Other opportunities for learning and personal/professional growth are offered by California School Boards Association (CSBA) and through LTUSD's Staff Development program.
5. **A Board Retreat** is scheduled at least once per year. This meeting has been traditionally scheduled in the month of January on a Friday evening and Saturday. The intent of this annual meeting is to review the District's Vision and Mission Statements, along with the Board's Goals. Along with these topics the Board engages in a professional learning of a topic that aligns with the District's and Board's goals.

6. **CSBA Annual Education Conference** is held in the first week of December from Wednesday through Saturday. All board members are asked to attend in an effort to improve the understanding of the work of a board member.
7. **Special Events** that happen in our community and within El Dorado County are also part of the Board member's year. Though not required, many of the community events are encouraged.
8. **School Activities** occur quite regularly at each of our schools and a large number at STHS. Board members are encouraged to attend when possible.
9. **Pay and Benefits** currently include a \$240 per month stipend and the option to join the District's group health insurance plan at the same rate as employees.

More information about the School Board's role:

[The School Board Role in Creating the Conditions for Student Achievement](#)

[School Boards in Action](#)

[What It Takes to Lead: The role and function of California's school boards](#)

## LTUSD's Motto, Vision and Mission

### **Motto:**

- **Navigating** the Path to Success

### **Vision Statement:**

- **Discover** and foster the unique talents and potential of all students

### **Mission Statement:**

- **Cultivating** a collaborative, nurturing environment which embraces diversity, promotes equity, and develops confident lifelong learners resulting in academic excellence, civic responsibility, and emotional & physical wellness.

### **Taglines/Branding:**

- "Navigate, Discover, Cultivate, Achieve"
- "Path to Success"

## LTUSD School Board's Goal and Priorities

### **Goal:**

- Develop a strong district-wide team that builds a culture of shared leadership and ownership of all student outcomes.

### **Priorities:**

- Student preparation and performance
  - Achievement is attainable for all student groups with a commitment for all students to meet or exceed standards.
- Culture, Engagement and Teamwork
  - Promote communication with stakeholders that embraces engagement around the belief that all students are valued and will achieve.
- Professional Growth and Learning
  - A commitment for continuous learning and growth to achieve our goals for student success (All staff, Board Members, and Parents).
- Safety
  - A place where every person feels safe, secure, and has a sense of belonging, so learning and achievement can occur.

## Unity of Purpose

The Board of Education and the Superintendent believe that its primary responsibility is to act in the best interests of every student in the district. The Board and Superintendent also have major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize effectiveness and public confidence in district governance, Board members and the Superintendent are expected to govern responsibly and hold themselves to the highest standards of ethical conduct while representing a shared unity of purpose.

1. *We keep the District focused on learning and achievement for all students.*
2. *We communicate a common vision.*
3. *We ensure that a safe and appropriate educational environment is provided to all students.*
4. *We are here to serve the community.*
5. *We ensure opportunities for the diverse range of views in the community to inform board deliberations.*
6. *We value, advocate for, and support public education.*
7. *We assume the public comes to the Boardroom with good intentions and we honor their concerns and opinions.*
8. *We support opinions with evidence and facts.*
9. *We put aside personal and political preferences and opinions so that students' needs and priorities drive our decisions.*
10. *We recognize and appreciate the professional judgment of our staff and their commitment to our schools and students.*
11. *We operate in a unified, cohesive manner with a unity of purpose rooted in action and driven by ethical imperatives.*
12. *We serve as a model for the value of lifelong learning.*



## Roles and Responsibilities

These roles and responsibilities represent core functions that are fundamental to a school system's accountability to the public. Authority is granted to the Board as a whole, not each member individually. Therefore, board members fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that will best serve all the students in the community.

The role of Trustees is to stay focused on the big picture while fulfilling five responsibilities in a series of job areas. These five responsibilities are:

- We set the direction.
- We establish the structure.
- We provide support.
- We ensure accountability.
- We act as community leaders.

We carry out these responsibilities in each of the following job areas:

- Setting the District's Direction
- Student Learning and Achievement
- Finance
- Facilities
- Human Resources
- Policy
- Judicial Review
- Collective Bargaining
- Community Relations and Advocacy

The Superintendent assists the Board in carrying out its responsibilities in each of the job areas, and leads the staff toward the accomplishment of the agreed upon District vision, mission, and goals.

## Board Governance Standards

Effective boards make a commitment to govern responsibly and effectively. Board Governance Standards are designed to guide the collective work of the board in their responsibility to protect the public interest in schools and ensure that a high quality education is provided to each student. The standards also provide a framework for board members and the superintendent to work together as a governance team.

1. Board members understand the distinction between the Board roles and District staff roles and delegate administrative functions to the Superintendent.
2. Board members never discuss confidential personnel matters, confidential negotiations matters, or any matters discussed in closed session, with members of the bargaining unit, public, or staff.
3. No individual board member will make or appear to make a decision which appropriately should be made by the entire board. There are five board members. “I have only one equal vote.”
4. Each member of the team accepts responsibility for making the team successful.
5. Appointments are made by the Superintendent, but only in consultation with the school board. Personnel changes are to be recommended by the Superintendent. Board input will include only significant and relevant data – never the “pushing” or “pushing out” of individuals.
6. Board members are encouraged to be aware of their conversations involving the business of the board to ensure that their conversations outside of a noticed meeting, either directly or indirectly, involve less than a majority of the board (Brown Act).
7. Loyalty to the entire team includes:
  - a. Participate in the discussion of issues and listening patiently and respectfully
  - b. Being civil and striving to understand points of view
  - c. Respect and acknowledge each individual’s thoughts and opinions.
  - d. Accept and live with the action of the Board – prior disagreements are deemed closed after action is taken
  - e. Read board packets prior to meeting, bring questions or concerns prior to the meeting
  - f. Attendance at meetings is given highest priority
8. The board will conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.
9. The board will periodically evaluate its own effectiveness.

## Board Protocols

Protocols provide specific guidelines within which the board will function. The following are agreed upon norms, procedures, and protocols required for the board to work in a cohesive, consistent, and professional manner.

1. Discussions are conducted professionally, exhibiting attentive listening, mutual respect, politeness and calm, despite different opinions.
2. New issues or items raised during public comment at a school board meeting will be referred to the Superintendent, and the Superintendent will respond accordingly.
3. Ideally, questions and clarification of board agenda items are to be communicated to the Superintendent prior to the board meeting.
4. Any substantive complaint or concern made to a board member by the community is to be referred to the Superintendent who shall provide a response back to the entire Board in a timely manner.
5. Individual requests for reports, surveys, projects, etc., will be directed only to the Superintendent and responses will be directed to the entire board.
6. Rumor and innuendo information are not to be pursued except by and in the judgment of the Superintendent.
7. Board members should not come between the Superintendent and his/her staff as this may undermine the Superintendent's authority.
8. Any concern reported to the Superintendent by a board member is to receive the appropriate priority, with the disposition of the matter communicated to all of the Board.
9. With the exception of campaigning for office during election season, individual board members will not use the media as a personal forum. The Superintendent is the district designee to talk to the press/media. The Superintendent may consult with Board members to develop a public statement.
10. Board members will make their best effort to meet with the Superintendent, individually, prior to every board meeting.

**Lake Tahoe Unified School District**  
**Resolution No. \_\_\_\_\_**  
**Resolution to Adopt Board Governance Handbook**

WHEREAS, local boards of education are entrusted by their diverse communities to uphold the Constitution, protect the public interest in schools and ensure that a high quality education is provided to each student; and

WHEREAS, local boards must govern responsibly and effectively on behalf of the students and communities they serve; and

WHEREAS, the intent of this resolution is to build unity, create a positive organizational culture, improve the effectiveness of the Board's leadership and governance, and thereby, operate on established Board governance standards, roles, and protocols which act as guidelines for the conduct of effective Board-Superintendent relations and Board meetings; and

WHEREAS, because boards can only perform their governance work at board meetings, and they have limited time and often extensive issues that require their attention, the efficiency of these meetings is critical to effective governance; and

WHEREAS, the Board Governance Standards, Protocols and Unity of Purpose will be utilized to enhance our District's effectiveness and to help our community and families to better understand the structure and function of the School Board and Superintendent; and

WHEREAS, the Board of Education and the Superintendent of Lake Tahoe Unified School District, have agreed upon the following Unity of Purpose, Roles and Responsibilities, Board Governance Standards, and Board Protocols, which shall be reviewed and updated as changes in board composition and superintendent leadership occur. Now, therefore,

BE IT RESOLVED that the Lake Tahoe Unified School District hereby adopts the LTUSD Board Governance Handbook this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a regular meeting of the Board of Education, by the following vote:

AYES:  
NOES:  
ABSENT:

Attest: \_\_\_\_\_  
Board President

**SAMPLE**  
**Board and Superintendent Protocols**

The purpose of these protocols is to provide a basic set of professional standards by which the Board of Trustees and the Superintendent are to function as a team.

1. All will define and understand the difference between administration and policy-making and respect the roles of each other.
2. During a meeting, board members, when interacting with the public, will not make statements which could be interpreted as having a full team concurrence.
3. All conversations taking place in closed sessions will remain absolutely confidential.
4. Each member of the team accepts responsibility for making the team successful.
5. New issues or items raised at a public meeting or otherwise that are concerning school operations will be referred to the Superintendent, and the Superintendent will respond accordingly.
6. No individual board member will make or appear to make a decision which appropriately should be made by the entire board. There are five board members. "I am only one equal vote."
7. All board members are to be apprised by the Superintendent in a timely manner of any incident to which they may be called upon to answer and explain.
8. Each member of the team is to be treated with dignity and respect.
9. Board meeting attendance is to be given the highest priority.
10. Questions and clarification of board agenda items are to be communicated to the Superintendent prior to the board meeting, and the Superintendent will respond in a timely and efficient manner.
11. Individual requests for reports, surveys, projects, etc., will be directed only to the Superintendent and responses will be directed to the entire board.
12. Every member of the team is honorable, honest, and dedicated to the success of the students and staff of the district.

13. Appointments are made by the Superintendent, but only in consultation with the school board. Personnel changes are to be recommended by the Superintendent. Board input will include only significant and relevant data – never the “pushing” or “pushing out” of individuals.
14. Unsubstantiated rumor, innuendo and information from anonymous sources are not to be pursued except by and in the judgment of the Superintendent.
15. Any substantive complaint made to a board member by the community is to be referred directly to the Superintendent who shall provide response back to the entire Board in a timely manner.
16. No individual board member is to come between the Superintendent and his/her staff and members in an attempt to undermine the Superintendent. Board members, as their time permits are encouraged to visit school sites and attend school functions, but will not interrupt instruction or employees at work. All substantive contacts between a board member and staff are to be reported to the Superintendent as soon as possible.
17. There shall be no one who divides or manipulates board members. All team members will seek accommodation and compromise.
18. Team members never discuss confidential personnel or confidential negotiations matters with members of the bargaining unit, public, or staff.
19. Any concern reported to the Superintendent by a board member is to receive the appropriate priority, with the disposition of the matter communicated to all of the Board.
20. Individual board member will not use the media as a personal forum. The Superintendent is the district designee to talk to the press/media. The Superintendent may consult with Board members to develop a public statement.
21. Loyalty to the entire team includes;
  - a. Participate in the discussion of issues and listen patiently and respectfully
  - b. Being civil and striving to understand
  - c. Respecting each individual’s opinion
  - d. Accept and live with the action of the Board
  - e. Read board packets prior to meeting, bring questions or concerns prior to the meeting
22. All significant administrative actions are to be communicated regularly to all board members.

23. All team members shall be tolerant of unintentional mistakes that may occur which should not be attributed to unwillingness to be a team member.
24. Prior disagreements on decisions will be deemed to be closed after action is taken.
25. Every action by a member of the team should be directed toward improving the educational program for students.
26. Each board member shall make a courteous effort to share opportunity to comment.
27. Remember Board members are here to serve the community.
28. Board members will make their best effort to meet with the Superintendent, individually, at least once per month.

