

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the Regular BOARD OF TRUSTEES MEETING**  
**Tuesday, August 23, 2016**

The meeting will be held at the Mark West Elementary School Multi-Purpose Room, located at  
4600 Lavell Road, Santa Rosa, CA 95404-1101

**The meeting is open to the public at 4:00 P.M.**

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

**Board Members**

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

**Staff Members**

Ron Calloway, Superintendent  
Regina Cuculich, Assoc. Superintendent of Business  
Rachel Valenzuela, Director of Student Services  
Principals: Patty Dineen, Tracy Lavin-Kendall, Patrick Eagle  
Vice Principal: Michelle Franci  
Michael Smith, Director of Technology Services  
Marnie Cameron, 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**

**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. BOARD STUDY SESSION**

**3.1** The Board did not hold a study session

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

**4.1** The meeting was called to order at 4:03 P.M.

**4.2** Pledge of Allegiance was led by President McKnight

**4.3** Introductions were conducted

**4.4** Approval of Agenda Order was conducted and no changes were need: Trustee Smith asked that Items: 10.2.3 and 10.2.6 be pulled for discussion.

**4.5** Report Out of Closed Session: President McKnight reported there was no action taken out of closed session.

**5. PRESENTATIONS/RECOGNITIONS**

There were no presentations this month.

**6. BOARD CORRESPONDENCE**

The following correspondence was reviewed by the Board:

**6.1** Letter from Sonoma County Office of Education, Mary Downey and Jennie Snyder, regarding the district's 2016-2017 Local Control Accountability Plan has met all the necessary criteria required by Education Code Section 52070

**6.2** Trustee Smith noted a letter written by teachers in the district was received by the board.

**7. BOARD COMMUNICATIONS/MATTERS**

- Trustee Saal did several tours of the Mark West Charter School construction over the summer
- Trustee Smith did unscheduled visits to the Mark West Charter school construction project
- Trustee Edwards attended the San Miguel before school get together for families and the PTO

- Trustee Azat attended the Mark West Area Chamber of Commerce installation dinner of their officers and in attendance was Supervisor James Gore who swore in the Mark West Advisory Council as well
- Trustee McKnight acknowledged the article in the Press Democrat on San Miguel teacher John Menth

## 8. ADMINISTRATIVE REPORTS

### 8.1 School Reports/Principals

- **Mark West Elementary:** Principal Kendall presented an oral report on the following:
  - Recognition of the Mark West and Mark West Charter staff was given by Mrs. Kendall; New staff on site was announced to the board
  - Those who attended the "eMaker" conference were very excited about their experience and looked forward to implementing some of the program into their classrooms;
  - School wide assessments at Mark West will begin soon; Interventions will also begin soon
- **John B Riebli Elementary:** Principal Dineen presented an oral report on the following:
  - Teachers have worked hard to get their classes started;
  - Some upper grade students have invented their own game for the yard and have constructed rules etc for students to follow
  - Teachers appreciated the professional development days held prior to school starting
  - PTA have already started working on their walk a thon which is planned for September
- **Mark West Charter:** Principal Kendall presented an oral report on the following:
  - Some staff meetings will be combined with Mark West staff and so far they have held one
  - Site PTA is up and running; Now the Mark West Site PTA
  - Held orientation for the incoming students and everything ran smooth; Ms. Kendall recognized Vice Principal Michelle Franci for her great work
- **San Miguel Elementary:** Principal Eagle presented an oral report on the following:
  - So far there has been a great start to the school year
  - Principal Eagle announced that there are 2 new teachers on campus this year in SDC and the Transitional Kindergarten class;
  - An introduction meeting for new kindergarten and transitional kindergarten parents was held on the morning of the first day of school; PTO working on the first fundraiser
  - Volleyball will begin on campus soon

### 8.2 Director of Instruction/Student Services: Mrs. Valenzuela presented an oral report on the following:

- Noted that the first day of school was smooth considering the change in class list postings;
- The district will focus on school climate at sites using the "BEST" program; A training for all classified yard supervisors was held to discuss behavior management and culture on campuses with students
- New curriculum texts were ordered and distributed to sites; any errors have been worked out
- Special ed program is being checked for any student assessment errors and correct placement

### 8.3 Superintendents Report: Superintendent Calloway presented a written report and gave an oral report on the following:

- Thanks to the professional development team for great workshops offered to the teachers prior to school starting
- Made note of the great starts to all schools for the first day of school;

### 8.4 Educational Foundation Report: Superintendent Calloway presented an oral report on the following:

- Wednesday August 24<sup>th</sup> will be music sign ups night;
- Saturday, Oct. 15<sup>th</sup> will be the fall festival to be held at Cardinal Newman High School

### 8.5 Facilities Update: Mr. Dybczak of Quattrocchi Kwok Architects gave a presentation to the board on the following:

- Mr. Dybczak discussed the final financial numbers for the Mark West Charter School Project
- A discussion of the extra expenditure in the contingency numbers was discussed – low site work bid that did not include shade structures and some landscaping repair at San Miguel encompasses most of the overages paid out

## 9. PUBLIC PARTICIPATION

The Mark West Charter School staff, including Lisa Chapman and Erin Earnshaw, thanked those who helped at their site after the vandalism especially Principal Kendall and Vice Principal Franci. Ms. Chapman inquired about the vendor warrant postings each month.

**9.1 Public Hearing:** Regarding a revision to the Facilities Fees increase adopted in April with resolution #16-08. On the resolution form, an incorrect dollar amount was used in regards to the residential construction cost per square foot and the commercial/industrial cost per square foot. The Developer Fee

Study contained the correct information. President McKnight opened the public hearing at 4:33pm. No one asked to address the board. President McKnight closed the public hearing at 4:35pm

## **10. CONSENT AGENDA**

On a motion by Trustee Smith, seconded by Trustee Saal, all items on the Consent Agenda were approved on a vote of 5-0, Ayes=0, Nays=0, Abstentions=0, Absent=0 **with the exception of 10.2.3 and 10.2.6 which were pulled for discussion by Trustee Smith.**

### **10.1 PERSONNEL**

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

### **10.2 BUSINESS**

**10.2.1** Vendor Warrant Report

**10.2.2** Employee Ratio Annual Report

**10.2.3** Memorandum of Understanding between Mark West Union School District and Extended Child Care Coalition from July 1, 2016 through June 30, 2017. **Trustee Smith motion to approve and seconded Trustee Edwards. Comments: Trustee Smith spoke about the contracts with ECC and boys and girls club and how they will function together on campuses. We had some infrastructure issues in setting up Boys & Girls club at the beginning at San Miguel because of the Charter school move and accessing classrooms. A review of the MOU's will take place each year and we will look into adding Boys & Girls club during the summer months as well.**

**10.2.4** Agreement for Services to the Categorical Cooperative with in SCOE and Mark West Union School District

**10.2.5** Retainer Agreement between Mark West Union School District and School and College Legal Service of California effective July 1, 2016 through June 30, 2017

**10.2.6** Memorandum of Understanding between Mark West Union School District and Boys and Girls Club of Central Sonoma County from July 1, 2016 through June 30, 2017. **See comments on 10.2.3**

**10.2.7** Proposal for Geotechnical Investigation for the Mark West District Office Construction Project

**10.2.8** Memorandum of Understanding between Catholic Charities of the Diocese of Santa Rosa and the Mark West Union School District

### **10.3 CURRICULUM**

### **10.4 MINUTES**

**10.4.1** Minutes of the June 7, 2016 Regular Board Meeting

**10.4.2** Minutes of the June 9, 2016 Special Board Meeting

### **10.5 FACILITIES**

**10.5.1** Williams Settlement Quarterly Uniform Complaint Report Summary

### **10.6 DONATIONS**

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

### **11.1 BUSINESS**

**11.1.1** Consideration of Approval of **Resolution #17-01**, to Establish Committed Fund Balances. On a motion by Trustee Smith seconded by Trustee Edwards, Resolution **#17-01**, to Establish Committed Fund Balances was approved on a roll call vote of 5-0; Trustee Saal, Aye; Trustee Edwards, Aye; Trustee Azat, Aye; Trustee Smith, Aye; Trustee McKnight, Aye.

**11.1.2** Consideration of Approval of the Agreement between Mark West Union School District and Myers-Stevens & Toohey & Co. Inc. in offering student insurance to the families of the Mark West Union School District. On a motion by Trustee Edwards, seconded by Trustee Azat, the Agreement between Mark West Union School District and Myers-Stevens & Toohey & Co. informing district families about voluntary insurance was approved.

### **11.2 CURRICULUM**

### **11.3 FACILITIES**

### **11.4 BOARD POLICIES**

**11.4.1** Consideration of Approval of the New Board Policy and Exhibit #3515.7B, Business and Non-instructional Operations, Unmanned Aircraft Systems/Drones - **Discussion:** Trustee Smith discussed the 5 mile radius note on the board policy. A discussion around modifying the district guidelines of the policy specifically, "the use of a UAS is limited to instructional or educational purposes only" portion. The board would like to not limit the policy to these 2 guidelines. This board policy will be reviewed further and a revised policy for approval will be brought to the September board meeting.

**11.4.2** Consideration of Approval of the revised Board Policy and Administrative Regulation #3580, Business and Noninstructional Operations, District Records. On a motion by Trustee Smith and seconded by Trustee Edwards, was approved on a vote of 5-0

**11.4.3** Consideration of Approval of the revised Board Bylaw #9270, Conflict of Interest and Appendix A, Form 700 Filing. On a motion by Trustee Saal seconded by Trustee Edwards was approved on a vote of 5-0

**11.5 ADMINISTRATION**

**11.5.1** Consideration of Approval of **Resolution #17-02**, Developer Fee Rate Increase. **This is a revision of Resolution #16-08 from the April 12<sup>th</sup>, 2016 board meeting.** On a motion by Trustee Smith seconded by Trustee Edwards, Resolution #17-02, Developer Fee Rate Increase was approved on a roll call vote of 5-0; Trustee Smith, Aye; Trustee Saal, Aye; Trustee Azat, Aye; Trustee Edwards, Aye; Trustee McKnight, Aye.

**11.5.2** Consideration of Approval of Nomination for the CSBA Director-at-Large for Asian/Pacific Islander and Hispanic. No action was taken on this item.

**12. EVALUATION OF THE BOARD MEETING**

**13. INFORMATIONAL ITEMS**

The Board reviewed the following informational items:

**13.1** District Enrollment Report as of 8/18/2016 is presented for the Board to review

**13.2** Mandated Block Grant Application Submission

**13.3** Quarterly Report and Certification of the County Treasurer Ending June 30, 2016

**13.4** Education Protection Account Expenditures through June 30, 2016

**13.5** Annual Charter School Information Survey for: San Miguel Charter School, John B Riebli Charter School and Mark West Charter School

**13.6** Certified 2016-2017 Consolidated Application

**14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, September 13th, 2016.

**15. ADJOURNMENT at 5:**

**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, Mark West Union School District, 305 Mark West Springs Road, Santa Rosa, CA, 95404, or telephone (707) 524-2972.

Respectfully Submitted:

Approved by:

Ron Calloway  
Superintendent

Sara Azat  
Board Clerk