

**MARK WEST UNION SCHOOL DISTRICT  
Minutes of the Regular BOARD OF TRUSTEES MEETING  
Tuesday, August 21, 2018**

The meeting will be held at the Mark West District Office in the Learning Center, located at 305 Mark West Springs Road, Santa Rosa, CA 95404-1101

The meeting is open to the public at 5:30 P.M.

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

**Board Members**

- Victor McKnight, President
- Gary Saal, Clerk
- Brad Sherwood
- Sara Azat

**Staff Members**

- Ron Calloway, Superintendent
- Regina Cuculich, Assoc. Superintendent of Business
- Rachel Valenzuela, Asst. Superintendent of Educational Services
- Principals: Tracy Lavin-Kendall, Patrick Eagle, Emily Todd
- 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 at 5:30**

- 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 PROVISIONAL APPOINTMENT TO VACANT SEAT at 6:00pm**

- 3.1 The Board was informed of Trustee Mike Edwards resignation on July 18, 2018.
- 3.2 Notice is hereby given, in accordance with Education Codes 5326 and 5328, the remaining members of the board provisionally appoint Mr. Brian Burke on August 21, 2018 to fill the vacant seat. President McKnight administered the Oath of Office to new Board Trustee Burke

**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 McKnight
- 4.3 Introductions were conducted
- 4.4 Approval of Agenda Order was conducted and no changes were need
- 4.5 Report Out of Closed Session: President McKnight reported there were no actions taken out of closed session

**5. PRESENTATIONS/RECOGNITIONS**

The Board recognized retiring Trustee Mike Edwards for his contributions to the Mark West Union School District.

**6. BOARD CORRESPONDENCE**

- 6.1 Letter to the Superintendent from Trustee Mike Edwards, regarding his resignation from the board as of July 18, 2018.
- 6.2 Letter from Sonoma County Office of Education Superintendent, Steve Herrington, accepting the resignation of Trustee Mike Edwards from the Mark West Union School Board as of July 18, 2018

**7. BOARD COMMUNICATIONS/MATTERS**

- Trustee Sherwood attended the Mark West Advisory Council meeting with Supervisor Gore

## **8. ADMINISTRATIVE REPORTS**

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

- **Mark West Charter:** Vice Principal Franci gave an oral report on the following:
  - Good parent involvement so far this year for PTA and coaching spots
  - Completed campus rules with students
  - Orientation was very successful for students and staff
- **John B Riebli Elementary:** Principal Todd gave an oral report on the following:
  - Offered a meet and greet with students and families prior to school starting and about 65 students participated
  - Starting Principal readings with the intent to read a book to each classroom every month
  - Will complete a rules round up with staff and students; also completed a staff meeting prior to students arriving; preparing for the walk a thon in September; PTA will support hiring a STEM/Garden teacher
- **Mark West Elementary:** Principal Kendall gave an oral report on the following:
  - Completed class walk through from K-8<sup>th</sup> grade and kids were engaged and glad to be back at school
  - Attended a Garden fundraiser for Community Soil
  - Successful training with classified and certificated staff focused on Safety at the School; PE will begin in mid September
- **San Miguel Elementary:** Principal Eagle gave an oral report on the following:
  - School wide staff meeting included both certificated and classified together as a team
  - Class List posting was connected to a potluck for families;
  - Continually working on their Garden with donations and help from Boy Scouts

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

- Staff still working on the summer work list; most completed; some items restricted by timelines but still on the list
- 2 rooms at Riebli had carpet replaced; Faxes at Riebli and District still being worked on
- Slurry seal at Mark West will be arranged for another time; HVAC from Prop 39 has been completed except for 6 buildings; lighting has not been completed and a timeline is being worked on

### **8.3 Assistant Superintendent of Educational Services:** Ms. Rachel Valenzuela gave an oral report on the following:

- Shared with the Board the pre-service professional development day for staff(certificated)
- Courses included: special ed processes, coding for students, school climate workshop, integration of technology.
- Update given to staff on August 10<sup>th</sup> regarding the Language adoption process for K-8<sup>th</sup>; 2 pilots were recommended by the adoption committee

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

- Held our annual Welcome Back to School for all staff at Mark West; new staff were introduced
- Classroom visits at all sites within the first couple of school days
- An update on ECC buildings; recently approved by the state so they will begin rebuilding soon; possible January start for daycare; new learning center chairs were viewed by teachers and were received positively

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

- Annual Music Sign up at Mark West on August 22; new members being recruited for the board

### **8.6 School Safety Update:** Superintendent Calloway gave an oral report on the following:

- Attended a SCOE training on School Safety Preparedness; All admin team attended
- Discussion around the new procedure – Run/Hide/Fight – teaching students and staff to find other ways to get off campus when needed and appropriate

## **9. PUBLIC PARTICIPATION**

No one asked to address the Board

**9.1 Public Hearing Regarding Developer Fee Increase for the Mark West Union School District.** President McKnight opened the public hearing regarding the Developer Fee Increase for the Mark West Union School District at 6:58pm. Ms. Cuculich explained the process to increase Level 1 Developer Fees which the district will begin collecting 60 days after the board approves the Resolution(November 1, 2018). No one addressed the board. President McKnight closed the Public hearing regarding the Developer Fee Increase for the Mark West Union School District at 7:07 pm.

## 10. CONSENT AGENDA

On a motion by Trustee Saal, seconded by Trustee Azat, 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 Warrant Report

10.2.2 Employee Ratio Annual Report

10.2.3 Agreement for Instructional Resources Center Services for the 18–19 School year

10.2.4 Agreement between Mark West Union School District and the Sonoma County Office of Education for Categorical Cooperative services.

10.2.5 Agreement with Brandman University for Supervised Fieldwork with Student Counseling from August 1, 2018 through July 31, 2021

10.2.6 Renewal for Services with West Interactive Services Corporation for “SchoolMessenger” for 12 months

### 10.3 CURRICULUM

### 10.4 MINUTES

10.4.1 Minutes of the June 5, 2018 Regular Board Meeting

10.4.2 Minutes of the June 7, 2018 Special 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 for this item. **Donations were read aloud to the audience by Trustee Saal**

## 11. ACTION/DISCUSSION ITEMS

### 11.1 BUSINESS

11.1.1 Consideration of Approval of **Resolution #19-01**, to Establish Committed Fund Balances. On a motion by Trustee Sherwood seconded by Trustee Saal, **Resolution #19-01**, to Establish Committed Fund Balances was approved on a roll call vote of 5-0. Trustee Saal, Aye; Trustee Sherwood, Aye; Trustee Azat, Aye; Trustee Burke, Aye; Trustee McKnight, Aye.

11.1.2 Consideration of Approval of the recertification of the Mark West Union School District Budget for the 2018 - 2019 School Year. On a motion by Trustee Azat seconded by Trustee Saal, recertification of the Mark West Union School District Budget for the 2018 – 2019 School Year was approved on a vote of 5-0.

11.1.3 Consideration of approval of the agreement for Dark Fiber installation with the Sonoma County office of Education utilizing option #1(Pay Full amount in Year 1 and Maintenance Fee for Years 2-10). On a motion by Trustee Saal and seconded by Trustee Sherwood, the agreement for Dark Fiber installation between Mark West Union and Sonoma County Office of Education was approved on a vote of 5-0.

11.1.4 Consideration of approval of the Change Order with FRC, Inc. in the amount of \$80,066 for the Leaning Center project. On a motion by Trustee Azat seconded by Trustee Saal, the Change Order with FRC, Inc for the Learning Center project was approved on a vote of 5-0.

11.1.5 Consideration of approval of the **Resolution #19-02** regarding the Justification Study and the Rate Increase of \$3.79 per square foot residential construction and \$0.61 per square foot for commercial/industrial construction. On a motion by Trustee Azat seconded by Trustee Saal, **Resolution #19-02** regarding the Developer Fee Justification Study and Rate increase was approved on a roll call vote of 5-0. Trustee Saal, Aye; Trustee Azat, Aye; Trustee Sherwood, Aye; Trustee Burke, Aye; Trustee McKnight, Aye.

### 11.2 CURRICULUM

### 11.3 FACILITIES

### 11.4 BOARD POLICIES

On a motion by Trustee Saal and seconded by Trustee Burke, the revised board policies as listed were approved on a vote of 5-0.

11.4.1 Consideration of Approval of the newly required Civil Rights Policy for National School Lunch Programs

11.4.2 Consideration of Approval of the revised Board Policy and Administrative Regulation #1312.3

Community Relations, Uniform Complaint Procedures.

**11.4.3** Consideration of Approval of the revised Board Policy and Administrative Regulation #3514.1, Business and Noninstructional Operations, Hazardous Substances

**11.4.4** Consideration of Approval of the revised Administrative Regulation #4032, Personnel, Reasonable Accommodation

**11.4.5** Consideration of Approval of the revised Board Policy #4111.2, Personnel, Legal Status Requirement

**11.4.6** Consideration of Approval of the revised Board Policy and Administrative Regulation #4119.11, Personnel, Sexual Harassment.

**11.4.7** Consideration of Approval of the revised Board Policy #4158, Personnel, Employee Security

**11.4.8** Consideration of Approval of the revised Administrative Regulation #5141.26, Students, Tuberculosis Testing

**11.4.9** Consideration of Approval of the revised Board Policy #5144, Students, Discipline

**11.4.10** Consideration of Approval of the revised Administrative Regulation #5144.1, Students, Suspension and Expulsion/Due Process

**11.4.11** Consideration of Approval of the revised Board Policy #5145.9, Students, Hate Motivated Behavior

## **11.5 ADMINISTRATION**

**11.5.1** Consideration of Approval of Nomination for the CSBA Director-at-Large for Asian/Pacific Islander and Hispanic. The Board of Trustees chose to take no action.

**11.5.2** Consideration of Approval of **Resolution #19-03**, regarding the District Conflict of Interest Code, Board bylaw #9270 and its appendices. On a motion by Trustee Azat seconded by Trustee Burke, the **Resolution #19-03** regarding the District conflict of Interest Code, Board bylaw #9270 was approved on a roll call vote of 5-0. Trustee Azat, Aye; Trustee Sherwood, Aye; Trustee Saal, Aye; Trustee Burke, Aye; Trustee McKnight, Aye.

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

- Trustee Burke happy to join Mark West School District community and help continue its strength in the community

## **13. INFORMATIONAL ITEMS**

The Board reviewed the following informational items;

**13.1** District Enrollment Report as of 8/17/2018 is presented for the Board to review

**13.2** Mandated Block Grant Application Submission

**13.3** Education Protection Account Expenditures through June 30, 2018

**13.4** SCOE Fire Relief Mini Grant Expenditure Report

**13.5** Consolidated Application for Funding Categorical Aid Program, Spring 2018 Submission

**13.6** Quarterly Report and Certification of the County Treasurer Ending June 30, 2018

## **14. FUTURE MEETINGS**

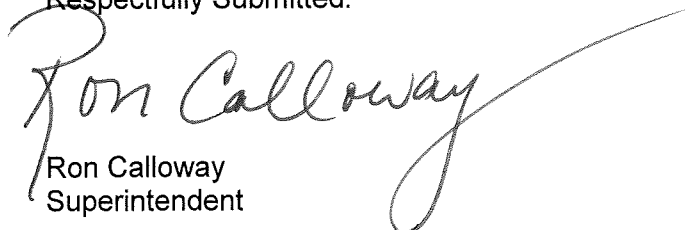
The next Regular Board meeting will be held on Tuesday, September 11th, 2018 time to be determined

## **15. ADJOURNMENT at 7:27pm**


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:

  
Ron Calloway  
Superintendent

Approved by:

  
Gary Saal  
Board Clerk