

**MARK WEST UNION SCHOOL DISTRICT  
Minutes of the BOARD OF TRUSTEES MEETING  
Tuesday, September 10, 2019**

The meeting will be held at the Mark West District Office, in the Learning Center, 305 Mark West Springs Road, Santa Rosa, CA 95403

The meeting is open to the public at 5:30 P.M.

**1. CALL TO ORDER, ROLL CALL**

**Board Members**

Gary Saal, President  
Sara Azat, Clerk  
Brad Sherwood  
Brian Burke  
Victor McKnight

**Staff Members**

Ron Calloway, Superintendent  
Regina Cuculich, Assistant Superintendent of Business  
Rachel Valenzuela, Assistant Superintendent Educational Services  
Principals: Tracy Lavin-Kendall, Patrick Eagle, Emily Todd  
Michelle Franci  
Michael Smith, Director of Maintenance/Operation/Technology  
Claire Raggio, District Communications Coordinator  
Alicia Mills, District Executive Assistant

**PUBLIC PARTICIPATION**

*At this time, members of the public may seek clarification about any item on the Closed Session agenda for as long as the item is under the jurisdiction of the Board. Comments shall be limited to three minutes per person for a total of 20 minutes. Any person interested in the following items on the agenda will be allowed an opportunity to address the Board at this time.*

**2. CLOSED SESSION: 5:30PM**

- 2.1 Public Employment (Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs) (Government Code 54957)
- 2.2 Conference with Labor Negotiators pursuant to Section 54957.6: (Classified: CSEA; Certificated: MARFAC; Management; Confidential; District Negotiators: Regina Cuculich, Ron Calloway)

**3. STUDY SESSION: Board Study Session**

The Board will not hold a study session

**4. PUBLIC MEETING**

- 4.1 The meeting will be called to order at 6:00 P.M.
  - 4.2 Pledge of Allegiance
  - 4.3 Introductions
  - 4.4 Approval of Agenda Order
  - 4.5 Report Out of Closed Session
- There was no report out of closed session

**5. PRESENTATIONS/RECOGNITIONS**

There will be no presentations or recognitions

**6. BOARD CORRESPONDENCE**

**7. BOARD COMMUNICATIONS/MATTERS**

*(Board Communications/Matters item is provided for the purpose of sharing school-related activities, school visitations, conferences attended, meetings scheduled. Board members may share any district related issues with other members of the Board and Staff. No formal Board of Education action will be taken.)*

- Trustee Sherwood reported that he attended the MWAC meeting at which they discussed creating a group to support and implement improvements in the Larkfield, Wikiup and Coffey Park areas. Additionally, there will be a "2 year Stronger Together" commemoration event on Sunday, October 6<sup>th</sup>. The event will recognize the strength and resilience of the community and have numerous activities for kids.

## **8. ADMINISTRATIVE REPORTS**

### **8.1 School Reports/Principals**

- Tracy Kendall – Mark West Elementary
  1. For the first time, MWUSD will have a 5<sup>th</sup>/6<sup>th</sup> grade, co-ed, volleyball league. Very excited to see how this goes. Students are excited as well.
  2. Back to School Night was a huge success, great turn out
  3. Last site day, teachers worked on ELA; scope and sequence
  4. Mark West received a couple of donations provided additional buddy benches and materials for the Maker class
- Michelle Franci – Mark West Charter
  1. First volleyball game is tomorrow. A “donors choose” was established for the VB program and donations totaling \$1,024.00 have already been received without making it public. Dick’s Sporting Goods will match donations.
  2. The same offer has been extended to basketball coaches and will be to track coaches as well
  3. September 25<sup>th</sup>, the 8<sup>th</sup> grade will be presenting “family learning projects” from 9:00am-12:00pm in the Learning Center. All are invited to come and view the projects.
  4. September 20<sup>th</sup>, the PTA is hosting a Male Role Model Dance for grades TK-8
  5. September 28<sup>th</sup>, Bayside Church is coming to improve the campus landscaping; clear the old, spruce up and trim existing and add planter boxes in the front. Superintendent Calloway added that Bayside Church was the group that provided the support to move Riebli in one day after the fires and the group that donated \$100 gift cards to everyone in the district that lost their homes in the fire.
- Emily Todd - Riebli
  1. Last site day was focused on Math
  2. Successful Back to School Night
  3. Garden and STEM classes are underway as are fieldtrips
  4. Great ice cream social last night
  5. September 20<sup>th</sup> – Outdoor Movie Night
  6. Walk-a-Thon is in 2.5 weeks
- Patrick Eagle – San Miguel
  1. Last site day included assessments and Wonders planning
  2. PE and Blended has started
  3. September 28<sup>th</sup> – Bayside Church will be providing assistance with the garden
  4. A 2<sup>nd</sup> grader wants to help the homeless. He presented at an assembly and has provided a box in every classroom for donations. Producing a video for the San Miguel Facebook page

### **8.2 Maintenance/Operations/Technology Report/Michael Smith**

- Mr. Smith reported that the Riebli fencing project is underway. Got rid of the kiosk with card reader and went back to bobs. An auto timer will be installed to open/close the gates.
- Lawn mowers are old and in need of replacement. Mr. Smith is acquiring bids for 2 new mowers
- Lots of tech and work orders coming in
- Mr. Smith is currently getting bids from landscape contractors for replacing irrigation damaged in the fires; insurance will cover the cost

### **8.3 Assistant Superintendent of Educational Services/Rachel Valenzuela**

- Assistant Superintendent Valenzuela reviewed her written report
- 11.5% of our students are currently receiving Special Education services and Assistant Superintendent Valenzuela believes we have the resources to support those students
- There has been an increase in students requiring Speech Services; no specific reason as to why

### **8.4 District Communications Coordinator/Claire Raggio**

- Mrs. Raggio reported that she began with 3 immediate goals to accomplish: create District Instagram and Facebook sites to launch tomorrow and update the website making it more user friendly by providing bold titles; parent and staff links; community information.
- Mrs Raggio is working with principals as to how she partner with teachers in showcasing their projects and events
- Currently working with Assistant Superintendent Valenzuela in updating Kindergarten presentation and brainstorming ideas for engaging the DELAC community
- Scheduled a meeting with the Sonoma County Office of Education Communications Coordinator to discuss options by which she can effectively streamline productivity in benefit of our staff, students and community

- We are currently under contract with a web design company. Mrs. Raggio has been researching other available options, including checking other school and district websites, to gain information regarding an eventual, complete re-design of the website, once the contract has ended.
- Asked principals to engage students in creating exciting and meaningful hashtags for their school
- Next step will be meeting with members of each sites' PTA

#### 8.5 Superintendent's Report/Ron Calloway

- Superintendent Calloway reported that he is part of a team which includes representatives from 4 school districts (K-12), invited by UC Davis, to be involved in a study through the Center for Applied Policy, over the next three years. The focus is "how to build sustainable practices in a district". Team will meet 4 times a year, over the 3 year period. "The greatest capacity for improving a district is teachers working together". Teachers will be part of the strategy planning and several of our teachers have expressed an interest in participating. This is a tremendous opportunity for our district, paid for by UC Davis.

#### 8.6 Education Foundation Report/Ron Calloway

- Superintendent Calloway reported that the Ed Foundation's Polenta Feed will be held March 28<sup>th</sup>, 2020 at Cardinal Newman

#### 8.7 School Safety Update/Ron Calloway

##### 8.7.1 School Air Quality Recommendations

- Superintendent Calloway presented a chart as part of his written report

##### 8.7.2 PG&E Community Wildfire Safety Program & Public Safety Power Shutoff

- Superintendent Calloway reviewed the document presented as part of his written report identifying guidelines, parameters, and possible length of a PG&E shutdown

### 9. PUBLIC PARTICIPATION

*At this time, members of the public may seek clarification about any item on the agenda or not on the agenda as long as the item is under the jurisdiction of the Board. Comments shall be limited to three minutes per person for a total of 20 minutes. Any person interested in the following items on the agenda will be allowed an opportunity to address the Board at the end of Board discussion on that item.*

**9.1 Public Hearing:** The purpose of this hearing is Regarding Sufficiency or Insufficiency of Instructional Materials for the 2019-2020 School Year, in accordance with the Williams Settlement (Education Codes: 35186)

- The public hearing regarding sufficiency or insufficiency of Instructional materials for the 2019-2020 school year opened at 7:06 p.m. There were no members of the public present to comment. The hearing closed at 7:07 p.m.

### 10. CONSENT AGENDA

*The following items are considered routine and can be handled with one action since it is recommended that all items be approved unanimously. Board members may request that any item be discussed or moved to a future calendar.*

*On a motion by Trustee Sherwood ; seconded by Trustee Burke; all items on the Consent Agenda were approved by a vote of 5-0: Ayes=5; Neys=0; Abstentions=0; Absent=0*

#### 10.1 PERSONNEL

10.1.1 Consideration of Approval of all items on the Personnel Form

10.1.2 Consideration of Approval of the Mark West Union School District Auxiliary Pay Scale

10.1.3 Consideration of Approval of MOU between the Mark West Union School District and the North Coast School of Education providing teacher induction support

10.1.4 Consideration of approval of Revised Extra Service Contract with Greg Espinoza for the 2019-2020 school year; not to exceed 80 hrs

#### 10.2 BUSINESS

10.2.1 Consideration of Approval of Vendor Report

10.2.2 Consideration of Approval of Agreement for Instructional Resources Service Center at SCOE for AV pickup and delivery

10.2.3 Consideration of Approval of MOU between the Mark West Union School District and ANOVA Education and Behavior Consultation

### **10.3 CURRICULUM**

**10.3.1** Consideration of Approval of the overnight field trip for the 5<sup>th</sup> grade students of Ms.

Bourdage's class at San Miguel Elementary School to Angel Island from 3/25/2020 – 3/26/2020

**10.3.2** Consideration of Approval of the overnight field trip for the 5<sup>th</sup> grade students of Mr. Day's class at San Miguel Elementary School to Angel Island from 3/26/20 – 3/27/20

**10.3.3** Consideration of Approval of the overnight field trip for the 4<sup>th</sup> grade students of Ms. Gonyo's class at John B, Riebli school to Coloma Outdoor Discovery School 4/6/20 – 4/8/20

### **10.4 MINUTES**

**10.4.1** Minutes of the August 20, 2019, Regular Board Meeting

### **10.5 FACILITIES**

### **10.6 DONATIONS**

**10.6.1** Donations are listed on the Cover Sheet for this item.

- Superintendent Calloway acknowledged Mark West parent Adam Patrick, a Vertical Call member, for the generous donation of the church to be used in support of the staff.

## **11. ACTION/DISCUSSION ITEMS**

### **11.1 BUSINESS**

**11.1.1** Consideration of Approval of the Mark West Union School District Unaudited Actuals of the 2018/2019 School Year

#### **Part I**

#### **Part II**

*On a motion by Trustee Azat; seconded by Trustee Sherwood; Part 1 and Part 2 of the 2018-2019 Unaudited Actuals were approved by a vote of 5-0: Ayes=5; Neys=0; Abstentions=0; Absent=0*

**11.1.2** Consideration of Approval of **Resolution #20-02**, Adoption of the GANN Limit

*On a motion by Trustee Azat, seconded by Trustee McKnight; Resolution #20-02, the Adoption of the Gann Limit was approved on a roll call vote of 5-0.*

*Trustee Azat, Aye; Trustee McKnight, Aye; Trustee Sherwood, Aye; Trustee Saal, Aye; Trustee Burke, Aye. Ayes=5, Nays=0; Abstentions=0; Absent=0*

### **11.2 CURRICULUM**

**11.2.1** Consideration of Approval of **Resolution #20-03**, Sufficiency of Instructional Materials for the 2019/2020 School Year

*On a motion by Trustee Azat, seconded by Trustee Sherwood, Resolution #20-03 Sufficiency of Instructional Materials for the 2019/2020 School Year, was approved on a roll call vote of 5-0.*

*Trustee Azat, Aye; Trustee Sherwood, Aye; Trustee Burke, Aye; Trustee McKnight, Aye; Trustee Saal, Aye. Ayes=5, Nays=0, Abstentions=0, Absent=0*

### **11.3 FACILITIES**

**11.3.1** Consideration of Approval of the Mark West Union School District Integrated Pest Management Plan

*On a motion by Trustee Burke, seconded by Trustee Sherwood, the Integrated Pest Management Plan was approved*

### **11.4 BOARD POLICIES**

**11.4.1** Consideration of approval of revised Board Policy 1114, Community Relations; District Sponsored Social Media

**11.4.2** Consideration of approval of revised Board Policy 1115, Community Relations; Staff Social Media Guidelines

**11.4.3** Consideration of approval of the revised Board Policy 3551, Business and Noninstructional Operations; Food Service Operations/Cafeteria Fund

**11.4.4** Consideration of approval of the revised Board Policy 6174, Instruction; Education for English Language Learners

- Prior to the vote, Superintendent Calloway mentioned to the Board that he had asked the principals to

review pages 3-4 of Board Policy 1115 with their staff. He additionally mentioned that Mrs. Raggio is the only person that has access to the District Facebook and Instagram accounts at this time. On a motion by Trustee Sherwood, seconded by Trustee Burke, items 11.4.1, 11.4.2, 11.4.3, and 11.4.4 were approved

**11.5 ADMINISTRATION**

**12. EVALUATION OF THE BOARD MEETING**

**13. INFORMATIONAL ITEMS**

**13.1** Form DEBT 18 19 Unaudited Actuals

**14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, October 15, 2019. The Board will hold a study session and Assistant Superintendent of Educational Services, Rachel Valenzuela, will present information regarding the 2018 – 2019 CAASPP student results. The study session will be from 5:00-5:45pm and the General session will begin at 6pm.

**15. ADJOURNMENT**

**ADA Compliance**

In compliance with Government Code § 54954.2(a), the Mark West Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting, should contact Alicia Mills, Executive Assistant to the Superintendent, Mark West Union School District, 305 Mark West Springs Road, Santa Rosa, CA, 95404, or telephone (707) 524-2972.