

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the Regular BOARD OF TRUSTEES MEETING**  
**Tuesday, May 21, 2019**

The meeting will begin at John B Riebli Charter Elementary School Multi-Use Room, 315 Mark West Springs Road, Santa Rosa, CA 95404. Please note that after Item #5 Recognitions/Presentations is completed the Board Meeting will move to The Learning Center at the Mark West Union School District office at 305 Mark West Springs Road

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 -**Absent**  
 Brian Burke-Acting Clerk  
 Mike Edwards  
 Brad Sherwood

**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, Asst. 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: 4:45pm-5:00pm**

2.1 Consideration of Student Advancement

**3. BOARD STUDY SESSION**

3.1 The Board did not hold a study session.

**4. OPEN SESSION: PUBLIC MEETING: 5:00 P.M.**

4.1 The meeting was called to order at 5:00 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 the board unanimously voted to advance student #704143.

**5. STUDENT RECOGNITIONS: 5:00-6:00pm**

5.1 The Board recognized our English Language Learner students who have been redesignated as Fluently English Speakers

5.2 The Board recognized the winners of the Superintendent Bacon Young Writers' Award: Isabel Montenegro from San Miguel School; Leena Martinez from John B. Riebli School; Kaelynn Malsbary from Mark West School; and Alison Castillo-Arellano from the Mark West Charter School

5.3 The Board recognized Student Council and Site Council student representatives from the school sites.

**After the student Recognitions, Items 5.1-5.3, the Board of Trustees will move the general session of the Board meeting into the Learning Center at the Mark West District Office.**

**6. BOARD CORRESPONDENCE**

6.1 Letter received from Shelley Stiles, Director External Fiscal Services at Sonoma County Office of Education regarding the positive certification of the Second Interim Report for the fiscal year 2018-2019

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

- Trustee Sherwood attended MWAC and set on June 10<sup>th</sup> 5:30 as the Joint meeting with Advisory committee
- Trustee Burke appreciated the plants that were recently donated to families
- Trustee McKnight attended the district Science Fair

## **8. ADMINISTRATIVE REPORTS**

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

- **Mark West Elementary:** Principal Kendall presented a written report and gave an oral report on the following:
  - Principal Kendall note that open house was well attended; annual “serpentine” classroom visit was held
  - Annual 3<sup>rd</sup> grade egg drop was held
  - Summer academy is being staffed and currently there are enough students to have 5--1<sup>st</sup>-4<sup>th</sup> grade ELA classes and a 5<sup>th</sup>/6<sup>th</sup> Math focused class
- **John B Riebli Elementary:** Principal Dineen presented a written report and gave an oral report on the following:
  - Principal Todd reported that they had a great open house and the rain held off
  - Math festival and Family Math night are planned for May 23<sup>rd</sup>; Kindergarten play will be on Wed. May 22
  - Volunteer breakfast was well attended and was prepared by the staff
  - 5<sup>th</sup> grade held a wax museum event with presentations as a yearend project
- **Mark West Charter:** Vice Principal Franci presented a written report and gave an oral report on the following:
  - Vice Principal Franci open House was well attended
  - Field Day was enjoyed by students; Student events also planned over the last week of school
  - Upcoming promotion is being planned by students and 8<sup>th</sup> grade teachers with parent volunteers working to decorate
- **San Miguel Elementary:** Principal Eagle presented a written report and gave an oral report on the following:
  - Principal Eagle announced new 6<sup>th</sup> grade teacher hired
  - Track Meet was held and students and staff had a great time
  - Open house was well attended

### **8.2 Maintenance/Operations/Technology:** Michael Smith presented a written report and reported on the following:

- Summer task list has been created for both tech and maintenance issues; abating asbestos at Mark West will take place over the summer
- New program for preserving the promethean boards will be installed this summer to help with bulb longevity

### **8.3 Assistant Superintendent of Educational Services:** Asst. Superintendent Valenzuela presented a written report and gave an oral report on the following:

- Ms Valenzuela reviewed with the board the ELA adoption process
- A review of the concurrent Pilot timeline also took place
- The adoption committee had a broad array of staff participants from across the district
- Parent survey results were not as expected in the number who responded but was informative information
- Teacher survey results were very informative both with positive responses and with questions about the suggested options
- The committee’s recommendations are: Wonders –K/5 and StudySyn -6/8
- Trustee Burke asked about those who did not choose the recommended curriculum; Ms. Valenzuela felt the 29% weren’t stating they did not like the recommendations but felt those teachers may have had an aspect of another program they preferred
- Trustee Saal – inquired if the committee checked with other districts who were using the recommended curriculum and Ms. Valenzuela stated the team did inquire with other districts and discussed as a team the responses from other districts
- Ms. Valenzuela noted that as issues are brought up by staff the district will be troubleshooting to help in whatever way possible along with the vendors of the curriculum

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

- Attended open house at all sites and was able to visit all classrooms; Great night and amazing work completed by students and teachers

- Track meet was held on Monday and was a great event
- May 29<sup>th</sup> will be the year end celebration for all staff and the board is also invited

**8.5 Educational Foundation Report:** Superintendent Calloway gave an oral report on the following:

- Will hold its annual Polenta Feed fundraiser on Saturday March 14<sup>th</sup>

## **9. PUBLIC PARTICIPATION**

Ms. Gonyo, a Riebli Teacher, thanked the district for holding the annual Track meet and supplying transportation for students traveling from Riebli and San Miguel to Mark West.

## **10. CONSENT AGENDA**

On a motion by Trustee McKnight, seconded by Trustee Burke, all items on the Consent Agenda were approved on a vote of 4-1, Ayes=4; Nays=0; Abstentions=0; Absent=1 – **Trustee Azat was absent.**

### **10.1 PERSONNEL**

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

**10.1.2** Revised Classified Seniority List

### **10.2 BUSINESS**

**10.2.1** Vendor Warrant Report

**10.2.2** Budget Updates

**10.2.3** 2019-2020 Instructional Minutes Bell Schedules

**10.2.4** Retainer Purchase of 50 hours of Service with School and College Legal Services of California

**10.2.5** Renewal of Voluntary Student Accident and Sickness Insurance Program for 2019-2020 with Myers-Stevens & Toohey & Co., Inc.

**10.2.6** MOU between Mark West Union School District and the Extended Child Care Coalition (ECC) for classroom and utility charges from July 1, 2019 – June 30, 2020

**10.2.7** DSA application for approval of plans and specifications for the Fence improvements at John B Riebli School

**10.2.8** QKA agreement for Architectural Services for the alterations to the John B Riebli office and classroom 14 Project

**10.2.9** Agreement with Jack Schreder & Associates Inc. to prepare a Developer Fee Justification Study for the Mark West Union School District

**10.2.10** Agreement between Total Compensation Systems, Inc. and the Mark West Union School District for actuarial valuation services to comply with the requirements of current GASB accounting standards 74/75

**10.2.11** Renewal of the SchoolMessenger program for online communications

### **10.3 CURRICULUM**

### **10.4 MINUTES**

**10.4.1** Minutes of the April 9, 2019, Regular Board Meeting – Approved as amended

### **10.5 FACILITIES**

### **10.6 DONATIONS**

**10.6.1** Donations are listed on the Cover Sheet for this item. **The Donation items were read aloud to the audience members.**

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

### **11.1 BUSINESS**

**11.1.1** Consideration of approval of **Resolution #19-13**, regarding the expenditure plan for the Education Protection Act (EPA) for 2019-2020. On a motion by Trustee Sherwood seconded by Trustee Burke, the **Resolution #19-13** regarding the expenditure plan for the Education Protection Act(EPA) for 2019 – 2020 was approved on a roll call vote of 4-1. Trustee Sherwood, Aye; Trustee Saal, Aye; Trustee Azat, Absent; Trustee Burke, Aye; Trustee, McKnight, Aye.

**11.1.2** Consideration of approval of **Resolution #19-14**, to Establish Committed Fund Balances as required by GASB 54. On a motion by Trustee McKnight seconded by Trustee Burke, the **Resolution #19-14** to establish Committed Fund Balances as required by GASB 54 was approved on a roll call vote of 4-1. Trustee Sherwood, Aye; Trustee Saal, Aye; Trustee Azat, Absent; Trustee Burke, Aye; Trustee, McKnight, Aye.

**11.1.3** Consideration of approval of the updated 403b Plan which now states “no excluded employees”. On a motion by Trustee Sherwood seconded by Trustee McKnight, the updated 403b plan was approved on a vote of 4-1. Trustee Azat - absent

**11.1.4** Consideration of Approval of the Consolidated Application for Funding, 2019 Spring Submission which includes the Certification of Assurances, Application for Funding, Protected Prayer Certification and the LCAP Federal Addendum Certification. On a motion by Trustee Burke seconded by Trustee McKnight the Consolidated application for Funding, 2019 Spring submission which includes the Certification Assurances, Application for Funding, Protected Prayer Certification and the LCAP Federal Addendum Certification was approved on a vote of 4-1. Trustee Azat - absent

## **11.2 CURRICULUM**

**11.2.1** Consideration of approval of **Resolution#19-15** to Declare all Houghton Mifflin Medallion Series English Language Arts Textbooks and Materials as Obsolete. On a motion by Trustee McKnight seconded by Trustee Sherwood the Board declares all Houghton Mifflin Medallion Series English Language Arts textbooks and materials as obsolete on a roll call vote of 4-1. Trustee Sherwood, Aye; Trustee Saal, Aye; Trustee Azat, Absent; Trustee Edwards, Aye; Trustee, McKnight, Aye.

## **11.3 FACILITIES**

### **11.4 BOARD POLICIES**

On a motion by Trustee Burke seconded by Trustee Sherwood, all revised Board policies and Administrative regulations listed were approved on a 4-1 vote. Trustee Azat - absent

**11.4.1** Consideration of approval of the revised Administrative Regulation #1340, Community Relations, Access to District Records

**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 Board Policy and Administrative Regulation #3260, Business and Noninstructional Operations, Fees and Charges

**11.4.4** Consideration of approval of the revised Board Policy and Administrative Regulation #3515.4, Business and Noninstructional Operations, Recovery for Property Loss or Damage

**11.4.5** Consideration of approval of the revised Administrative Regulation #5125.1, Students, Withholding Grades, Diploma or Transcripts

### **11.5 ADMINISTRATION**

**11.5.1** Consideration of Approval of **Resolution #19-17**, Student Capacity for the 2019/2020 School Year. On a motion by Trustee Sherwood seconded by Trustee Burke, **Resolution #19-17**, Student Capacity for the 2019/2020 School Year was approved on a roll call vote of 4-1. Trustee Sherwood, Aye; Trustee Saal, Aye; Trustee Azat, Absent; Trustee Burke, Aye; Trustee, McKnight, Aye.

**11.5.2** Consideration of Approval of the **Resolution #19-16**, Regarding the Elimination of Certain Positions in the Classified Service for the 2019/2020 School Year, and Notification of Classified Employees. On a motion by Trustee McKnight seconded by Trustee Burke, the **Resolution #19-16** regarding the Elimination of Certain Positions in the Classified Service for the 2019/2020 School Year and notification of Classified Employees was approved on a roll call vote of 4-0. Trustee Sherwood, Aye; Trustee Saal, Aye; Trustee Azat, Absent; Trustee Burke, Aye; Trustee, McKnight, Aye.

**11.5.3** Consideration of Approval of the Declaration of Need for Fully Qualified Educators for the 2019/2020 School Year. On a motion by Trustee McKnight seconded by Trustee Burke, the Declaration of Need for Fully Qualified Educators for the 2019-2020 School year was approved on a vote of 4-0. Trustee Azat-absent

## **12. EVALUATION OF THE BOARD MEETING**

### **13. INFORMATIONAL ITEMS**

The Board reviewed the following informational item:

**13.1** EPA Estimated Actual Expenditures for 2018-2019 through June 30, 2019

**13.2** Submission Record for the 2019-2020 Charter Schools Annual Information Update for: John B Riebli Charter, San Miguel Charter and Mark West Charter

### **14. FUTURE MEETINGS**

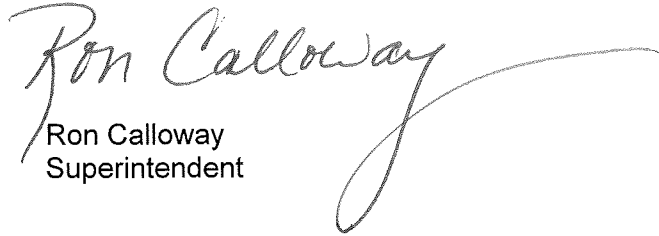
The next Regular Board meeting will be held on Tuesday, June 4, 2019 at 4pm and a special Board meeting will be held on June 6, 2019 at 8:30am.

**15. ADJOURNMENT at 6:20pm**

**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