

**MARK WEST UNION SCHOOL DISTRICT  
Minutes of the Regular BOARD OF TRUSTEES MEETING  
AGENDA**

**Tuesday, September 8, 2020**

The meeting will be held via Zoom. To access the meeting, please go to  
<https://us02web.zoom.us/j/88139711774>  
Meeting ID: 881 3971 1774

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

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

**Board Members**

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

**Staff Members**

- Ron Calloway, Superintendent
- Regina Cuculich, Assistant Superintendent of Business
- Rachel Valenzuela, Assistant Superintendent Educational Services
- Principals: Tracy Lavin-Kendall, Patrick Eagle, Emily Todd
- Michelle Franci
- Michael Smith, Director of Maintenance/Operation/Technology
- Claire Raggio, District Communications Coordinator
- Alicia Mills, District Executive Assistant

Trustee Burke was absent

**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: There will be no Closed Session**

- 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. STUDY SESSION: Board Study Session**

The Board did not hold a study session

**4. PUBLIC MEETING**

- 4.1 The meeting will be called to order at 5:00 P.M.
- 4.2 Pledge of Allegiance
- 4.3 Introductions
- 4.4 Approval of Agenda Order
- 4.5 Report Out of Closed Session

**5. PRESENTATIONS/RECOGNITIONS**

There were no presentations or recognitions

**6. BOARD CORRESPONDENCE**

**7. BOARD COMMUNICATIONS/MATTERS**

*(Board Communications/Matters item is provided for the purpose of sharing school-related activities, school visitations, conferences attended, meetings scheduled. Board members may share any district related issues with other members of the Board and Staff. No formal Board of Education action will be taken.)*

## **8. ADMINISTRATIVE REPORTS**

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

#### Emily Todd, John B. Riebli

- Material pick up on Wednesdays have gone very smoothly
- Holding Friday, virtual assemblies
- A virtual, 5K will be held on September 26<sup>th</sup>
- Reading assessments are complete
- Picture Day will be held at the end of the month and will follow all required safety protocol

#### Patrick Eagle, San Miguel

- New teachers are working out very well
- Held a virtual parent meeting last week and it went very smoothly. Feedback from parents included a few that were concerned about the fact that there is a lot of work but several commented that they and their children miss the social connection of school. Mr. Eagle added that the site is doing their best to address the missing "social" interaction piece by creating some virtual events for the students
- Drop off/pick up are held every two weeks and have been going well
- Picture Day will be held at the end of the month and will follow all required safety protocol

#### Tracy Kendall, Mark West

- Pick up/drop off is going smoothly
- TK will receive their tablets tomorrow
- Parent meeting went well, a lot of positive feedback

#### Michelle Franci, Mark West Charter

- Pick up/drop off is going smoothly
- Ms. Franci is currently overseeing the Charter School and Home School program
- Ms. Franci is in the process of creating a District Wide student council with student representatives from all sites and the homeschool program. Meetings will be held virtually.

### **8.2 Director of Maintenance/Operations/Technology – Michael Smith**

- The district has ordered HP Elite laptops for all elementary school teachers; we hope to received them in the next two weeks
- The district received one, burned an image of the applications currently used onto that computer and then sent it back to the company. The company will then pre-load the laptops with the applications prior to us receiving them back. The technology will still need to be inventoried when it is received. But, this will make the process go much more quickly.
- Charter teachers received new HP Pro laptops last week
- We are in the process of setting up Hotspots for families that do not have connectivity or enough bandwidth. It takes coordination between the company that sells the Hotspots, the company that handles the CIPA filtering and Verizon who connects themselves with the other two.
- Landscaping is ongoing; mowing, trimming, and replacing defective sprinklers
- Maintenance work orders are ongoing but fewer than a regular school year
- All air scrubbers have been received. They are now in the process of being labeled and asset tagged. They will then be delivered to the classrooms.
- All air filters have been changed to Seer 18
- Fresh gas has been added to the generators in preparation of any PSPS events
- Collecting all obsolete electronics which will be taken to recycling

Superintendent Calloway added that parents have contacted their principal if they are need of receiving one of the Hotspots. He also added that these funds were built into the Technology Budget and the decision was made to allocate these funds now.

Principal Eagle added that Mr. Smith and Mr. grant have gone "above and beyond" in support of staff with technology needs; a sentiment echoed by Superintendent Calloway. Assistant Superintendent Valenzuela also commented that parents have also been contacting Mr. Smith and Mr. Grant directly with technology questions and both, have been extremely helpful.

### 8.3 Assistant Superintendent of Educational Services/Rachel Valenzuela

- Despite the pandemic, Special Education support continues. We are adjusting to the circumstances while addressing the needs of the students
- We want to educate our special needs students in the general ed classrooms as much as possible
- Special Education assessments have begun. It's challenging but protocols in place are aligned with County and State requirements; it's a slow process
- Counselors will be hosting parent workshops in English and in Spanish. The first will be held at 2:00 and 6:00pm on September 16<sup>th</sup> focusing on "Mitigating Trauma during Distance Learning".

### 8.4 District Communications Coordinator/Claire Raggio

- School websites are updated regularly with Distance Learning information
- Mrs. Raggio has been working with principals and office managers in receipt of information to post in a timely manner
- Working with Project Based Learning teacher, Lisa Warne, to post relevant information twice a month to social media
- In support of the Mark West Area Chamber of Commerce Community Faire, the district will host "Mask Day" on September 14<sup>th</sup>. Pictures of students, staff and families wearing their favorite mask will be uploaded to social media and shared with the Chamber
- The PTA and PTO are excited to be working together in support of our students and may host some virtual events together
- Mrs. Raggio has created a Mark West Foundation page on all school sites which she will be updating regularly in addition to sharing information for the Mark West Foundation Facebook page

Trustee Jaworski asked if there had been a significant increase in followers on our social media platforms. Mrs. Raggio acknowledged that there has been an increase; "some of the TK and Kindergarten parents jumped on board quickly" but, she would like the social media links to be shared again with the parents through the Principal's newsletters.

### 8.5 Superintendent's Report

- Superintendent Calloway will be attending a webinar tomorrow regarding the ability for Special Education students to come to campus, in small cohorts, for instruction. Dr. Mase is being extremely cautious in consideration of any decision.
- Mark West Area Chamber of Commerce is holding its annual Community Faire. This year is different because instead of it being an "in person" event, it will be held virtually. We don't usually send out as much as we have about the event but, with this year's unique circumstances, we want to do all that we can to support the local businesses.
- Shout out to Lisa Warne, Project Based Learning teacher, for a tremendous job with the program!
- Parents struggling in Zoom with Math: Lisa Chapman and Andrea Farrell are in the process of a virtual parent night to assist parents in supporting their children with Math.
- The district Music Program is starting again. This year it will also include virtual piano.
- Patrick Eagle is in the process of coordinating a virtual PE program
- Regarding PSPS events; Riebli is at the most risk of losing it's power during an event because of it's location on the power grid. We'll have to wait and see.

Trustee McKnight asked the teachers that were present, "what percentage of your students are you really, really concerned about?" Lisa Chapman replied that she "currently has 55 students; 3-5 of those students are those that she regularly has to check in on and follow up with to keep them engaged. She sees a lot of siblings helping siblings." Crystal Hartis added that 2<sup>nd</sup> graders seem to be doing well; she has 3 students that she consistently reaches out to in order to keep them engaged. She further added that "Zoom time can be too much for the little ones, it will get easier as time goes on." Susan Gonyo added that "most of her homeschool students are doing well." Assistant Superintendent Valenzuela also pointed out that most of the students that are currently struggling in Distance Learning, were also previously struggling in school. All agreed that time management at home, is a key piece.

Trustee Jaworski asked the teachers if they were noticing increased fatigue. Lisa Chapman responded that "more students are getting headaches but, we also see students participating in side chats which increases their screen time." Crystal Hartis replied "for the little ones, we control the breaks. Adequate breaks and snacks Make a big difference in maintaining the attention span." Aimee Andreis added that the "adjustment by 1<sup>st</sup> grade teachers to also push out recordings of each lesson, really helped." Assistant Superintendent

Valenzuela added "It's a delicate balance and we need to keep coming back to those questions to address the needs of our students and parents."

Trustee McKnight again noted his appreciation of district leadership and staff for all of their efforts in support of students and families during this challenging time.

## **9. PUBLIC PARTICIPATION**

*At this time, members of the public may seek clarification about any item on the agenda or not 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*

The Public Hearing opened at 6:00p.m.

**9.1 Public Hearing:** The purpose of this hearing is Regarding Sufficiency or Insufficiency of Instructional Materials for the 2020-2021 School Year, in accordance with the Williams Settlement (Education Codes: 35186)

With no public statement or questions, the Public Hearing closed at 6:04p.m.

## **10. 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.*

### **10.1 PERSONNEL**

#### **10.2 BUSINESS**

**10.2.1** Consideration of Approval of Vendor Report

**10.2.2** Consideration of Approval of the planwithease.com Optional Services Amendment to the planwithease.com Service Agreement(s)

**10.2.3** Consideration of Approval of the Elementary Schools Distance Learning Bell Schedules which includes: John B. Riebli Elementary, Mark West Elementary, and San Miguel Elementary

**10.2.4** Consideration of Approval of the Mark West Charter School Distance Learning Bell Schedule

### **10.3 CURRICULUM**

#### **10.4 MINUTES**

**10.4.1** Consideration of Approval of the Minutes of the August 18, 2020 Regular Board Meeting

**10.4.2** Consideration of Approval of the Minutes of the September 1, 2020 Special Board Meeting

#### **10.5 FACILITIES**

#### **10.6 DONATIONS**

**10.6.1** Consideration of Approval of a donation in the amount of \$2,000.00 from Vertical Call Inc. in support of the Mark West Union School District staff

**10.6.2** Consideration of Approval of a donation to Mark West Elementary School in the amount \$600.00 through Your Cause LLC, the Medtronic Foundation Volunteer Grant Program

**10.6.3** Consideration of Approval of a donation in the amount of \$8,000.00 to Mark West Elementary School through the Don Yoder Foundation

Trustee Azat acknowledged each donor individually in appreciation of their support.

On a motion by Trustee McKnight, second by Trustee Jaworski, the motion to approve all items on the Consent Agenda was unanimously approved. Aye=4; Ney=0; Absent=1; Abstention=0

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

### **11.1 BUSINESS**

**11.1.1** Consideration of Approval of the Mark West Union School District Unaudited Actuals of the 2019/2020 School Year

**Part I**  
**Part II**  
**Part III**

Associate Superintendent Cuculich gave an overview of each section.

On a motion by Trustee Sherwood, second by Trustee Jaworski, the Mark West Union School District Unaudited Actuals of the 2019/2020 school year were unanimously approved. Aye=4; Ney=0; Absent=1; Abstention=0

**11.1.2** Consideration of Approval of **Resolution #21-04**, Adoption of the GANN Limit

On a motion by Trustee Sherwood, second by Trustee McKnight, **Resolution #21-04**, Adoption of the GANN Limit, was approved. Aye=4; Ney=0; Absent=1; Abstention=0

Roll Call vote: Trustee Sherwood, Aye; Trustee McKnight, Aye; Trustee Jaworski, Aye; Trustee Azat, Aye; Trustee Burke, Absent. Aye=4; Ney=0; Absent=1; Abstention=0

### **11.2 CURRICULUM**

**11.2.1** Consideration of Approval of **Resolution #21-05**, Sufficiency of Instructional Materials for the 2020/2021 School Year

On a motion by Trustee McKnight, second by Trustee Sherwood, **Resolution #21-05** regarding the Sufficiency of Instructional Materials for the 2020/2021 School year was approved. Aye=4, Ney=0 Absent=1, Abstention=0

Roll Call vote: Trustee Jaworski, Aye; Trustee McKnight, Aye; Trustee Sherwood, Aye; Trustee Azat, Aye. Trustee Burke, Absent Aye=4, Ney=0, Absent=1, Abstention=0

**11.2.2** Consideration of Approval of the 2020-2021 Learning Continuity Attendance Plan for  
John B. Riebli, Elementary  
San Miguel Elementary  
Mark West Charter School  
Mark West Union School District

On a motion by Trustee Jaworski, second by Trustee Sherwood, the Learning Continuity Plans for John B. Riebli Elementary, San Miguel Elementary, Mark West Charter School and Mark West Union School District were approved. Aye=4, Ney=0, Absent =1, Abstention=0

### **11.3 FACILITIES**

**11.3.1** Consideration of Approval of the Mark West Union School District Integrated Pest Management Plan

On a motion by Trustee Sherwood, second by Trustee Jaworski, the Mark West Union School District Integrated Pest Management Plan was approved. Aye=4. Ney=0, Absent=1, Abstention=0

### **11.4 BOARD POLICIES**

### **11.5 ADMINISTRATION**

**12. EVALUATION OF THE BOARD MEETING**

**13. INFORMATIONAL ITEMS**

13.1 2020-2021 Mandated Block Grant Confirmation of Submittal: Mark West Elementary, Mark West Charter School, San Miguel Elementary, John B. Riebli Elementary

**14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, October 20, 2020 via Zoom. Time and Zoom link TBA.

**15. 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, District Executive Assistant, Mark West Union School District, 305 Mark West Springs Road, Santa Rosa, CA, 95404, or telephone (707) 524-2972.

Respectfully Submitted By:

Approved By:

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Ron Calloway, Superintendent

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Brad Sherwood, Board Clerk