

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the BOARD OF TRUSTEES MEETING**  
**Tuesday, April 21, 2015**

The meeting will be held at the Mark West Union School District Office Meeting Room,  
 305 Mark West Springs Road, Santa Rosa, CA 95404-1101

The meeting is open to the public 6:00 P.M.

**1. CALL TO ORDER, ROLL CALL: 6:00 P.M.**

**Board Members**

Mike Edwards, President  
 Victor McKnight, Clerk  
 Gary Saal  
 Sara Azat  
 Aaron Smith

**Staff Members**

Ron Calloway, Superintendent  
 Regina Cuculich, Associate Superintendent of Business  
 Tracy Lavin-Kendall, Patty Dineen, Nicole Lamare, Principals  
 Pam Carpenter, Principal Mark West Charter School  
 Rachel Valenzuela, Director of Student Services  
 Michael Smith, Director of Technology Services  
 Marnie Cameron, District Administrative 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: 5:00 P.M.**

2.1 Public Employment (Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs Pursuant to Government Code, Section 54957

2.2 Conference with Labor Negotiators Pursuant to Education Code, Section 54957.6: (Classified: CSEA; Certificated: MARFAC; Management; Confidential; District Negotiator: Regina Cuculich

**3. OPEN SESSION: BOARD STUDY SESSION: 6:13pm**

3.1 The Board held a Study Session regarding the Master facilities plan project.

- John Dybczak of Quattrocchi Kwok Architects presented the following information:
- A review of the proposal presented by Quattrocchi took place
- A review of the fund sources was discussed by Superintendent Calloway and Mrs. Cuculich
- Mr. Smith discussed the process of moving portables from the current Mark West Charter site over to the new site at Mark West Elementary. The office and rooms connected on the current site will remain at San Miguel. These are unable to be moved
- Mr. Smith explained a new office/student bathroom building will be built and 4 of the 6 buildings being moved over will continue to be leased(2 buildings are owned by the district)
- Hook ups currently at Mark West are fire/light/safety. Access/hookup to sewer is still needed and Mr. Dybczak is working on getting that information. Gas hook up will also be needed
- Mrs. Kendall inquired about the use of all the district's developer fees and if we use it all for this project, what is the affect to other projects throughout the district. Mrs. Cuculich stated there are other funding sources available
- Trustee Smith inquired about access to the main office(the new building) for staff and Mr. Calloway showed there is access from the courtyard; also suggested that maybe a wall in the principal's office be glass so she can see into the office area/counselor
- A discussion took place regarding placement of the bathrooms
- The district would go out to bid for the modular buildings and then the board would vote on the selection
- Trustee Smith inquired if there would be an efficiency rate supplied by whatever contractor is used; Mr. Smith stated yes
- An explanation of using the construction manager as the general contractor took place and what the advantages would be
- Prepping the site early was suggested by Trustee Smith in order to follow the time line and these items would not need to be DSA approved; Mr. Dybczak stated this certainly could be done

#### **4. OPEN SESSION: PUBLIC MEETING: 7:00 P.M.**

- 4.1 The meeting was called to order at 7:20 P.M.
- 4.2 The Pledge of Allegiance was led by President Edwards
- 4.3 Introductions were conducted
- 4.4 Approval of Agenda Order was conducted and no changes were needed
- 4.5 Report Out of Closed Session: President Edwards report that the Board has authorized Superintendent Calloway to spend up to \$10,000 for the purpose of soil testing and surveys in preparation of Mark West Charter School relocating to the Mark West Elementary campus

#### **5. PRESENTATIONS/RECOGNITIONS**

A member of the San Miguel student council presented the following information:

- Student was ill and therefore not able to present to the board
  
- Principals presented teen/student volunteers from their sites with certificates of appreciation. Those students were: John B Riebli-Steven Davis, Aaron Sousa, Mason Hall, Zach Stolz, Sarah Defors, Julie Moreno and Maggie Rei. San Miguel-Casey Mansen, James Rael and Craig Lucey. Mark West Charter/Mark West Elementary- Julian Sanchez-Ince, Maria Nunez, Alissa Rodriguez, Diana Jiminez, Tyler Edwards, Cole Morris, Caleb Givan, Emma Watson, Sarah Edwards and Jessica Edwards

#### **6. BOARD CORRESPONDENCE**

The board reviewed the following correspondence:

- 6.1 Letter received from Fiscal Crisis Management Assessment Team (FCMAT) regarding our Data Management certificate for our submission of our California Longitudinal Pupil Achievement Data System (CALPADs)
- 6.2 Letter received from Judy Thomson, Director Fiscal Services at Sonoma County Office of Education regarding the positive certification of the Second Interim Report for the fiscal year 2014-2015.
- 6.3 Letter received from Riebli teacher, Karen Holtman

#### **7. BOARD COMMUNICATIONS/MATTERS**

- Trustee Saal attended the Mark West Little Leagues opening ceremonies
- Trustee Azat reported that she attended the district wide Science Fair at Mark West Elementary
- Trustee McKnight attended the "Let the Music Continue" fundraiser in memory of Sue Hufford
- President Edwards attended the Mark West Little League opening ceremonies and the ground breaking of the Garden project at Mark West

#### **8. ADMINISTRATIVE REPORTS**

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

- **San Miguel Elementary:** Principal Lamare presented a written report and reported on the following:
  - No oral report given
- **Mark West Elementary:** Principal Kendall presented a written report and reported on the following:
  - Community garden opening ceremonies for the district took place and involved students planting trees; a community kick off will take place this weekend; a teacher has been hired as the garden coordinator
  - Science Fair was well attended by over 200 people;
  - Testing has begun with 5<sup>th</sup> graders doing the science test
- **John B Riebli Elementary:** Principal Dineen presented a written report and reported on the following:
  - Has begun their 5<sup>th</sup> grade Science testing; students participated in the Science Fair as well
  - Gate teacher has helped a Riebli student team participate in the Science Olympiad competition; 10 out of 12 will receive ribbons and they took a first place, second place, a third place and 2 fourth place ribbons
  - Science in the garden has begun again and kids were tasting lettuces grown from the garden
  - Students have attended the Coloma field trip
  - Talent Show will take place soon
- **Mark West Charter:** Principal Carpenter presented a written report and reported on the following:
  - 8<sup>th</sup> grade has finished their SBAC testing; some tech problems came up and tech support staff helped

- Writers club is researching a house close to Mark West that was on the original Mark West ranch and took a walking field trip
  - Track and field has begun
  - 19 students and 2 teachers attended DC during spring break
- 8.2 Director of Student Services Report:** Mrs. Valenzuela presented a written report and reported on the following:
- Mrs. Valenzuela reported on the PE testing given to 5<sup>th</sup> grade students results from last year
  - She reviewed the areas where our students excel and the areas where our students are considered week
  - A Healthy/Nutrition evening is being planned for the DELAC parents to discuss healthy options as we have some subgroups below; the nurse will be present to answer questions
  - A review of some additions to the PE program at sites are being made to help students improve testing for this year; additions include PE help from Cardinal Newman students, Girls on the Run training at sites, additional PE time being supplied to classes from PTA funding
- 8.3 Maintenance/Operations/Technology Report:** Mr. Smith gave a written report and reported on the following:
- Field repair to a water leak problem was promptly fixed by Michael
- 8.4 Superintendent Report:** Superintendent Calloway gave a written report and reported on the following:
- Superintendent Calloway announced Public schools week will be May 8-12 and science projects from the district fair will be on display
  - He taught a math class with Mrs. Gonyo's class
  - Next Tuesday he will be teaching a Writing by Design lesson in a 6<sup>th</sup> grade class at Riebli
  - Thank you to Brigitta Hunter and Lisa deKozan for the tireless work on the Science Fair
  - District track meet is in May
  - A discussion over the current kindergarten numbers took place
- 8.5 Educational Foundation Report:** Superintendent Calloway gave an oral report on the following:
- Let the Music Continue fundraiser and thanks to Leadership Santa Rosa and our Ed Foundation for this event
- 8.6 LCAP Update:** Superintendent Calloway gave an oral report on the following:
- LCAP has been updated with the budget items and Superintendent Calloway will meet with a SCOE to review it and make sure everything is inline
- 8.7 Citizen's Oversight Committee Report:** Superintendent Calloway gave an oral report on the committee's last meeting which included the review of the audit reports.

## **9. PUBLIC PARTICIPATION**

No one asked to address the board.

- 9.1 Public Hearing:** Regarding the Proposed Collective Bargaining Agreement with MARFAC (Certificated Unit) in accordance with AB 1200. **President Edwards opened the public hearing at 8:23 pm. No one asked to address the board. President Edwards closed the public hearing at 8:24 pm.**

## **10. CONSENT AGENDA**

On a motion by Trustee Saal, seconded by Trustee Smith, all items on the Consent Agenda were approved on a vote of 5-0, Ayes=5, Nays=0, Abstentions=0, Absent=0

### **10.1 PERSONNEL**

**10.1.1** Consideration of Approval of all items on the Personnel Form

**10.1.2** Technology Mentor Job Description

**10.1.3** Consideration of Approval of the Classified Seniority List as of 3/16/2015

**10.1.4** Sunshine of the CSEA, Classified Unit Initial Proposal to Negotiate with the Mark West Union School district for the 2015-2016 School Year

**10.1.5** Revised Extra Services Contract for Greg Espinoza as a Consultant for the Local Control Accountability Plan

### **10.2 BUSINESS**

**10.2.1** Vendor Warrant Report

**10.2.2** Approval for Blanco Painting Inc. to pressure wash and paint the Mark West Elementary Office exterior

10.2.3 Budget Updates – See Attachment

10.3 **CURRICULUM**

10.4 **MINUTES**

10.4.1 Minutes of the March 10, 2015, Regular Board Meeting

10.5 **FACILITIES**

10.5.1 Williams Settlement Quarterly Uniform Complaint Report Summary

10.6 **DONATIONS**

10.6.1 Donations are listed on the Cover Sheet of this item.

**The donation for Mr. Ives class was read aloud to the audience**

**11. ACTION/DISCUSSION ITEMS**

**11.1 BUSINESS**

11.1.1 Consideration of Approval of **Resolution #15-11**, to Establish Committed Fund Balances. On a motion by Trustee Smith seconded by Trustee Saal, **Resolution #15-11** to Establish committed Fund balances was approved on a roll call vote of 5-0: Trustee McKnight, Aye; Trustee Azat, Aye; Trustee Saal, Aye; Trustee Smith, Aye; President Edwards, Aye.

**11.2 CURRICULUM:**

**11.3 FACILITIES**

**11.4 BOARD POLICIES**

On a motion by Trustee McKnight, seconded by Trustee Smith, the following Board Policies and Administrative Regulations were approved on a vote of 5-0.

11.4.1 Consideration of Approval of the Annual Review of the Board Policy and Administrative Regulation #5030, Students, Wellness

11.4.2 Consideration of Approval of the revised Board Policy and Administrative Regulation, #3100, Business and Noninstructional Operations, Budget

11.4.3 Consideration of Approval of the revised Administrative Regulation, #4112.4, Personnel, Health Examinations

11.4.4 Consideration of Approval of the revised Administrative Regulation, #1220, Community Relations, Citizen Advisory Committees

11.4.5 Consideration of Approval of the revised Board Policy and Administrative Regulation, #1240, Community Relations, Volunteer Assistance

**11.5 ADMINISTRATION**

11.5.1 Consideration of Approval of the Mark West Union School District 2015/2016 School Year Calendar. On a motion by Trustee Saal, seconded by Trustee Smith, the 2015/2016 District school year calendar was approved on a vote of 5-0.

11.5.2 Consideration of Approval of **Resolution #15-08**, Designating May 4<sup>th</sup>-8<sup>th</sup>, 2015, as National Teacher Appreciation Week. On a motion by Trustee Azat seconded by Trustee McKnight, **Resolution #15-08**, designating May 4<sup>th</sup>-8<sup>th</sup> as National Teacher Appreciation week was approved on a roll call vote of 5-0: Trustee McKnight, Aye; Trustee Azat, Aye; Trustee Saal, Aye; Trustee Smith, Aye; President Edwards, Aye.

11.5.3 Consideration of Approval of Resolution **#15-09**, Designating May 17<sup>th</sup>-23<sup>th</sup>, 2015, as Classified Appreciation Week. On a motion by Trustee Smith, seconded by Trustee Azat, **Resolution #15-09**, to designate May 17-23<sup>rd</sup> as Classified Employee Appreciation Week was approved on a roll call vote of 5-0: Trustee McKnight, Aye; Trustee Azat, Aye; Trustee Saal, Aye; Trustee Smith, Aye; President Edwards, Aye.

11.5.4 Consideration of Approval of Resolution **#15-10**, Declaring May 8<sup>th</sup> - 13<sup>th</sup>, 2015, as Public Schools Week. On a motion by Trustee Smith seconded by Trustee Saal, **Resolution #15-10**, to designate the week of May 8-13<sup>th</sup> as Public Schools Week was approved on a roll call vote of 5-0: Trustee McKnight, Aye; Trustee Azat, Aye; Trustee Saal, Aye; Trustee Smith, Aye; President Edwards, Aye.

11.5.5 Consideration of Board Member Attendance at the 6<sup>th</sup> Grade Promotion Ceremonies on June 5, 2015.

John B Riebli: All Board members will attend

Mark West: All Board members will attend

San Miguel: All Board members will attend

**11.5.6** Consideration of Approval of the Declaration of Need for Fully Qualified Educators for the 2015/2016 School Year. On a motion by Trustee McKnight, seconded by Trustee Smith the Declaration of Need for Fully Qualified Educators for the 2015/2016 school year was approved on a vote of 5-0.

**12. EVALUATION OF THE BOARD MEETING**

- Trustee Smith enjoyed the discussion that occurred on some several of the items in tonight's board meeting
- Trustee McKnight appreciated the student volunteers at the sites that were honored tonight

**13. INFORMATIONAL ITEMS**

**13.1** Financial Audit for Redwood Empire Schools Insurance Group (RESIG). A complete report can be found at the following website link: <http://www.resig.org/annual-audits-reports>

**13.2** EPA expenditure Report REVISED March 2015

**13.3** Percent of 5<sup>th</sup> Grade Students in Healthy Fitness Zone from a Comparison of Comparable Districts in Sonoma County

**14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, May 19, 2015 at 4:45pm.

**15. ADJOURNMENT 8:40pm**

**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 Marnie Cameron, Administrative Assistant to the Superintendent, 707-524-2972.

Respectfully Submitted:

Approved by:

Ron Calloway  
Superintendent

Victor McKnight  
Board Clerk