

**MARK WEST UNION SCHOOL DISTRICT  
Minutes of the BOARD OF TRUSTEES MEETING  
Tuesday, April 12, 2016**

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 4:00 P.M.

**1. CALL TO ORDER, ROLL CALL: 4:00 P.M.**

**Board Members**

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

**Staff Members**

- Ron Calloway, Superintendent
- Regina Cuculich, Associate Superintendent of Business
- Tracy Lavin-Kendall, Patty Dineen, Principals
- Pam Carpenter, Principal Mark West Charter School
- Rachel Valenzuela, Director of Student 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: 4:30 P.M. only if needed**

- 2.1 Public Employment (Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs Pursuant to Government Code, Section 54957
- 2.2 Conference with Labor Negotiators Pursuant to Education Code, Section 54957.6: (Classified: CSEA; Certificated: MARFAC; Management; Confidential; District Negotiator: Regina Cuculich

**3. OPEN SESSION: BOARD STUDY SESSION: 4:00pm**

- 3.1 The Board held a Board Study Session regarding the district LCAP and Strategic Plan with consultant Babs Kavanaugh. The following discussions took place:
  - A power point presentation on the process of creating the Strategic plan and aligning it to the LCAP was presented to the board and the audience;
  - The strategic plan is our management tool; and in our district this tool is "used" accordingly
  - Approval of the plan will take place in May
  - A discussion around the districts mission statement took place; are we meeting our mission for students/staff/parents/community
  - The board discussed the objectives and goals that have become the strategic plan

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

- 4.1 The meeting was called to order at 5:12 P.M.
- 4.2 The 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 needed. Donations will be read separately.
- 4.5 Report Out of Closed Session: President McKnight reported there was no action taken out of closed session.

**5. PRESENTATIONS/RECOGNITIONS**

Students from the 4<sup>th</sup> grade classes at Mark West Elementary will present information regarding their recent class trip to Coloma. Students were unable to attend and this will be rescheduled for the May Board meeting. Mr. Patrick Eagle was introduced to the Board and the audience as the new Principal at San Miguel Charter School.

## **6. BOARD CORRESPONDENCE**

No correspondence to review

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

- Trustee Saal attended the final LCAP/Strategic plan meeting
- Trustee Smith attended the wrap up party for John B Riebli basketball team
- Trustee Edwards reported he attended the final LCAP/strategic plan committee meeting
- Trustee Azat attended the Mark West talent show; movie night for 6<sup>th</sup> grade; field trip to Foothills park

## **8. ADMINISTRATIVE REPORTS**

**8.1 Counseling Program Report:** Mr. Lionel Cooper, District Counselor and Mrs. Rachel Valenzuela gave an oral report on the following:

- Mrs. Valenzuela and Mr. Cooper gave an oral report on the counseling program in the district
- The district has a total of 7 trainees this year; Mr. Cooper introduced the trainee names to the board
- The counseling department has created a website which has been uploaded to our district website

### **8.2 School Reports/Principals**

- **Mark West Elementary:** Principal Kendall presented a written report and reported on the following:
- Activities with Mark West Charter staff and Mark West staff; Vice Principal position will be interviewed next week
- SBAC science tests will begin soon
- Student council will hold a dress up day "Goofy Character"
- Bike Mobile being looked at for the Science Fair day
- **John B Riebli Elementary:** Principal Dineen presented a written report and reported on the following:
- PTA Spring fundraiser will take place this Saturday, April 16<sup>th</sup>
- Science Olympiad will take place soon; Science Fair will take place April 16th
- Goodwill fundraiser on April 23<sup>rd</sup>; Parent Ed night on April 28<sup>th</sup> on Cyber Safety
- Boys and Girls club parent meeting will take place in April; hoping to serve 40 kids next year to start
- **Mark West Charter :** Principal Carpenter was absent and Lisa Chapman an oral report on the following:
- Japanese exchange students attended Mark West Charter campus for 3 days and participated in classes with students; Staff and students enjoyed this collaboration
- Chromebooks have arrived and the school is now 1:1 on technology units
- **San Miguel Elementary:** Principal Calloway reported on the following:
- 6<sup>th</sup> Grade Promotion/Picnic plans are continuing;
- Science Fair projects are being completed; Science Olympiad participants are excited
- SBAC testing has begun with 6<sup>th</sup> grade

**8.3 Maintenance/Operations/Technology Report:** Mr. Michael Smith presented a written report and reported on the following:

- Mr. Smith reviewed the updated information to the technology plan; a large change in the plan is that we have ordered less Ipads and more chromebooks/chromeboxes as sites are preferring these items.

**8.4 Superintendent Report:** Superintendent Calloway presented a written report and reported on the following:

- San Miguel Principal hiring has been completed; Mark West Charter School Vice Principal interviews will begin
- District Wide meeting on April 27<sup>th</sup> - State of the District; May 11<sup>th</sup> will be the groundbreaking ceremony for Mark West for the new site of Mark West Charter School
- A second Transitional Kindergarten class has been opened at San Miguel

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

- Foundation is set for next year's annual fundraiser in October

**8.6 Citizen's Oversight Committee Report:** Superintendent Calloway presented a written report and reported on the following:

- Mr. Calloway reviewed the minutes from the Citizen's Oversight Committee meeting with the Board

## **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 at 6:12 pm. No one addressed the board. President McKnight closed the public hearing at 6:13 pm.

## 10. CONSENT AGENDA

On a motion by Trustee Smith, seconded by Trustee Edwards, all items on the consent agenda 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

10.1.2 Consideration of Approval of the Classified Seniority List as of 3/29/2016

### 10.2 BUSINESS

10.2.1 Vendor Warrant Report

10.2.2 Budget Updates

10.2.3 Agreement for Consulting Services with Emily Davis Consulting for the March 28<sup>th</sup> Professional Development day

10.2.4 Purchase of Wabash portable picnic tables for Mark West, John B Riebli and San Miguel to replace the remaining old style tables on the sites

10.2.5 Contract renewal for district wide "SchoolMessenger" message system with Reliance Communications, LLC. for 12 months in the amount of \$2,250.00

10.2.6 Agreement for Project Inspection with Acrell Inspection Services, Ltd. for the Mark West Charter School Project

### 10.3 CURRICULUM

### 10.4 MINUTES

10.4.1 Minutes of the March 8, 2016, Regular Board Meeting

10.4.2 Minutes of the March 22, 2016 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 of this item. **Donations were read aloud to the audience**

## 11. ACTION/DISCUSSION ITEMS

### 11.1 BUSINESS

### 11.2 CURRICULUM:

### 11.3 FACILITIES

### 11.4 BOARD POLICIES

On a motion by Trustee Edwards, seconded by Trustee Saal all board policy revisions were approved on a vote of 5-0; Ayes=5, Nays=0, Absent=0, Abstentions=0

11.4.1 Consideration of Approval of the Annual Review of the Board Policy and Administrative Regulation #5030, Students, Wellness

11.4.2 Consideration of approval of the minor revisions to the Administrative Regulation #4032, Personnel, Reasonable Accommodation

11.4.3 Consideration of approval of the revised Board Policy and Administrative Regulation #1312.3, Community Relations, Uniform Complaint Procedures

11.4.4 Consideration of approval of the revised Administrative Regulation #4161.2, Personnel Personal Leaves

11.4.5 Consideration of approval of the revised Board Policy and Administrative Regulation #6142.1, Instruction, Sexual Health and HIV/Aids Prevention Instruction (grades 7-12 only)

11.4.6 Consideration of approval of the revised Board Policy and Administrative Regulation #6142.7, Instruction, Physical Education and Activity

11.4.7 Consideration of revised Board Policy #6152, Instruction, Class Assignment

11.4.8 Consideration of revised Board Policy and Administrative Regulation, #6162.51, Instruction, State Academic Achievement Test

### 11.5 ADMINISTRATION

11.5.1 Consideration of Approval of **Resolution #16-08**, Regarding an Increase in the School Facilities Fees on Residential, Commercial or Industrial Construction Projects Pursuant to

Government Code. On a motion by Trustee Smith, seconded by Trustee Azat, **Resolution#16-08**, regarding an Increase in the School Facilities Fees on Residential, Commercial or Industrial Construction Projects pursuant to Government code was approved on a roll call vote of 5-0: Trustee Edwards, Aye; Trustee Smith, Aye; Trustee Saal, Aye; Trustee Azat, Aye; Trustee Mcknight, Aye.

**11.5.2** Consideration of Approval of **Resolution #16-09**, Designating May 2<sup>nd</sup>-6<sup>th</sup>, 2016, as National Teacher Appreciation Week and May 3<sup>rd</sup> as Teacher Appreciation Day. On a motion by Trustee Saal, seconded by Trustee Edwards, **Resolution#16-09**, Designating May 2<sup>nd</sup>-6<sup>th</sup> as National Teacher Appreciation Week and May 3<sup>rd</sup> as Teacher Appreciation Day was approved on a roll call vote of 5-0: Trustee Edwards, Aye; Trustee Smith, Aye; Trustee Saal, Aye; Trustee Azat, Aye; Trustee McKnight, Aye.

**11.5.3** Consideration of Approval of **Resolution #16-10**, Designating May 15<sup>th</sup>-21<sup>st</sup>, 2016, as Classified Appreciation Week. On a motion by Trustee Saal, seconded by Trustee Edwards, **Resolution#10-10**, designating May 15-21<sup>st</sup> as Classified Employee Appreciation week was approved on a roll call vote of 5-0: Trustee Edwards, Aye; Trustee Smith, Aye; Trustee Saal, Aye; Trustee Azat, Aye; Trustee Mcknight, Aye.

**11.5.4** Consideration of Approval of **Resolution #16-11**, Declaring May 6<sup>th</sup> - 11<sup>th</sup>, 2016, as Public Schools Week. On a motion by Trustee Saal, seconded by Trustee Smith, **Resolution#16-11**, declaring May 6<sup>th</sup>-11s as Public Schools Week was approved on a roll call vote of 5-0: Trustee Edwards, Aye; Trustee Smith, Aye; Trustee Saal, Aye; Trustee Azat, Aye; Trustee Mcknight, Aye.

**11.5.5** Consideration of Board Member Attendance at the 6<sup>th</sup> Grade Promotion Ceremonies on June 3, 2016. Board members discussed their attendance at the 6<sup>th</sup> grade promotion ceremonies and the importance of being present. Board members will participate as follows:

- Trustee Edwards: Attend all 3
- Trustee Smith: Attend all 3
- Trustee Saal: Attend all 3
- Trustee Azat: not able to attend
- President McKnight: Attend all 3

**11.5.6** Consideration of Approval **Resolution #16-12**, Regarding the Elimination/Reduction of Certain Positions in the Classified Service for the 2016/2017 School Year, and Notification of Classified Employees. On a motion by Trustee Edwards, seconded by Trustee Smith, **Resolution#16-12**, regarding the elimination/reduction of certain positions in the classified service for the 2016/2017 School year, and notification of Classified employees was approved on a roll call vote of 5-0: Trustee Edwards, Aye; Trustee Smith, Aye; Trustee Saal, Aye; Trustee Azat, Aye; Trustee McKnight, Aye.

**11.5.7** Consideration of approval of the Mark West Union School District Comprehensive Safety Plan(complete plan located in the district office and each site) and now includes the new Aerosol Transmissible Disease Prevention Program which is included here. On a motion by Trustee Saal and seconded by Trustee Azat, the Mark West Union School District Comprehensive Safety Plan which includes the Aerosol Transmissible Disease Prevention Program was approved on a vote of 5-0.

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

- All Board members recognized the hard work the LCAP/Strategic Plan Committee did over the past 6 months for both plans. They also appreciated Ms. Kavanaugh's insight and guidance throughout the entire process. The Board also welcomed Mr. Eagle to the district.

## **13. INFORMATIONAL ITEMS**

The following items were reviewed by the board members.

**13.1** Enrollment Numbers District Wide

**13.2** Financial Audit for Redwood Empire Schools Insurance Group (RESIG). A complete report can be found at the following website link: <http://www.resig.org/annual-audits-reports>

**13.3** Consolidated Application and Reporting System (CARS) 2015-2016 Certification of Assurances

**13.4** Memorandum of Understanding with the Sonoma County Office of Education to support the educational needs of youth in the foster care system.

## **14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, May 17, 2016.

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

**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