

10.4.1  
approved  
Amended  
minutes  
5-21-19

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the Regular BOARD OF TRUSTEES MEETING**  
**Tuesday, April 9, 2019**

The meeting will be held at the Mark West Union School District in the Learning Center,  
305 Mark West Springs Road, Santa Rosa, CA 95404

The meeting is open to the public 5:00 P.M.

**1. CALL TO ORDER, ROLL CALL: 5:00 P.M.**

**Board Members**

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

**Staff Members**

Ron Calloway, Superintendent  
Regina Cuculich, Associate Superintendent of Business  
Tracy Lavin-Kendall, Emily Todd, Patrick Eagle Principals  
Michelle Franci, Vice Principal Mark West Charter School  
Rachel Valenzuela, Assistant Superintendent of Ed 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: 5:00-5:15 P.M.**

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

**3. OPEN SESSION: BOARD STUDY SESSION: 5:15-5:45pm**

.1 The District held a study session regarding the Mark West Union School District's 2019-2020 Local Control Accountability Plan (LCAP) Annual Update. Superintendent Calloway reviewed and discussed the following with the Audience and the Board of Trustees:

- Superintendent Calloway discussed with the Board the priorities that drive the District LCAP
- Discussion took place about changes the district will be making to improve student achievement such as the Literacy Bootcamp
- Superintendent Calloway shared with the Board and audience the District LCAP Annual Update
- Superintendent Calloway noted that we are still low in our redesignation rate for EL students and an area we want to focus for improvement
- A timeline for submitting the LCAP was discussed with the Board; the submission process was also discussed
- An area we must identify and support is low income students and foster students as well as students receiving School lunches
- Areas of struggle are in recruiting critical staff in the areas of Psychology and School Nurse
- A question regarding parent engagement/student engagement was asked by the audience and where would that be reflected in the Annual update/LCAP. Superintendent Calloway noted that this is an area we will be focusing on in 19/20 as well

**4. OPEN SESSION: PUBLIC MEETING: 6:00 P.M.**

4.1 The meeting was called to order at 6:00 P.M.

4.2 Pledge of Allegiance was led by President Saal

4.3 Introductions were conducted

4.4 Approval of Agenda Order was reviewed and no changes were needed

4.5 Report Out of Closed Session: President Saal reported out of closed session that there was no action taken

## 5. PRESENTATIONS/RECOGNITIONS

The Board recognized our counseling program intern counselors as well as teens who volunteer at school sites.

## BOARD CORRESPONDENCE

No correspondence to review

## 7. BOARD COMMUNICATIONS/MATTERS

- Trustee McKnight attended the District music concert
- Trustee Sherwood attended the Riebli PTA fundraiser which was a fun event and also reported on the most recent Mark West Citizen Advisory Committee meeting who proposed a joint meeting between both boards; on May 11<sup>th</sup> there will be a community resiliency day for the Larkfield community
- Trustee Burke attended the Mark West Ed Foundation Polenta fundraiser

## 8. ADMINISTRATIVE REPORTS

### 8.1 School Reports/Principals/Oral reports only

- **San Miguel Elementary:** Principal Eagle presented a written report and gave an oral report on the following:
  - Site day generated a new activity for 19/20 with 6 books in 6 weeks that all students will be read by their teacher
  - Talent Show will be taking place soon; Girls Basketball is underway; 6<sup>th</sup> grade students built their rockets and set them off with Mr. Menth
  - Fundraiser taking place – Pennies for Patients and almost \$1400 raised so far
- **Mark West Elementary:** Principal Kendall presented a written report and gave an oral report on the following:
  - Reported that Gary Graves won the Jack Long Award for Education Innovation – presentation on May 8<sup>th</sup>
  - Student council helped organize and run the Walk a thon;
  - Students worked on learning about Empathy
- **John B Riebli Elementary:** Principal Todd presented a written report and gave an oral report on the following:
  - Garden has been busy planting bulbs on campus; Talent show is coming on April 25<sup>th</sup>
  - Teachers have had refresher ToolBox training; Digital Citizenship training for teachers
  - PTA held The Big Event has raised about \$27,000 and working on Field Day preparing
- **Mark West Charter School:** Vice Principal Franci presented a written report and gave an oral report on the following:
  - PTA walk a thon was held during the day and into the evening as a Carnival
  - Track team is practicing and Track meet will be May 10<sup>th</sup>;
  - Attended the optional Washington DC 8<sup>th</sup> grade trip and it was a very positive experience; viewed the Vietnam War Memorial that was set up in Windsor as well

### 8.2 Maintenance/Operations/Technology: Mr. Smith presented a written report and gave an oral report on the following:

- Purchasing 174 chromebooks for next year;
- Maintenance work orders are getting done very timely(2-3 days); Tech orders are 4-5 days
- Some classroom sensors are not operating because of the new lighting installed via Prop 39

### 8.3 Superintendents Report: Superintendent Calloway gave an oral report on the following:

- Visited CDE during spring break to discuss recoup money from the Tubbs fire for Charter Schools
- Track meet is tentatively scheduled for moved to May 21<sup>st</sup>; Science Fair will be held on April 27<sup>th</sup>

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

- The Ed Foundation Polenta fundraiser was successful and raised about \$14,000

### 8.5 Assistant Superintendent of Educational Services Report: Assistant Superintendent of Educational Services submitted a written report and District Counselor Lionel Cooper gave an oral presentation to the Board on the district Counseling Program:

- Mr. Cooper introduced Ms. Randi Keeton who assists Mr. Cooper with district counseling duties; Ms. Keeton discussed the two different careers that our current interns are working towards
- Mr. Cooper discussed with the Board the general concept/procedures for the Counseling Team/Program
- Engagement between counselors and students is critical and is collected through needs assessments
- Mandatory Suicide Prevention Training and counseling is implemented for 6<sup>th</sup>/7<sup>th</sup> and 8<sup>th</sup> grade students; also mandatory Human Trafficking prevention training is also being implemented with students and staff

- Counselors also push into classrooms directly at the request of teachers to implement our Toolbox program
- Discussion around parent notification of a student seeing the school counselor took place
- Pictures of the interns not present were shared with the Board

## PUBLIC PARTICIPATION

Teacher Ms. Chapman from Mark West Charter School addressed the board with positive support of the counseling program and the effects it has on students. Also in support of the counseling program was Ms. Hunt from Mark West. Ms. Hunt also addressed the Board regarding student work completed in her class that was reflective of a recent school assembly focusing on empathy and understanding.

## 10. CONSENT AGENDA

On a motion by Trustee McKnight and seconded by Trustee Burke, all items were approved on a 5-0 vote. Ayes=5; Nays=0; Absent=0; Abstentions=0.

### 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

### 10.3 CURRICULUM

### 10.4 MINUTES

10.4.1 Minutes of the March 12, 2019, 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.

## 11. ACTION/DISCUSSION ITEMS

### 11.1 BUSINESS

11.1.1 Consideration of approval of the **Resolution #19-10**, Adopting Procedures and Guidelines for selection of Lease-Leaseback Contractor(Education Code 17406). On a motion by Trustee Sherwood seconded by Trustee Azat, **Resolution #19-10, Adopting Procedures and guidelines for selection of Lease-Leaseback Contractors (Education Code 17406)** was approved on a roll call vote of 5-0. Trustee Sherwood, Aye; Trustee Burke, Aye; Trustee Azat, Aye; Trustee McKnight, Aye; Trustee Saal, Aye.

### 11.2 CURRICULUM

### 11.3 FACILITIES

### 11.4 BOARD POLICIES

On a motion by Trustee Burke seconded by Trustee McKnight, the following revised board policies and administrative regulations were approved on a 5-0 vote.

11.4.1 Consideration of Approval of the revised Board Policy and Exhibit #0420.41, Philosophy, Goals, Objectives and Comprehensive Plans, Charter School Oversight

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

11.4.3 Consideration of Approval of the Administrative Regulation and Exhibit #1312.4, Community Relations, Williams Uniform Complaint Procedures

11.4.4 Consideration of Approval of the revised Board Policy and Administrative Regulation #4030, Personnel, Nondiscrimination in Employment

11.4.5 Consideration of Approval of the revised Board Policy and Administrative Regulation #5117, Students, Interdistrict Attendance

11.4.6 Consideration of Approval of the revised Board Bylaw and Exhibit #9323.2, Board Bylaws, Actions by the Board

11.4.7 Consideration of Approval of the Administrative Regulation # 3311.2 Business and Non Instructional Operations, Lease-Leaseback Contracts

11.4.8 Consideration of Approval of the Annual Review of the Board Policy #5030, Students, Wellness with suggested edits from the Wellness Committee and School Site Councils in bold.

**11.5 ADMINISTRATION**

**11.5.1** Consideration of Approval of **Resolution #19-11**, Designating May 7th-11<sup>th</sup>, 2019, as National Teacher Appreciation Week and May 8th as Teacher Appreciation Day. On a motion by Trustee McKnight seconded by Trustee Azat, **Resolution #19-11, designating May 7<sup>th</sup>-11<sup>th</sup>, 2019 as National Teacher Appreciation Week and May 8<sup>th</sup> as Teacher Appreciation Day** was approved on a roll call vote of 5-0. Trustee Sherwood, Aye; Trustee Burke, Aye; Trustee Azat, Aye; Trustee McKnight, Aye; Trustee Saal, Aye.

**11.5.2** Consideration of Approval of **Resolution #19-12**, Designating May 19th-25th, 2019, as Classified Appreciation Week. On a motion by Trustee McKnight seconded by Trustee Azat, **Resolution #19-12 designating May 19<sup>th</sup>-25<sup>th</sup>, 2019 as Classified School Employee Week** was approved on a roll call vote of 5-0. Trustee Sherwood, Aye; Trustee Burke, Aye; Trustee Azat, Aye; Trustee McKnight, Aye; Trustee Saal, Aye.

**11.5.3** Discussion regarding the Board Member Attendance at the 6<sup>th</sup> Grade Promotion Ceremonies on May 31, 2019.

- Trustee Burke attend all
- Trustee Sherwood attend all
- Trustee Azat will attend MW and MWCS
- Trustee McKnight attend all
- Trustee Saal attend all

**12. EVALUATION OF THE BOARD MEETING**

- Trustee McKnight enjoyed the Counseling Program presentation
- Trustee Burke appreciated the teen student volunteers recognized by the Board

**13. INFORMATIONAL ITEMS**

The Board reviewed the following informational items:

- 13.1** Updated Enrollment Report for Transitional Kindergarten and Kindergarten for the 2019 – 2020 School year
- 13.2** Letter to State Budget Committee in Support of Governor Newsom investing funds for the employer share into the California State Teacher's Retirement Systems (CalSTRS) unfunded liability

**14. FUTURE MEETINGS**

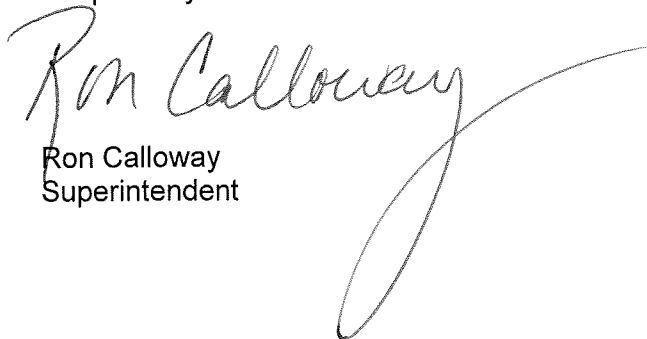
The next Regular Board meeting will be held on Tuesday, May 21, 2019 location to be determined.

**15. ADJOURNMENT at 7:22pm**

**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:



Ron Calloway  
Superintendent

Approved by:



Sara Azat  
Board Clerk