

MARK WEST UNION SCHOOL DISTRICT
Minutes of the SPECIAL BOARD OF TRUSTEES MEETING
Thursday, July 16, 2020

The meeting will be held via Zoom. Please use the following link to access the meeting
<https://us02web.zoom.us/j/87978076759>

This meeting is open to the public at 4:00p.m.

1. CALL TO ORDER, ROLL CALL
BOARD MEMBERS

- Sara Azat, President
- Brad Sherwood, Board Clerk
- Victor McKnight
- Brian Burke
- Priscilla Jaworski

STAFF MEMBERS

- Ron Calloway, Superintendent
- Regina Cuculich, Assoc. Superintendent of Business
- Rachel Valenzuela, Asst. Superin./Educational Serv.
- Patrick Eagle, Michelle Franci, Tracy Kendall,
- Emily Todd, Principals
- Michael Smith, Director of Tech/Facilities/Maintenance
- Claire Raggio, District Communications Coordinator
- Alicia Mills, District Executive Assistant

Trustee Burke was absent

2. OPEN SESSION: PUBLIC MEETING: 4:00 P.M.

- 2.1 The meeting will be called to order at 4:00 P.M.
- 2.2 Pledge of Allegiance
- 2.3 Approval of Agenda Order

3. PUBLIC PARTICIPATION

At this time, members of the public may seek clarification about any item on the agenda 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 the end of Board Discussion on that item.

4. BOARD CORRESPONDENCE

(Board Correspondence is provided for the purpose of reviewing correspondence addressed to or received by the Board.)

5. CONSENT AGENDA

The following items are considered routine and can be handled with one action since it is recommended that all items be approved unanimously. Board members may request that any item be discussed or moved to a future calendar.

5.1 PERSONNEL

5.2 BUSINESS

- 5.2.1 Consideration of Approval of Schools and Libraries Universal Service, Certification of Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act
- 5.2.2 Consideration of Approval of the COVID-19 Child Nutrition Programs Meal Pattern Waiver
- 5.2.3 Consideration of Approval of COVID-19 School Closure Certification – All Schools
- 5.2.4 Consideration of Approval of the REVISED MOU between the Mark West Union School District and MARFAC to Supplement the One Time Retirement Incentive Offered by the District for Employee Retiring at the end of the 2019-2020 School Year
- 5.2.5 Consideration of Approval of the MOU between CSEA Chapter 570 and the Mark West Union School District to Supplement the One Time Retirement Incentive Offered by the District in November 2019 for Employees Retiring at the End of the 2019-2020 School Year
- 5.2.6 Consideration of Approval of the MOU between the Sonoma County Superintendent of Schools as the LEA for the North Coast Teacher Induction Program, Participating County Offices of Education, and Participating School Districts and Employing Agencies
- 5.2.7 Consideration of Approval of the Application for COVID-19 Disaster Relief Reimbursement – Child Nutrition Fiscal Services
- 5.2.8 Consideration of Approval of the 2020-2021 Consolidated Application Certification
- 5.2.9 Consideration of Approval of the SSC Estimates Federal COVID-19 Relief Allocations for LEA’s

5.3 CURRICULUM

5.4 MINUTES

5.5 FACILITIES

5.6 DONATIONS

On a motion by Trustee Sherwood, seconded by Trustee Jaworski, the Consent Agenda was unanimously approved. Aye=4, Ney=0, Abstention=0, Absent=1

8. ADMINISTRATIVE REPORTS

8.1 Curriculum/Re-Opening Update for the start of the 2020-2021 School Year was presented by Assistant Superintendent Valenzuela and Project Based Learning Teacher, Lisa Warne

- The update is a DRAFT and may be revised as circumstances warrant
- The update is a result of input from all stakeholders represented on the community re-opening committee
- Included in the presentation, a Ven diagram explained the guiding principles and the purpose of the plan was explained
- The three educational models presented included: Hybrid, Distance Learning, and Homeschooling; specifics of each model were explained. The information will also be posted to the District website for parent information and review.
- Hybrid Sample Schedules were presented, Cohort A and Cohort B. Presentation emphasized that these are DRAFTS and may be adjusted as circumstances require. In the sample schedule, Wednesday would be devoted to Project Based Learning, homework time, etc. which will allow teachers to focus on communications with parents, collaboration, and lesson planning for the follow week. Times are flexible by grade level and site. Afternoons would provide an opportunity for Distance Learning students to check in with teachers. Paraeducators will also be providing support.
- Draft of a typical week was presented by day and what each day might involve. Specifics may be reviewed in the Curriculum Update
- Hybrid Curriculum and Programs – district adopted programs will still be used; Wonders, Math Expressions, Study Sync, Big Ideas, Google Classroom, Seesaw, Class DoJo, Zoom/Google Meets. All specialists are credentialed teachers and all assignments will be graded. Meetings will be recorded and posted for parents in case they missed the lesson.
- A sample Hybrid Bell Schedule was presented; based on grade level, staggered recesses and lunch times and staggered dismissal times. This is a DRAFT and may be changed as circumstances require.
- A Hybrid Sample Egress schedule was presented. Locations and times staggered
- A Distance Learning Sample schedule was presented; it is a DRAFT and may be adjusted as circumstances require. Instructional time focused on CORE subjects; ELA and Math. Time would be set aside for students who receive special services but, the time will not interrupt CORE instruction.
- Homeschooling/Independent Study Contract was presented. Currently used for Independent Study, this is a sample and may be adjusted accordingly.

8.2 Special Education Update – Assistant Superintendent Valenzuela

- Special Education services will continue. RSP teachers will be encouraged to participate in the regular education classes as much as possible. A sample, weekly schedule for RSP teachers was presented. This schedule is a DRAFT and may be adjusted as circumstances require. Some students may come in during Distance Learning days to meet with their Special Ed teacher in order to receive assistance and address the Special Education minute requirements. That option may not be viable for all students and in the interest of equity, some students might need to be pulled during their classes in order to provide Special Education services. SDC numbers are small this year. Those classes would be held 4 days a week because those classes normally have 12 students or less and the students require more one to one instruction and continuity.
- Reading Specialists will meet with students by appointment; small groups, 1-2 students at a time would be ideal but we could consider 3-4 in needed. Distance Learning will include synchronous learning with recorded lessons.
- EL Development – a designated ELD Instruction Schedule was presented. All teachers are CLAD trained. Student grade and linguistic levels would be coordinated for a regular, virtual, Distance Learning meeting in order to receive their ELD support services.

- Counseling will be delivered online and in person. Counselors want to minimize interruption of direct instruction time.

In response to questions received through Zoom Chat from community in attendance virtually, Superintendent Calloway provided the following information:

- Regarding a concern of young children losing focus during Zoom meetings – Instructional time will be broken up with short meetings, an activity/assignment, then resume Zoom meetings. Hard copy packets and materials will also be provided to keep young learners engaged
- We would love for students to come back, full time as soon as that is allowable. We must follow state and local guidelines.
- We will provide regular check in times for parent and teacher communication. This will be vital in providing support for parents as all work will be assessed and graded.
- We will coordinate siblings for the same release time
- The potential to start the year in full Distance Learning mode is what we are fast approaching but parents will be informed. If we move to Distance Learning for the start of the 2020-2021 school year, the Board will have to take action next week
- Portables cannot be added to sites
- Trustee Sherwood added that we will have to be proactive in our communication with parents
- Trustee Jaworski thanked the re-opening committee and acknowledged all of the hard work that has gone into the creation of the plans. She emphasized that we need to get information out to parents as soon as possible if we move to a full Distance Learning Schedule. Parents will need that information to adjust their work/family schedules.
- Trustee Sherwood added that one to one time with the teachers is crucial for student success
- Trustee McKnight asked how we will support student learning if a student does not have technology. Superintendent Calloway replied that we will be providing chromebooks and tablets to students that need them. Additionally, we are working on addressing the connectivity piece in preparation for the potential to start the year in full Distance Learning
- Credentialed teachers will be working with Distance Learning students in the morning and in the afternoon, the classroom teacher would be available for support
- Lisa Warne discussed education platform support for parents. Lessons will be provided by Zoom or if necessary, small group in person trainings. The first two weeks will be the most intense for parents but the idea is to support students in their ability to be as independent as they can possibly be.
- Superintendent Calloway stated that the Governor will most likely issue a directive to start the year in full Distance Learning in counties that are on the state “watch list”
- Detailed information regarding all levels of re-opening are being streamlined to the district website. We will continue to send notification updates through School Messenger and social media platforms.
- Childcare providers that we work with will have access to Zoom
- We will reach out to CREW

8.3 Safety and Cleaning Update – Michael Smith, Director of Technology

- PPE supplies have been ordered. Gloves, masks, facial coverings. Mr. Smith has completed 4 trainings regarding COVID-19 safety protocol and will be taking another one later this month
- Riebli construction punch list meeting will be held next week
- Water bottle stations are being installed at MW and SM
- We will be using a disinfectant/sanitizer that is no rinse. Custodians will spray all flat surfaces once dry; surface is clean. Currently using backpack sprayers, ordered special large sprayers that are on backorder.

8.4 Return to School Plan – Site Principals

- The principals started with a template and tailored the template to our district. It is a living document and will be updated as things change. It offers staff and students a guideline as to what we will be doing at the sites.
- Mark West Charter Principal, Michelle Franci, offered an overview - Visitor restrictions will be in place, health and safety protocols will be in place. Everyone on campus will be required to wear

face coverings (unless otherwise directed by the state/county health department), hand washing and sanitizing during the day will be required of staff and students multiple times a day, social distancing will be enforced, limited sharing- each student will have their own supplies, sick students/employees will be isolated, signage will be posted throughout campuses, staggered starts and ends, personal space, students will be kept with their own cohorts, no shared workspace, lunches will be outside, not in groups. One person will be making copies for all of campus, multiple daily cleanings will occur.

- San Miguel Principal, Patrick Eagle, reviewed a general disinfection chart - Custodians are going to be tasked with a lot and that is why schedules are changing. If a COVID-19 case is reported, there are protocols and steps in place to address the report.
There will be no more birthday snacks shared, all lunch will be provided in sacks, if a student forgets their lunch parents will have to drop one off, parents will not be allowed on campus; one family at a time in the office, bathrooms will be limited to 2 students at a time, no congregating of parents, staff or students.
- John B. Riebli Principal, Emily Todd – All assignments will be graded, daily attendance is required. Teachers will establish regular contact with parents to support them with any questions they might have. Staff will follow up with students not regularly attending their session.
- The reopening site plans will be posted to the District website by Friday afternoon, July 17th.

8.5 Communication – Ron Calloway, Superintendent

- Mondays have been “communication day” via Zoom; district office staff, principals, Supervisor Gore’s weekly meeting, reopening committee meeting, and voluntary district wide meeting. Superintendent Calloway also creates his weekly video on Mondays and that will continue going forward
- All information is streamlined and updated daily/weekly on the district website as needed
- Teachers will be on site, in their own classrooms, during Distance Learning because that way they have access to all classroom materials and webcams that the district has ordered. Classified staff will also be on campus, socially distanced, to provide support to teachers, students and families as assigned
- School buses have wifi. If there are any connectivity issues, we can potentially partner with West County transit to park a school bus in the area.
- Trustee Jaworski asked when classrooms will be assigned and when will families receive communications regarding that. Superintendent Calloway responded that “we hope to have the information out by the middle of next week”. Assistant Superintendent Valenzuela also added that calls are being made to the families that did not submit the survey; it’s important to know where they want their children as we continue to build the models. Hybrid is the most difficult to build and eventually, we will be able to offer the hybrid model.
- Trustee McKnight added that the committee has done an incredible job. Though he is disappointed about where we are today, it is his hope that local districts will be able to continue addressing their students’ needs. We are very fortunate in the MWUSD as our leadership and staff has always done a tremendous job prioritizing the needs of our students and families. He continued that he does worry about the at risk students and how we can support their success. Superintendent Calloway and Assistant Superintendent Valenzuela assured the Board that supporting the at risk students continues to be a top priority.
- Superintendent Calloway announced we will hold a brief Board meeting next week to approve the district, draft plan for reopening and a Resolution should we be directed to start the year in full Distance Learning. Date and time of meeting TBA.
- Susan Gonyo thanked the district and added “this time, we know what to expect and the reopening committee has worked hard to implement a plan that will address the needs of our students. It will not be the same as last Spring.
- Trustee Azat echoed those sentiments acknowledging that Distance Learning last Spring was put together out of necessity, Distance Learning in the Fall will be a considerably different program.
- The Board issues a “shout out” to the teachers, recognizing that a majority have invested a significant amount of their time to make this right for students

- In closing, Superintendent Calloway “thanked the parents that have come together for this meeting, our teachers and staff are phenomenal, our Board is caring and together, we will get through this challenging time.”

9. ADJOURNMENT

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 Alicia Mills, Executive 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

Approved By:

Ron Calloway, Superintendent

Brad Sherwood, Board Clerk: