



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

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

**October 9, 2025
Closed Session 3:30 PM
Open Session 4:30 PM
STEAM Room 12**

- 1. CALL TO ORDER**
A. ROLL CALL
- 2. CLOSED SESSION**
 - 2.1 Announcement of Closed Session Items**
 - 2.2 Closed Session Agenda**
 - 2.2A Personnel- Employment (Pursuant to Government Code §54947 b)**
 - 2.2B Conference with Labor Negotiator (Pursuant to Government Code §54957.6)**
Name of Agency Negotiator: Josh Wilson
Name of organization representing employees: TREA
- 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 October 9, 2025.**
- 5. PUBLIC COMMENT**
Members of the public may address the Board concerning any item of interest within the subject matter jurisdiction of the Board. No discussion or action shall be taken on any item not appearing on the Agenda. Each person will be allowed up to three (3) minutes per item.
- 6. CONSENT ITEMS**
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.
 - 6.1 Approval of Board minutes from September 4, 2025** **PG. 1-5**
 - 6.2 Approval of the Accounts Payable Reports; September 2025** **PG. 6-8**
 - 6.3 Personnel Addendum** **PG. 9-10**
 - 6.4 Approval of MOU Extension for SPED Director Barbara Bates-Stokes** **PG. 11-12**

Board of Trustees

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

Action

Motion:

Second:

Aye:

Nay:

7. REPORTS/PRESENTATIONS:

- 7.1 TREA Representative -
- 7.2 CSEA Representative -
- 7.3 TRSEF Representative -
- 7.4 USCG Representative -
- 7.5 Superintendent's Report -

8. DISCUSSION ITEMS

8.1 SCOE Approval of Adopted Budget for 2025-2026

Background:

8.2 SCOE Approval of LCAP for 2025-2026

Background:

9. ACTION ITEMS

9.1 Quarter 3 Williams Quarterly Report

PG. 13-14

Background: Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.

9.2 Declaration of Need for Emergency CLAD Permit for the 2025-2026 School Year

PG. 15-19

Background: CA Ed Code 60119 requires school districts to provide notice that sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum framework.

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 November 13, 2025

13. SIGNING OF PAPERS -

Board of Trustees

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

ADJOURNMENT

Posted By:



Josh Wilson, 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
Josh Wilson, Superintendent/Principal

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

REGULAR MEETING OF OCTOBER 9, 2025

ITEM: APPROVAL OF THE MINUTES FOR SEPTEMBER 4, 2025

PREPARED BY: JOSH WILSON, PRINCIPAL/SUPERINTENDENT

TYPE OF ITEM: CONSENT

PURPOSE: For the Board of Trustees to approve the minutes of the September 4, 2025 Board of Trustees Regular Meeting.

BACKGROUND INFORMATION: The California education code 35145 states that in meetings of the governing board of any school district "All minutes shall be taken at all of those meetings, recording all actions taken by the governing board. The minutes are public records and shall be available to the public."

DETAILS: The Board Approve the minutes attached, which have been drafted in accordance with California education code 35145.

Submitted/Recommended: Josh Wilson, Principal/Superintendent

Recommendation: For the Board of Trustees to approve the minutes of the September 4, 2025, Board of Trustees Regular Meeting.

FINANCIAL INFORMATION: None

RECOMMENDATION: That the Board approve minutes of the September 4, 2025 Board of Trustees Regular Meeting.



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

**September 4, 2025
Closed Session 3:30 PM
Open Session 4:00 PM
STEAM Room 12**

- 1. CALL TO ORDER**
A. ROLL CALL 3:30 PM, Gayleen Maas, John Martin, John Silvestrini present. Joel Ruiz arrived at 4:17pm. Not present Nicolas Noyes
- 2. CLOSED SESSION**
 - 2.1 Announcement of Closed Session Items**
 - 2.2 Closed Session Agenda**
 - 2.2A Personnel- Employment (Pursuant to Government Code §54947 b)**
 - 2.2B Conference with Labor Negotiator (Pursuant to Government Code §54957.6)**
Name of Agency Negotiator: Josh Wilson
Name of organization representing employees: TREA
- 3. RECONVENE TO PUBLIC MEETING**
Report of any actions taken during Closed Session (if necessary). 4:00pm, no actions taken
- 4. ADOPTION AND APPROVAL OF AGENDA**
 - 4.1 Approval of the Agenda for September 4, 2025.**
- 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.

Speaker Ramona from Healthy Petaluma spoke on a new initiative Healthy Petaluma is hosting for all schools in Petaluma to teach students and families about technology and mental health.
- 6. CONSENT ITEMS**
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.

Board of Trustees

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

6.1	Approval of the Accounts Payable Reports; August 2025	PG. 1-2
6.2	Approval of Board minutes from August 7, 2025	PG. 3-8
6.3	MOU SPED Director Barbara Bates-Stokes	PG. 9-10
6.4	Personnel Addendum	PG. 11-12
6.5	Approval of 2025-2026 Psychologist Contract with Jordanna Wood	PG. 13-14
6.6	Approval of Addendum of Revolution Foods Meal Prices for 2025-2026	PG. 15-17

-3-

Action

Motion: JS Second: JM Aye: 3 Nay: 0

7. REPORTS/PRESENTATIONS:

- 7.1 TREA Representative - Not present
- 7.2 CSEA Representative - Not present
- 7.3 TRSEF Representative - Tara Pryka, president- TRSEF Board Elections are active. Hosting monthly dine and donates with local restaurants to fundraise, and support the local economy. November 6th is the annual Spaghetti and Silent Auction Dinner.
- 7.4 USCG Representative - Not present
- 7.5 Superintendent's Report - Enrollment is at 147 students. Facilities and Maintenance is ongoing and focusing on beautification efforts. Curriculum is currently piloting Bridges and Next Gen Math as supplemental resources. Back to School night is tonight at 5:30pm in the Multi Purpose Room.

8. DISCUSSION ITEMS

8.1 PUBLIC HEARING REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Background: CA Ed Code 60119 requires school districts to provide notice that sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum framework. Public Hearing was opened at 4:17pm, no public comment, Public Hearing was closed at 4:20 pm.

9. ACTION ITEMS

9.1 APPROVAL OF GANN LIMIT RESOLUTION 2025-09 PG. 18-25

Background: Established in 1979 as part of proposition 4, the constitutional amendment placed limits on the allowable expenses for the state and local governments. Local educational agencies are required to report whether it met or did not meet the requirements.

Public Comment: No comment

Board Discussion: No increase to the GANN Limit from last year.

Action

Motion: JM Second: JR Aye: 4 Nay: 0

9.2 RESOLUTION 2025-10 REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS PG. 26-27

Board of Trustees

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

Background: CA Ed Code 60119 requires school districts to provide notice that sufficient textbooks - 4 - and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum framework.

Public Comment: No comment

Board Discussion: All students have sufficient instructional materials

Action

Motion: JM Second: JS Aye: 4 Nay: 0

9.3 2024-2025 UNAUDITED ACTUALS

PG. 28-110

Background: At the end of the fiscal year, the District has 75 days to close the books. The board must take actions to accept the Unaudited Actuals and submit to the County Office of Education by September 15, 2025.

Public Comment: No comment

Board Discussion: CBO Consultant Chris Thomas presented Unaudited Actuals.

Action

Motion: JM Second: JR Aye: 4 Nay: 0

9.4 RESOLUTION 2025-11 OF SURPLUS OF DISTRICT INVENTORIED PROPERTY

PG. 111-115

Public Comment: No comment

Board Discussion: Superintendent Wilson presented that the District's IT Consultants will recycle the obsolete technology.

Action

Motion: JM Second: JS Aye: 4 Nay: 0

Background: The District is seeking to dispose of obsolete instructional materials and technology per CA Ed Code 60510 (60530).

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 October 9, 2025

13. SIGNING OF PAPERS -

14. ADJOURNMENT

Public Comment: No comment

Board Discussion: No comment

Action

Motion: JS Second: JR Aye: 4 Nay: 0

Board of Trustees

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

Posted By:

-5-



Josh Wilson, Superintendent

Accessibility Accommodations

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Board of Trustees

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Josh Wilson, Superintendent/Principal

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

REGULAR MEETING OF OCTOBER 9, 2025

**ITEM: RATIFICATION OF THE WARRANT REGISTER FOR WARRANTS
ISSUED SEPTEMBER 1, 2025 THROUGH SEPTEMBER 30, 2025 FOR
TWO ROCK UNION SCHOOL DISTRICT**

PREPARED BY: JOSH WILSON, PRINCIPAL/SUPERINTENDENT

TYPE OF ITEM: CONSENT

PURPOSE: For the Board of Trustees to ratify the Warrant Register for Warrants issued from September 1, 2025 through September 30, 2025.

BACKGROUND INFORMATION: The Warrant Register reflects the vendor's name, date paid, amount of warrant, and budgetary account charged.

DETAILS: The Board ratifies the minutes attached, which have been drafted in accordance with California Education Code 35145.

Submitted/Recommended: Josh Wilson, Principal/Superintendent

Recommendation: For the Board of Trustees to approve the warrants issued by the Two Rock Union School District from September 1, 2025, to September 30, 2025.

FINANCIAL INFORMATION: Warrants are paid in accordance with the Board-adopted budget and generally accepted accounting methods. A detailed listing of monthly warrants is available in the Business Office

RECOMMENDATION: For the Board of Trustees to ratify the Warrant Register for Warrants issued from September 1, 2025 through September 30, 2025.

Checks Dated 09/01/2025 through 09/30/2025			Board Meeting Date October 9, 2025		
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
2115322	09/03/2025	AT&T	01-5911		50.20
2115323	09/03/2025	Wilson, Joshua	01-4390	149.84	
			01-5200	472.77	622.61
2115324	09/03/2025	All-Guard Alarm Systems	40-6200		7,055.00
2115325	09/03/2025	Amazon Capital Services, Inc.	01-4300	325.50	
			01-4310	337.26	
			01-4350	415.97	
			01-4351	537.00	1,615.73
2115326	09/03/2025	AT&T CALNET 3	01-5911		1,152.98
2115327	09/03/2025	County Of Sonoma	01-5839		1,025.00
2115328	09/03/2025	JetMulch Inc.	01-4390		3,482.95
2115329	09/03/2025	KUEHG Corp.	01-9510		4,012.00
2115330	09/03/2025	Nature Science Pest Control	01-5800		225.00
2115331	09/03/2025	Pacific Gas & Electric	01-5520		1,317.54
2115332	09/03/2025	Petaluma Schools - Business	01-9510		13,619.00
2115333	09/03/2025	Sonoma Technology Partners	01-4445	14,096.96	
			01-5800	4,805.00	18,901.96
2115334	09/03/2025	Whole Child Occupational Thera py PC	01-5830		2,323.75
2116115	09/05/2025	Magana, Guillermo	01-4300	53.96	
			01-5201	44.10	98.06
2116116	09/05/2025	Johnson, Brenda J	01-4310		21.46
2116117	09/05/2025	Amazon Capital Services, Inc.	01-4300	263.23	
			01-4310	64.44	327.67
2116118	09/05/2025	US Bank Corporate Payment Systems	01-4300	1,067.73	
			01-4310	330.00	
			01-4340	29.25	
			01-4390	362.14	
			01-5800	1,847.86	3,636.98
2116119	09/05/2025	McGraw-Hill	01-4110		755.19
2116120	09/05/2025	Pacific Gas & Electric	01-5520		32.44
2116121	09/05/2025	Sonoma Technology Partners	01-5800		2,467.05
2116122	09/05/2025	SonomaLandscape	01-4390		773.49
2116813	09/10/2025	Cagwin & Dorward, LLC	01-5800		1,399.00
2116814	09/10/2025	Corner to Corner Cleaning	01-5830		19,730.90
2116815	09/10/2025	National Academy of Athletics	01-5830		980.00
2116816	09/10/2025	Petaluma Mechanical, Inc.	01-5630		1,056.64
2116817	09/10/2025	Santa Rosa Fire Equipment	01-5630		1,055.63
2116818	09/10/2025	WOW, LLC	01-5830		5,305.00
2116819	09/10/2025	Sonoma Technology Partners	01-5800		358.90
2116820	09/10/2025	Square Grove, LLC Uplift Desk and the Human Sol.	01-4400		870.72
2116821	09/10/2025	Whole Child Occupational Thera py PC	01-5830		1,103.70
2119166	09/19/2025	Porter, Jacqueline	01-4310		272.49
2119167	09/19/2025	Amazon Capital Services, Inc.	01-4310	182.76	

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

 ERP for California

Page 1 of 2

Checks Dated 09/01/2025 through 09/30/2025			Board Meeting Date October 9, 2025		
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
2119167	09/19/2025	Amazon Capital Services, Inc.	01-4350	111.24	
			01-4390	61.63	355.63
2119168	09/19/2025	Amplify Education, Inc.	01-4340		127.00
2119169	09/19/2025	AT&T CALNET 3	01-5911		564.44
2119170	09/19/2025	Brady Industries NorCal, LLC.	01-4300		900.07
2119171	09/19/2025	Nature Science Pest Control	01-5800		225.00
2119172	09/19/2025	Office Depot	01-4350		848.49
2119173	09/19/2025	Petaluma Mechanical, Inc.	01-5630		1,884.71
2119174	09/19/2025	Recology Sonoma Marin	01-5560		530.46
2119175	09/19/2025	Roy's Sewer Service, Inc	01-5800		250.00
2119176	09/19/2025	CA Department of Justice Accounting Office / RMU	01-5862		32.00
2119177	09/19/2025	U.S. Bank Equipment Finance	01-5631	892.21	
			01-5881	39.62	931.83
2119178	09/19/2025	Petaluma Mechanical, Inc.	01-5630		2,939.60
2120473	09/26/2025	Causbrook, Robin V	01-4390		15.20
2120474	09/26/2025	Amazon Capital Services, Inc.	01-4300	233.16	
			01-4310	76.46	
			01-4390	32.06	341.68
2120475	09/26/2025	Corner to Corner Cleaning	01-5830		5,440.00
2120476	09/26/2025	McGraw-Hill	01-4110		598.95
2120477	09/26/2025	STLR	01-5830		4,370.00
2120478	09/26/2025	Sonoma County Office Of Educ.	01-5830	1,605.16	
			01-5840	75.00	1,680.16
2120479	09/26/2025	Sonoma Technology Partners	01-5800		427.80
Total Number of Checks			50		118,112.06

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	49	111,057.06
40	Spec Rsrve For Cap Outlay Proj	1	7,055.00
Total Number of Checks		50	118,112.06
Less Unpaid Tax Liability			.00
Net (Check Amount)			118,112.06

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

ERP for California

Page 2 of 2

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

REGULAR MEETING OF OCTOBER 9, 2025

**ITEM: APPROVAL OF PERSONNEL ADDENDUM FOR
OCTOBER 9, 2025 REGULAR BOARD MEETING**

PREPARED BY: JOSH WILSON, PRINCIPAL/SUPERINTENDENT

TYPE OF ITEM: CONSENT

PURPOSE: For the Board of Trustees to approve the Administration's recommended personnel transactions for the Two Rock Union School District.

BACKGROUND INFORMATION: This agenda item presents for Board approval the recommended personnel transactions for the Two Rock Union School District, as shown on the attached Exhibit.

All changes to personnel from the previous board meeting including resignations, leaves of absence, retirements, reassignments, new hires, changes of contract, returns from leave, releases and short-term assignments are included for Board approval.

DETAILS: The Board approval of all hiring, terminations, transfers, and retirements of employees in the Two Rock Union School District

Submitted/Recommended: Josh Wilson, Principal/Superintendent

Recommendation: For the Board of Trustees to approve the Personnel Addendum for the Two Rock Union School District for October 9, 2025.

FINANCIAL INFORMATION: See details.

RECOMMENDATION: That the Board approve the Personnel Addendum for the Two Rock Union School District.

ROUTINE PERSONNEL

October 2025

New Hires:

Estella Cisneros, long term substitute for a statutory leave - 9/30/25 - 3/20/26

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

REGULAR MEETING OCTOBER 9, 2025

ITEM: APPROVAL OF AGREEMENT EXTENSION WITH BARBARA BATES-STOKES FOR SPECIAL EDUCATION DIRECTOR SERVICES DURING THE 2025-2026 SCHOOL YEAR

PREPARED BY: JOSH WILSON, PRINCIPAL/SUPERINTENDENT

TYPE OF ITEM: CONSENT

PURPOSE: Approval the Agreement Extension with Barbara Bates-Stokes for 2025-2026 School Year.

BACKGROUND INFORMATION: The district contracts with Barbara Bates-Stokes to provide Special Education Director Services through September 30, 2025.

DETAILS: The District would like to extend the contract with Barbara Bates-Stokes to provide Special Education Director Services from October 1, 2025 to December 31, 2025. Employee's salary will be \$110 per hour.

Submitted/Recommended: Josh Wilson, Principal/Superintendent

Recommendation: For the Board of Trustees to approve the agreement extension with Special Education Director Barbara Bates-Stokes for the 2025-2026 School Year.

FINANCIAL INFORMATION: See details.

RECOMMENDATION: For the Board of Trustees to approve the agreement extension with Special Education Director Barbara Bates-Stokes for the 2025-2026 School Year.
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TWO ROCK UNION SCHOOL DISTRICT

EMPLOYMENT AGREEMENT

This agreement is between the Two Rock Union School District ("District") and **Barbara Bates-Stokes** ("Employee") who agree as follows:

1. **TERM OF AGREEMENT** : The term of this contract is for the dates commencing October 1, 2025 until December 31, 2025.
2. **CLASSIFICATION AND SALARY**: Employee's salary will be at \$110.00 per hour for the position of Special Education Director. Salary not to exceed \$7,500 for the 2025-2026 school year. A timesheet will be submitted at the end of each month and the Employee will be paid on or before the 10th of the subsequent month.
3. **LAWS**: This Agreement is made subject to the laws of California, applicable rules of the state Board of Education and the Governing Board of the Two Rock Union School District.
4. **CREDENTIAL**: Employee certifies that she holds the appropriate credential, as required by law for the specific services provided, and is authorized to provide service in the classification stated.
5. **NO OTHER AGREEMENT** : Employee certifies that she has not entered into a valid contract with the Governing Board of another school district which will in any way conflict with the services to be provided to Two Rock Unified School District.
6. **RELEASE FROM AGREEMENT** : Regardless of term indicated in this contract, you may be released from service to the District at any time at the Governing Board's discretion pursuant to Education Code Section 44951.

TWO ROCK UNION SCHOOL DISTRICT:

Employee:

Board of Trustees

Gayleen Maas, President • John Silvestrini, Clerk • John Martin • Joel Ruiz • Nick Noyes

Josh Wilson, Superintendent/Principal

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

REGULAR MEETING OCTOBER 9, 2025

ITEM: **APPROVAL OF QUARTER 1 QUARTERLY REPORT- WILLIAMS
UNIFORM COMPLAINTS (ED CODE 35186)**

PREPARED BY: **JOSH WILSON, PRINCIPAL/SUPERINTENDENT**

TYPE OF ITEM: **ACTION**

PURPOSE: Approval the 1st Quarter Williams Quarterly Report: July 2025 to September 2025.

BACKGROUND INFORMATION: On September 29, 2004, the Governor signed Senate Bill (SB) 550 (Chapter 900, Statutes of 2004). This urgency measure, which took effect immediately, implemented portions of the settlement agreement in the case of *Williams, et al. v. State of California, et al.* that impacted the School Accountability Report Card (SARC).

With respect to the SARCs published in the 2004–05 school year, SB 550 added additional reporting requirements relating to (1) any needed maintenance to ensure "good repair" of school facilities, (2) the number of teacher "misassignments" and "vacant teacher positions," and (3) the availability of "sufficient textbooks and other instructional materials."

California Department of Education staff developed reporting formats and data definitions to address the additional SARC requirements included in SB 550. The proposed reporting formats and data definitions were approved by the State Board of Education (SBE) at its November 2004 meeting and modified somewhat at the SBE's January 2005 meeting. The SARC template and data elements continue to be reviewed and approved by the SBE at their annual July board meeting.

DETAILS: The District is required to submit the 1st Quarter Report for any complaints received from July 2025 to September 2025.

SUBMITTED BY: Josh Wilson, Principal/Superintendent

FINANCIAL INFORMATION: See details.

RECOMMENDATION: That the Board of Trustees approve the Quarter 1 Quarterly Report-Williams Uniform Complaints.



Quarterly Report – Williams Uniform Complaints [Education Code § 35186]

District: Two Rock Union School District

Name & Title of Preparer: Josh Wilson, Superintendent

Quarter Reported: (check one) ☒ 1st Quarter: July 2025 through September 2025 – Due October 2025
☐ 2nd Quarter: October 2025 through December 2025 – Due January 2026
☐ 3rd Quarter: January 2026 through March 2026 – Due April 2026
☐ 4th Quarter: April 2026 through June 2026 – Due July 2026

Date for information to be reported publicly at governing board meeting: October 9, 2025

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. **Copies of the complaint and the district's written response will be submitted along with this report.**

General Subject Area	Number of Complaints Received	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials and Textbooks	0	0	0
Facility Conditions	0	0	0
Teacher Vacancy or Misassignment	0	0	0
TOTAL	0	0	0

Name & Signature of Superintendent

Date:

Sign and date the report **after** it is presented at your board meeting.
Please submit the executed report to SCOE EES via email at williams@scoe.org

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

REGULAR MEETING OCTOBER 9, 2025

**ITEM: APPROVAL OF DECLARATION OF NEED FOR FULLY QUALIFIED
EDUCATORS FOR TWO ROCK UNION SCHOOL DISTRICT FISCAL YEAR
2025-2026**

PREPARED BY: JOSH WILSON, PRINCIPAL/SUPERINTENDENT

TYPE OF ITEM: CONSENT

PURPOSE: For the Board of Trustees to approve the Declaration of Need for 1 Emergency CLAD Permit Holder for Fiscal Year 2025-2026.

BACKGROUND INFORMATION: The California Commission on Teacher Credentialing (CCTC) requires school districts that anticipate a need to hire emergency credentialed teachers to adopt a Declaration of Need for Fully Qualified Educators on an annual basis.

If a fully credentialed teacher cannot be found for a certificated vacancy in one of the specific areas identified by the state of California, the district may hire a teacher who qualifies for an emergency credential only if a Declaration of Need for Fully Qualified Educators has been adopted by the Board and filed with the CCTC. The areas of anticipated need are limited to CLAD certification, Resource Specialists, Education Specialists, difficult-to-fill single subject content areas, and Library Media Teacher Services. Should the district later determine that its original estimation of need is not sufficient, the CCTC will permit the district to submit a revision as appropriate.

The declaration also allows the district to request Limited Assignment Permits which authorizes fully credentialed teachers to acquire an authorization to teach in core academic areas outside of their credential area. An example of a teacher needing a Limited Assignment Permit is a middle school core teacher who has a credential to teach English but does not have a credential to teach history. A Limited Assignment Permit in social science would be requested, and the teacher is then authorized for the year to teach history. The teacher would have time to take additional courses or take the required subject matter exam in the core academic area.

DETAILS: Two Rock Union School District is requesting approval of a Declaration of Need for 1 Emergency CLAD permit.

SUBMITTED/RECOMMENDED: Josh Wilson, Principal/Superintendent

FINANCIAL INFORMATION: See details.

RECOMMENDATION: For the Board of Trustees to approve the Declaration of Need for 1 Emergency CLAD Permit Holder for Fiscal Year 2025-2026.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2025-2026

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Two Rock Union School District District CDS Code: 49709790000000

Name of County: Sonoma County Office of Education County CDS Code: 49104960000000

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 10/9/2025 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2026.

Submitted by (Superintendent, Board Secretary, or Designee):

John Silvestrini

Board Clerk

Name

Signature

Title

707-762-1923

707-762-6617

Fax Number

Telephone Number

Date

5001 Spring Hill Rd. Petaluma, CA 94952

Mailing Address

businessoffice@trusd.org

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subject(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	1
Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization:	
Resource Specialist	
Teacher Librarian Services	
Emergency Transitional Kindergarten (ETK)	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☒ Yes ☐ No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 2

If yes, list each college or university with which you participate in an internship program.

North Coast School of Education (NCSOE)
UMASS Global

If no, explain why you do not participate in an internship program.