

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the BOARD OF TRUSTEES MEETING**  
**Tuesday, November 18, 2014**

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 **6:00PM**

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

**Board Members**

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

**Staff Members**

Ron Calloway, Superintendent  
Regina Cuculich, Associate Superintendent of Business  
Rachel Valenzuela, Director of Student Services  
Principals: Patty Dineen, Nicole Lamare, Tracy Lavin-Kendall  
Pam Carpenter, Principal of Mark West Charter School  
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: 5:30 P.M.**

- 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 Negotiator: Regina Cuculich
- 2.3 Conference regarding pending litigation: 1 case (per Government Code 54956.9)

**3. OPEN SESSION: BOARD STUDY SESSION: 6:00-7:00 PM**

President Saal called the Study Session to order at 6:05 pm

3.1 John Dybczak, Quattrochi Kwok Architects, presented to the Mark West Union School Board and public information regarding facility needs in the district that relate to modernization as well as moving Mark West Charter School to the Mark West Elementary campus. The facility plan also includes possible updates to the district office. Quattrochi Kwok have sent structural and electrical engineers and architects to complete assessments on each site. This is a beginning conversation and no action will be taken tonight. The Board will prioritize items going forward.

- Most facility foundations are in pretty good shape
- Kinder wing and consortium wing were assessed at MW along with window replacements; the consortium buildings restrooms do not meet requirements to date and should their be changes to these buildings the bathrooms will need to be brought up to code; most replacement items are considered cosmetic; casements, windows, and lighting
- Mr. Dybczak reviewed the power point presentation for Mark West Elementary and Mark West Charter School. A discussion on the placement of Mark West Charter School on the Mark West campus also took place; Mr. Dybczak discussed the number of portables/modulars (6) and placement of those portables; questions regarding placement of a courtyard/student area were brought forward as well as security/fencing for the "new" area. A concern about being able to house the conference room, staff room, principal office etc was brought up by Pam Carpenter which is what they currently have in their set up.
- Mr. Dybczak reviewed the power point presentation for San Miguel School and discussed that the need to improve lighting in some of the older buildings is necessary. A possible solution could be sky lights. A suggestion also to compensate for the lack of light in the classrooms is to redo a courtyard area currently on campus and turn them into "outdoor" classroom spaces which would include benches and

landscaping as well as shade structures. An increase in the quality of the air conditioning would also be considered.

- Mr. Dybczak reviewed the Riebli presentation with the board and explained the proposed changes which included adjustments to the office as well as regular cosmetic upgrades to the lighting, windows, casement etc.
- The changes to the district office would include an additional building extending off the conference room which would be a new conference room. The old conference room would be converted into 4 offices. Behind the admin office a storage area could be built.
- A proposed timeline was reviewed by Mr. Dybczak with an explanation of what can be done with our own in house staff (carpet replacement etc) and what items should be done when students are off campus(summer).

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

4.1 The meeting was called to order at 7:00 P.M.

4.2 Pledge of Allegiance was led by President Saal

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 Saal reported there was no action taken out of closed session

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

Mrs. Lavin Kendall introduced the student teachers working at Mark West School during the 2014/2015 School Year; Meta George working with Nancy Arreola, Meghan Hyde working with Brandi Dickey, Jessica Patalano working with Lesley VanDordrecht, Jenny Anderton working with Brigitta Hunter and Julianne Polito and Lindsey Arnold working with Gary Graves. Mrs. Kendall also presented information regarding their annual Bike Rodeo event along with 4<sup>th</sup> grade students Jordan Pardo and Daisymay Lee. Also present from the Safe Routes to School program who helped present this event to the students was Tina Panza.

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

San Miguel Site PTA President Angela Joliffe and Vice President Kristin Feenan thanked the district for funding the AR program and the counselors for both SM and MWCS. PTA is now able to open up funding for teacher grants.

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

- Trustee Edwards reported that he attended the Mark West Charter Schools Science Camp trip with the 7<sup>th</sup> grade students and teachers along with other parent chaperones.
- Trustee Azat attended the Mark West walk a thon and also attended the Halloween Parade; about \$14,000 was raised at the walk a thon
- Trustee Smith reported about a leadership group he belongs to regarding the Next Economy and how that relates to educating students about where the economy is going
- President Saal reported that he attended the SRCS Technology Day; also did a site visit with Mr. Calloway on Riebli's campus

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

8.1 Citizens' Oversight Committee Report: Mr. Calloway gave an oral report on the following:

- Reported that the committee met as is required and the minutes were included in the report

8.2 School Reports/Principals

- **San Miguel Elementary:** Principal Lamare presented a written report and reported on the following:
- PTA EOS fundraiser has been completed and no spring fundraiser will be needed in the spring as over \$18,000 was raised
- Teachers were gift wrapped and duct taped as a reward to high earning students/classrooms
- Almost finished with coop days and there is student progress noted by teachers
- Elves workshop will take place on Dec. 6th
- **Mark West Elementary:** Principal Kendall presented a written report and reported on the following:
- Coops and blended services have been taking place

- Ms. Kendall explained to the board about the decorations in the board room from MW; submissions for their walk a thon tshirt contest were present
- **John B Riebli Elementary:** Principal Dineen presented a written report and reported on the following:
  - Student council elections were completed; they were able to borrow voting booths from the county
  - Spirit day this Friday will be a color war as grade levels have been assigned different colors
  - Volleyball team won best spirit award
  - Gate teacher is now meeting with students
- **Mark West Charter School:** Principal Carpenter presented a written report and reported on the following:
  - Boys Basketball teams is doing well
  - MWCS received a grant from Ross to purchase 10 dummies to teach students CPR and First Aid
  - Pam noted the problem with the patches students created for the Spaceflight program
  - A thank you to the board for supporting the Technology in service day in November

**8.3 Director of Student Services and Special Education:** Mrs. Valenzuela presented a written report and gave an oral report on the following:

- Rachel reported about the creation of the report card committee with teacher representatives from all 3 elementary schools as well as grade levels
- A math adoption committee has also been created and will start meeting in Dec.; once an adoption product is considered the committee will start piloting the programs in classrooms in January

**8.4 Maintenance/Operations/Technology Report:** Mr. Smith gave a written report and gave an oral report on the following:

- Michael is installing the 220 new chromeboxes for the sites and will be installing those during Thanksgiving break

**8.5 Superintendent Report:** Mr. Calloway gave an oral report on the following:

- Superintendent Calloway met with all PTA presidents and the Ed Foundation president to discuss a united front for the students; in combining some events for students Riebli PTA will sponsor a district wide dance at MW; San Miguel PTA will host a technology night for parents.
- Superintendent Calloway thanked teachers for participating in the technology in service day especially those tech mentors who put on courses for the teachers. Gary Graves, Erin Earnshaw, Doug Day, Mark Angell and Carolyn Takano
- Superintendent Calloway enjoyed the walk through at John B Riebli

**8.6 Educational Foundation Report:** Mr. Calloway gave an oral report on the following:

- Dec 3<sup>rd</sup> at 6pm at Molsberry market the annual the tree lighting event will take place; strings and choral singing will perform
- Dec 6<sup>th</sup> will be the Bazaar for the Ed Foundation at the Elves workshop

**9. PUBLIC PARTICIPATION**

President Saal opened the public hearing at 7:43 pm and was closed at 7:44 pm. No one asked to speak to the board

**9.1 Public Hearing:** Regarding the initial proposal from the Classified Unit (CSEA) for the 2014 – 2015 school year.

**10. CONSENT AGENDA**

On a motion by Trustee Edwards, 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

**10.2 BUSINESS**

**10.2.1** Vendor Warrants

**10.2.2** MOU with PALS, Paws as Loving Support, with Mark West Union School District and John B Riebli School

**10.2.3** Approval of Actuarial Study of Retiree Health Liabilities as of 10/8/14 –GASB 45

**10.2.4** Agreement with Infinity Communications and Consulting for E-rate Consulting Services for three years, 2014- 2016 at \$2000 per year

**10.2.5** Agreement of the participating school districts in Sonoma County regarding Interdistrict Attendance Agreements

10.2.6 Agreement for Professional Services between Mark West Union School district and Quattrocchi Kwok Architects regarding Proposition 39

**10.3 CURRICULUM**

**10.4 MINUTES**

10.4.1 Minutes of the October 21, 2014, Regular Board Meeting

**10.5 FACILITIES**

**10.6 DONATIONS**

Donation names were read aloud to the Public audience.

**11. ACTION/DISCUSSION ITEMS**

**11.1 BUSINESS**

11.1.1 Consideration of Approval of **Resolution #15-06**, to create Fund 40 – Special Reserve Fund for Capital Outlay Projects. On a motion by Trustee McKnight, seconded by Trustee Azat **Resolution #15-06**, Fund 40 –Special Reserve Fund for Capital Outlay Projects was approved on a roll call vote of 5-0; Trustee Smith, Aye; Trustee Azat, Aye; Trustee Edwards, Aye; Trustee McKnight, Aye; President Saal, Aye.

**11.2 CURRICULUM**

**11.3 FACILITIES**

**11.4 BOARD POLICIES**

On a motion made by Trustee Smith, seconded by Trustee Edwards, the revised Board Policy # 1312.3 and revised Administrative Regulation was approved on a vote of 5-0.

11.4.1 Consideration of Approval of the revised Board Policy and Administrative Regulation #1312.3, Community Relations, Uniform Complaint Procedures.

**11.5 ADMINISTRATION**

11.5.1 Consideration of Approval to Designate December 2, 2014, as the date for the Organizational Meeting of the Board of Trustees. On a motion by Trustee Smith, seconded by Trustee Edwards, December 2, 2014 was designated as the date for the Organizational Meeting of the Board. The motion passed on a vote of 5-0

11.5.2 Consideration of Approval of Nominations for the CSBA Delegate Assembly. The Board of Trustees decided to not make a nomination to the CSBA Delegate Assembly.

**12. EVALUATION OF THE BOARD MEETING**

- Trustee Smith noted that the partnership the district has with student teachers is a wonderful to see thrive; enjoyed having the students reporting to the board
- Trustee Edwards also noted that we have been able to hire some of the student teachers who have come through the district

**13. INFORMATIONAL ITEMS:** The Board reviewed the following informational items:

13.1 Enrollment Report as of, November 12, 2014

13.2 Public Self-Insurer's Annual Report from RESIG(Redwood Empire Schools' Insurance Group)

13.3 CMDC Report 2, Federal Cash Management Data Submission

**14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, December 2, 2014.

**15. ADJOURNMENT** at 7:50pm

Respectfully Submitted:

Approved by:

Ron Calloway  
Superintendent

Board Clerk