



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

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

**July 10, 2025  
Closed Session 4:00 PM  
Open Session 4:30 PM  
Library, Room 14**

- 1. CALL TO ORDER**  
**A. ROLL CALL**
  
- 2. CLOSED SESSION**
  - 2.1 Announcement of Closed Session Items**  
With respect to every item of business to be discussed in closed session (Gov. Code §54957.6)
  - 2.2 Closed Session Agenda**
    - 2.2A Public Employee Appointment/Employment (Gov. Code §54957)**  
Superintendent/Principal
  
- 3. RECONVENE TO PUBLIC MEETING** Report of any actions taken during Closed Session (if necessary)
  
- 4. Adoption and Approval of Agenda**
  - 4.1 Approval of the Agenda for July 10, 2025.**

**Action**  
Motion:                      Second:                      Aye:                      Nay:
  
- 5. PUBLIC COMMENT**

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

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**Board of Trustees**

Gayleen Maas, President ♦ John Silvestrini, Clerk ♦ John Martin ♦ Nick Noyes ♦ Joel Ruiz  
John Markatos, Interim Superintendent/Principal

**6. CONSENT ITEMS****ACTION**

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

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

**Plan:** Routine process.

**Public Comment:**

**Board Discussion:**

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

**6.1** Approval of 2025-2026 Ryland Strategic Business Consulting Services Contract **Pg. 3-4**

**7. REPORTS/PRESENTATIONS:****8. DISCUSSION ITEMS****9. ACTION ITEMS**

**9.1** Approval of Superintendent/Principal Contract **Pg. 5-16**

**9.2** Approval of Resolution 2025-08 of the Board of Trustees of Two Rock Union School District and Two Rock Union School District Regarding Authorization of Designated Personnel to Sign Contract and Agreement Documents for Fiscal Year 2025-2026  
**Pg. 17-18**

**10. ADJOURNMENT TO CLOSED SESSION (if necessary)****11. RECONVENE TO PUBLIC MEETING** Report of any actions taken during Closed Session (if necessary)**12. DATES AND FUTURE AGENDA ITEMS**  
Regular Board Meeting August 12, 2025 at 3:30pm**13. SIGNING OF PAPERS****14. ADJOURNMENT**

Posted By: John Markatos, Interim Superintendent

**Accessibility Accommodations**

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

**Public Records**

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

**Board of Trustees**

Gayleen Maas, President ♦ John Silvestrini, Clerk ♦ John Martin ♦ Nick Noyes ♦ Joel Ruiz  
John Markatos, Interim Superintendent/Principal

**TWO ROCK UNION SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Special Meeting of July 10, 2025**

-3-

**ITEM:** APPROVAL OF THE RYLAND STRATEGIC BUSINESS CONSULTING SERVICES CONTRACT FOR 2025-26

**PREPARED BY:** JOHN MARKATOS, INTERIM PRINCIPAL/SUPERINTENDENT (CONSULTANT)

**TYPE OF ITEM:** CONSENT

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**PURPOSE:** For the Board of Trustees to approve the Ryland Strategic Business Consulting Services Contract for 2025-26

**BACKGROUND INFORMATION:** For the past 2-3 years, Two Rock has contracted out for general financial planning and part-time business services. These services include: preparation of first and second interim budget reports, annual budget development and closing the books including required budget transfers and journal entries, SACS forms, multi-year projections, narrative document, cashflow projections, and all related board agenda items, including PowerPoint presentation. It also includes support for negotiations and other necessary services to support the Superintendent/Principal and District operations.

**DETAILS:** The District has utilized the services of Chris Thomas, to serve as the District's Chief Business Official - Consultant through Ryland Strategic Business Consulting Services.

**Submitted/Recommended:** John Markatos, Consultant - Interim Principal/Superintendent

**Recommendation:** For the Board of Trustees to approve the Ryland Strategic Business Consulting Services Contract for 2025-26

**FINANCIAL INFORMATION:** Flat rate of \$3200 per month for approximately 20 hours per month of CBO Services. Additional services will be provided on an as needed basis and will be approved in advance at the standard rate of \$195/hour.

<p><b>RECOMMENDATION:</b> That the Board approve the Ryland Strategic Business Consulting Services Contract for 2025-26</p>
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## RYLAND STRATEGIC BUSINESS CONSULTING SERVICES CONTRACT

This contract is made by and between STLR Corp, dba RYLAND STRATEGIC BUSINESS CONSULTING (Contractor) and the TWO ROCK UNION SCHOOL DISTRICT. Contractor will provide financial and business office services (described more specifically below) as needed and directed by District staff. In consideration of the listed services provided, the TWO ROCK UNION SCHOOL DISTRICT will pay to Contractor monthly fees of \$3,200 for professional services. Additional services will be approved in advance and billed at our standard rate of \$195 per hour. All charges, including expenses, will be approved by the Superintendent of the TWO ROCK UNION SCHOOL DISTRICT. Expenses are defined as actual, out-of-pocket expenses, such as lodging, meals, telephone charges, express or overnight mail charges, etc. The District will be billed on a monthly basis for fees and expenses. The term of this contract is twelve months.

RYLAND STRATEGIC BUSINESS CONSULTING will provide general financial planning and part-time business services to TWO ROCK UNION SCHOOL DISTRICT including: preparation of first and second interim budget reports, annual budget development and closing the books including required budget transfers and journal entries, SACS forms, multi-year projections, narrative document, cashflow projections, and all related board agenda items, including PowerPoint presentation.

It is expressly understood and agreed to by both parties that the Contractor, while carrying out and complying with any of the terms and conditions of this agreement, is a corporation licensed in California and not an employee of the District. This contract may be terminated by either party with 30 days' notice. In the case of early termination, TWO ROCK UNION SCHOOL DISTRICT will be entitled to completion of all work in progress at its option, and RYLAND STRATEGIC BUSINESS CONSULTING will be entitled to payment in full of all expenses and fees incurred.

AGREED:

\_\_\_\_\_  
John Markatos, Interim Superintendent  
TWO ROCK UNION SCHOOL DISTRICT

s/ Teresa R Ryland  
\_\_\_\_\_  
President  
RYLAND STRATEGIC BUSINESS CONSULTING

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**TWO ROCK UNION SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Special Meeting of July 10, 2025**

**ITEM:**                    **APPROVAL OF THE EMPLOYMENT CONTRACT FOR JOSHUA M. WILSON AS THE SUPERINTENDENT/PRINCIPAL FOR TWO ROCK UNION SCHOOL DISTRICT EFFECTIVE JULY 1, 2025**

**PREPARED BY:**    **JOHN MARKATOS, INTERIM PRINCIPAL/SUPERINTENDENT (CONSULTANT)**

**TYPE OF ITEM:**    **ACTION**

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**PURPOSE:** For the Board of Trustees to approve the Superintendent/Principal Contract for Joshua M. Wilson.

**BACKGROUND INFORMATION:** The former Superintendent/Principal resigned as of March 16, 2025. After a robust recruitment process to identify a new Superintendent/Principal, the Board selected Joshua M. Wilson to serve as the new Superintendent/Principal effective July 1, 2025. He was appointed to the position on June 26<sup>th</sup> pending ratification of his employment contract on July 10, 2025.

**DETAILS:** The Board selected and appointed Joshua M. Wilson to serve as Principal/Superintendent for the Two Rock Union School District.

**Submitted/Recommended:** John Markatos, Consultant - Interim Principal/Superintendent

**Recommendation:** For the Board of Trustees to approve the Employment Contract with Joshua M. Wilson to serve as Principal/Superintendent for Two Rock Union School District.

**FINANCIAL INFORMATION:** See details of contract attached.

**RECOMMENDATION:** That the Board approve the Employment Contract with Joshua M. Wilson to serve as Principal/Superintendent for Two Rock Union School District.



## EMPLOYMENT AGREEMENT

### Superintendent/ Principal

This Employment Agreement ("Agreement") is made effective July 1, 2025, by and between the Two Rock Union Elementary School District ("District") and Joshua M. Wilson ("Employee").

1. Subject to the terms and conditions set forth below, District hereby employs Employee as Superintendent/Principal for a term commencing on July 1, 2025, and ending June 30, 2028. Employee shall devote approximately 40% of work time to the duties of the Superintendent and 60% to the duties of Principal.
2. **Salary.** Employee's annual salary, payable in twelve equal monthly payments, shall be One Hundred Eighty Five thousand dollars (\$185,000).
  - a. If Employee earns an overall rating of "satisfactory," or better, on his or her annual evaluation, as determined by a majority of the Governing Board ("Board"), Employee shall receive a salary increase effective July 1 of the next school year. The salary increase shall be 2.5% or equal to the percentage increase to the District's certificated salary schedule for the same period, whichever is greater. The increase shall be in addition to any other increases approved by the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.
  - b. In addition to salary, Employee will receive a stipend equivalent to \$1,400 for each master's degree and \$1,400 for each doctorate degree he/she has earned in a field or fields directly related to education. Subject to Employee's submittal of documentation verifying eligibility, the stipend shall be due and payable in twelve equal monthly payments.
3. **Duty Days.** Employee shall be required to render a total of 225 days of full and regular services to the District during the term of this Agreement. By July 31, 2025 Employee shall provide to the Board a proposed work calendar which, after approval, may be modified from time-to-time subject to notice and approval of the Board or Board President. Employee shall schedule non-duty days so as to avoid as much as reasonably possible disruption to school and school district operations and performance of his or her duties and responsibilities.
4. **Employee's Superintendent Duties.**
  - a. **General Duties.** Employee shall perform the duties of District Superintendent as prescribed by the laws of the State of California and the District's job description for the Superintendent, if any. Employee shall have primary responsibility for execution of board policy and performance of the duties prescribed by law including, but not limited to Education Code sections 35035 and 42130. Employee



shall be the Board's Chief Executive Officer and shall be responsible for any duties authorized by the Board pursuant to Education Code section 17604.

- b. **Personnel Matters.** Employee shall have primary responsibility in making recommendations to the Board regarding all personnel matters, including selection, assignment and transfer and dismissal of employees. Employee evaluates all employees in accordance with any applicable collective bargaining agreement or, if no collective bargaining agreement applies, at least annually.
  - c. **Administrative Functions.** Employee shall: (1) review all policies adopted by the Board and make appropriate recommendations to the Board; (2) periodically evaluate or cause to be evaluated all District employees; (3) advise the Board of sources of funds that might be available to implement present or contemplated District programs; (4) assume responsibility for those duties specified in Education Code section 35035; (5) endeavor to maintain and improve his or her professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate professional associations; (6) establish and maintain positive community, staff and Board relations; (7) serve as liaison to the Board with respect to all matters of employer-employee relations and make recommendations to the Board concerning those matters; (8) recommend to the Board District goals and objectives; (9) unless unavoidably detained, attend all regular, special and executive session meetings of the Board; and (10) on behalf of the Board, Employee may accept the resignation of any employee effective upon receipt, or if authorized by the Board, upon a later date.
5. **Employee's Principal Duties.** Employee shall perform the duties of Principal job description attached hereto as Exhibit A.
6. **Outside Professional Activities.** With prior approval of the Board, Employee may undertake for consideration outside professional activities, including, but not limited to, consulting, speaking and writing, so long as such outside professional activities do not, in the Board's sole judgment, interfere with Employee's performance of his or her duties. Employee's outside professional activities shall not occur during work hours. In no event will the Board be responsible for any expenses attendant to the performance of such outside activities.
7. **Evaluation.**
- a. **Goals.** By the date of the Board's regular meeting in August, and by July 1 for each subsequent year in the term of this Agreement, Employee shall develop proposed annual performance goals and objectives for the Board's review. Board shall approve, modify, and/or develop different or additional annual goals and objectives for Employee by the Board's regular meeting in June.



- b. **Progress Review.** By February 28 of each year, the Board and Employee shall meet to provide feedback regarding Employee's progress toward the goals and objectives and overall performance of his or her duties and responsibilities. The parties may mutually agree to modification of the goals and objectives.
  - c. **Written Evaluation.** No later than May 31 of each year, the Board will provide a written evaluation ("Annual Evaluation") to Employee of his or her performance of duties and responsibilities as set forth in this Agreement, as provided by law, and as specified in Employee's job description, if any, and his or her progress toward the performance goals and objectives. The Annual Evaluation shall include an overall performance rating of "satisfactory" or "unsatisfactory."
  - d. **Extension of Term.** If Employee receives an overall performance rating of "satisfactory" on his or her Annual Evaluation for the 2025-2026 school year, the term of this Agreement shall be extended to June 30, 2029, by action of the Board at a regular meeting in accordance with applicable law.
  - e. **Evaluation Meeting.** If the Board concludes that Employee's performance is unsatisfactory, the Board shall, if requested by Employee meet to discuss the Annual Evaluation with Employee within a reasonable time after receipt of the request. The Board, unless otherwise required by law or by written agreement of the parties, shall maintain, as confidential, the content of Employee's evaluation.
  - f. **Board Meeting Agenda.** Employee shall place all matters related to Employee's evaluation on the Board's agenda for timely consideration under this Agreement.
8. **Fringe Benefits.** Employee shall select health, dental and vision benefits under the plans available to other certificated employees of the District. Vision and dental insurance shall be provided at no cost to Employee. Employee shall be responsible for any health benefits costs in excess of the District's contribution and agrees that his or her contribution shall be made by payroll deduction.
9. **Automobile.** To the fullest extent permitted by law Employee is required to have a valid California driver's license and vehicle available at all times to exercise the powers and to perform the duties of the position. To reimburse Employee for this vehicle requirement, including mileage within Sonoma County, Employee shall receive a stipend of five hundred dollars (\$500.00) per month.
10. **Cell Phone.** Employee is required to have a cell phone to perform the duties of his or her employment. To reimburse Employee for this cell phone requirement, Employee shall receive a stipend of one hundred (\$100.00) per month.
11. **Sick Leave.** Employee shall earn a total of twelve (12) days of sick leave (one (1) day/month) over the term of this Agreement. On a semiannual basis (by January and June of each year), Employee shall report to the Board in writing his or her use of sick leave.



12. **Professional Meetings / Associations.** Employee may attend appropriate professional development meetings at the local and state level and shall report periodically to the Board his or her appraisal of such meetings. Employee's attendance and reimbursement for related costs shall be subject to the Board's prior approval for any overnight meetings and for any meetings outside of Sonoma County. The District will pay the annual fee for Employee's membership in the Association of California School Administrators, Association for Supervision and Curriculum Development, and Small School District's Association. In addition, the District will pay for the Employee's participation in the ACSA Superintendents Academy.
13. **Expense Reimbursement.** Except for automobile mileage within Sonoma County and other automobile expenses, and subject to paragraph 12, the District shall reimburse Employee for actual and necessary expenses incurred by Employee within the scope of employment so long as such expenses are permitted by District policy or incurred with the prior approval of the Board. At the Board's or Board President's request Employee shall submit his or her written expense claim to the Board for expenses. All employee expense claims shall be supported by itemized receipts and, if requested by the Board, Board President, or Chief Business Official, other appropriate written documentation verifying the contents of the report prior to the Board's authorization of reimbursement.
14. **Termination of Contract.**
  - a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board and Employee upon thirty (30) days prior written notice.
  - b. **Nonrenewal of Contract by the District.** The Governing Board may elect not to renew this Agreement for any reason by providing the Superintendent/Principal with written sixty (60) days written notice prior to the expiration of this Agreement, in accordance with Education Code section 35031. The Superintendent/Principal shall inform each member of the Board of this notice requirement on or before January 1 of the year in question. It is expressly understood and agreed that the provisions and notice requirements of Education Code section 44951 do not apply.
    - i. The parties agree that, if Employee fails to give timely notice as required under this paragraph, the last day for giving notice shall be extended by sixty (60) days, or by the number of days that have elapsed between the date of the Board's regular January meeting and the date Employee gives notice to each Board member, whichever is later. Notice shall be effective upon personal service, or email addressed to each Board member's District assigned email address, or placement in the U.S. Mail, postage prepaid and addressed to Employee at his or her address on file in the District Office.
  - c. **Termination of Status as a Certificated Employee.** Employee's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.



- d. **Termination for Cause.** Employee's status as Superintendent/Principal and all of Employee's related rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract; any ground enumerated in the Education Code; or Employee's failure to perform his or her responsibilities as set forth in this Agreement, as defined by law, or as specified in Employee's job description, if any. The Board shall not terminate this Agreement as to Employee's employment as Superintendent/Principal until a written statement of the grounds of termination has first been served upon Employee. Employee shall then be entitled to a conference with the Board at which time the Superintendent shall be given a reasonable opportunity to address the Board's concerns. Employee shall have the right to have a representative of his or her choice at the conference with the Board. The conference with the Board shall be Employee's exclusive right to any hearing otherwise required by law.
- e. **Termination Without Cause.** The Board unilaterally, and without cause, may terminate this Agreement and Employee's status as Superintendent/Principal upon provision of written notice to Employee. In consideration of the Board's right to terminate without cause, the District shall pay to Employee a sum equal to six (6) months of his or her monthly salary, effective the date of termination for a period of six (6) consecutive months, or shall pay the number of months remaining in the term of this Agreement, whichever is shorter.
  - i. Payments pursuant to this paragraph shall be made on the same monthly installment basis as for active employees, unless the parties mutually agree to alternative payment terms.
- f. **Fiscal Mismanagement.** However, if the District terminates this Agreement and believes, and subsequently confirms pursuant to an independent audit, the Superintendent/Principal has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the District shall not provide any cash or noncash settlement to the Superintendent/Principal. If the Superintendent/Principal elects to contest the Board's determination in this regard, the Superintendent/Principal may request a hearing before an administrative law judge who shall determine the amount of the cash settlement in accordance with the requirements of Government Code Section 53260, subdivision (b).
- g. **Abuse of Office.** Pursuant to Government Code 53243.2, any funds paid to or for Employee after termination of this Agreement shall be fully reimbursed to the District by Employee upon his or her conviction of a crime involving the "abuse of office or position" as defined by Government Code section 53243.4. Such funds include, but are not limited to, wages, attorneys' fees, legal costs, and other expenses paid by District in connection with defense of Employee against the criminal charges. If at any time Employee is placed on paid administrative leave pending an investigation into his or her conduct and Employee is later convicted of a crime involving "abuse of office or position," Employee shall immediately repay to District any and all funds and salary paid during the paid administrative leave. Such funds include, but are not limited to, wages, attorneys' fees, legal costs, and



other expenses paid by District in connection with defense of Employee against the criminal charges.

- h. **Tax/Retirement Liability.** Notwithstanding any other provision of this Agreement, the District shall not be liable for any retirement of state/federal tax consequences to the Superintendent/Principal, or to any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent/Principal. The Superintendent/Principal shall assume sole responsibility and liability for all state or federal tax consequences of this agreement and all relative payroll and retirement consequences, including, but not limited to, all tax and retirement consequences stemming from any payments made to the Superintendent/Principal as a result of the termination without cause provision of this Agreement, retirement payments, expense reimbursements, and payments for insurance. The Superintendent/Principal agrees to defend, indemnify, and hold the district harmless from all such tax, retirement and similar consequences.

**15. Notification by Superintendent/Principal Prior to Seeking Other Employment.** The Superintendent/Principal shall immediately notify the Board in writing if the Superintendent/Principal becomes a final candidate for another position with any other employer.

**16. General Provisions.**

- a. **Governing Law and Venue.** This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California, including, to the extent applicable, Government Code sections 53243 to 53243.4 inclusive. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court in and for Sonoma County, California.
- b. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. **No Assignment.** Employee may not assign or transfer any rights granted or obligations assumed under this Agreement.
- d. **Seniority.** Employee shall be considered a 0.60 F.T.E. school site administrator for purposes of Education Code section 44956.5.
- e. **Modification.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.



- f. **Severability.** If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.
- g. **Indemnity.** The District shall indemnify, defend and hold Employee free and harmless from any and all demands, claims, suits, actions, and legal proceedings to the extent mandated by Government Code sections 825 and 995.
- h. **Independent Review.** The Superintendent/Principal has had the opportunity to obtain, and has obtained, independent legal or other professional advice with regard to this Agreement, and the consequences thereof, including tax and retirement consequences. The Superintendent/Principal acknowledges that the terms of this Agreement have been read and fully explained to him or her by his or her representative(s) and that those terms are fully understood and voluntarily accepted.
- i. **Construction.** Because both parties have had an opportunity to review this Agreement, to consult with counsel before executing it, and to propose changes to its language, this Agreement shall not be construed more strongly in favor of or against either party.
- j. **Binding Effect.** This agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- k. **Execution.** This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.
- l. **Board Approval.** This agreement shall not take effect until its approval by District's Board as required by law.

i. Board Approval date \_\_\_\_\_

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

## **Exhibit A**

### **Job Description - Principal Two Rock School**

#### **Nature of Position:**

Under the direction of the Board of Trustees, serves as the educational leader and chief administrator of Two Rock School.

Consistent with the educational goals of the District, administers and supervises the total school program, providing educational leadership for students and staff members.

Organizes, directs, supervises, and evaluates site personnel.

Participates in staff, student, and community activities.

Oversees school site operations.

#### **DUTIES AND RESPONSIBILITIES**

##### **Educational Leadership:**

Establishes positive relationships with teachers, staff, parents, and students with respect and the highest level of professionalism.

Collaborates with staff, parents, and community when decisions affect them but is appropriately decisive.

Develops and recognizes teacher/staff leaders.

Demonstrates innovation, leadership, and expertise in K-6 research-based pedagogy.

Leads instructional staff in aligning curriculum, instruction, and assessment with state standards.

Identifies, implements, and monitors school-wide strategies that challenge high achievers and accelerates learning for historically underserved and low achievers.

Incorporates culturally responsive strategies.

Oversees scheduling and implementation of a rigorous academic program for all students

Drives and supports implementation of the District's strategic plan, sets the tone and culture of the school, and ensures school-wide accountability for student achievement.

Serves as the Director of Special Education, attends IEPs, and is the 504/SST Coordinator.

Serves as the District Title IX Coordinator.



School Culture:

Creates an engaging, positive, and inclusive school culture and climate that supports student learning.

Facilitates a caring learning community where students and adults feel safe, connected and respected.

Influences a school culture conducive to continuous improvement for students and staff.

Fosters, recognizes, and supports fair and equitable treatment and consideration for all.

Management & Organization:

Supervises, observes, coaches, and evaluates school staff.

Models District standards of ethics and professionalism.

Follows District policies and applicable collective bargaining agreements in the evaluation of teachers/staff.

Takes appropriate steps when employees do not meet performance expectations or engage in misconduct.

Visits classrooms and uses observation data to give feedback to teachers and to document performance.

Monitors, assists, and evaluates staff implementation of school improvement plans and effective instructional and assessment practices.

Accesses resources and people to assist instructional staff.

Provides for the professional development needs of teachers and staff.

Encourages staff to engage in learning.

Increases understanding and use of best professional practices.

Manages site operations.

Development and oversight of the District Local Control and Accountability Plan (LCAP).

Oversight of District Budget, ensuring alignment with the LCAP.

Coordination, implementation, preparation and approval of various Federal and State Reports including, but not limited to the Instructional Continuity Plan, Extended Learning Opportunities Plan, and Annual Transportation Plan.



Communicates effectively verbally and in writing.

Increases understanding and use of current professional skills in technology, systems thinking and other areas.

Develops systems, personally and within the school that causes the school to operate efficiently.

Equitably distributes responsibilities to staff, matching strengths with duties, when possible.

Solves problems effectively and mediates conflict when it occurs.

Seeks assistance from the district personnel in a collaborative manner.

Makes day-to-day decisions needed to run the school.

Attends administrative, management, school board meetings, and other meetings as required by the position.

#### Parent & Community Engagement:

Assists with the development of effective community relationships.

Seeks community support to form new partnerships as aligned with the District's mission, vision, and strategic priorities.

Involves staff in partnership activities.

Maintains positive media relationships.

Responds promptly and appropriately to parent concerns.

Develops and maintains an atmosphere of equity, transparency, confidentiality and trust.

Actively engages parent participation, cooperation, and support for student achievement.

Interacts with parents on a regular basis and maintains a variety of communication methods to provide timely and important information.

Plans and/or conducts regular parent meetings, trainings, and information sessions.

#### **Knowledge, Abilities and Experience:**

Demonstrated knowledge of instructional leadership, curriculum development, program design, teaching and learning, and student services at the elementary level.

Knowledge of relevant California statutes and regulations, school accountability systems, resources and organizations.

Ability to motivate, encourage, and work with staff and students to ensure outstanding performance as well as positive engagement and morale.

Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively.

Demonstrated culturally proficient leadership and cultural competence through behaviors, actions, and decision making.

Demonstrated proficiency using technology in the performance of job duties.

Ability to review and analyze data from multiple sources to assist in making informed decisions leading to improved student achievement.

Excellent organization, time management, and follow-up skills.

Demonstrated ability to successfully handle multiple projects concurrently.

Experience leading professional development and engaging community partners.

Experience leading adults to accomplish ambitious goals in the face of multiple challenges.

Bilingual/Bicultural/Bi-literate in Spanish highly desired.

Other School Site Administrative Duties as assigned.

**Minimum Qualifications:**

BA from Accredited College or University

Advanced Degree preferred

Minimum of five (5) years of successful classroom teaching experience

Three (3) years successful experience as a principal in a diverse educational environment preferred

Valid California Teaching & Administrative Services credentials

**Physical Requirements:**



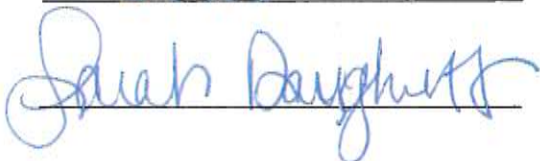
The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 50 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes sitting (50%), walking (25%), and standing (25%). This job is performed in a school environment that includes indoor and outdoor duties.





**RESOLUTION OF THE BOARD OF TRUSTEES OF TWO ROCK UNION SCHOOL DISTRICT  
AND TWO ROCK UNION SCHOOL DISTRICT REGARDING AUTHORIZATION OF  
DESIGNATED PERSONNEL TO SIGN CONTRACT AND AGREEMENT DOCUMENTS FOR  
FISCAL YEAR 2025-2026**

**WHEREAS** this resolution must be adopted to certify the approval of the Governing Board to enter into contracts and agreements and authorize the designated personnel to sign contract and agreement documents for Two Rock Union School District authorize the persons who are listed below to sign contracts and agreements for the Governing Board:

NAME AND TITLE	SIGNATURE	EFFECTIVE DATE
Joshua M. Wilson Superintendent/Principal		July 1, 2025
Chris Thomas Chief Business Official, Consultant		July 1, 2025
Sarah Daugherty, Assistant Business Manager		July 1, 2025

The foregoing resolution was introduced by Board Member \_\_\_\_\_ who moved its adoption, seconded by Member \_\_\_\_\_ and adopted on roll call by the following vote:

MAAS: \_\_\_\_ MARTIN: \_\_\_\_ NOYES: \_\_\_\_ RUIZ: \_\_\_\_ SILVESTRINI: \_\_\_\_

**WHEREUPON**, the President declared the above resolution adopted, and SO ORDERED this 10th day of July 2025. \_\_\_\_\_ MAAS



## SIGNATURE AUTHORIZATION FORM

-18-

TO: Sonoma County Office of Education

FROM: \_\_\_\_\_ # \_\_\_\_\_  
(School District or Charter School)

FISCAL YEAR: \_\_\_\_/\_\_\_\_

Complete this section for annual listings of authorized signatures or to add employees to the list.

This is an: \_\_\_\_ Annual Listing \_\_\_\_ Addition

Indicate items the following persons are authorized to sign for:

A – Payroll Warrants    B – AP Warrants

Name (Type or Print)	Signature	Circle Items Authorized	
_____	_____	A	B
_____	_____	A	B
_____	_____	A	B
_____	_____	A	B
_____	_____	A	B
_____	_____	A	B
_____	_____	A	B
_____	_____	A	B

Permissible to send Payroll AV? \_\_\_\_ YES \_\_\_\_ NO

Note: Authorizations remain in effect for the entire fiscal year or until a request for change or deletion is filed with External Fiscal Services.

Complete this section to delete authorized signatures.

The following person(s) should be deleted from the signature authorization list:

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

DISTRICT SUPERINTENDENT

DATE

PLEASE SEND ORIGINAL FORM TO: SCOE BUSINESS SERVICES

ATTN: DIRECTOR EXTERNAL PAYROLL AND FINANCE

Revised 7/2/2018