

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the Regular BOARD OF TRUSTEES MEETING**  
**Tuesday, September 13, 2022**

The meeting will be held in the District Office Learning Center  
 305 Mark West Springs Rd.  
 Santa Rosa, CA 95404

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

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

**Board Members**

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

**Staff Members**

Dr. Rachel Valenzuela, Superintendent  
 Renee Loeza, Chief Business Official  
 Lisa Warne, Director of Instructional Services  
 Principals: Emily Todd, Kelli Osorio, Patrick Eagle,  
 Michelle Franci  
 Michael Smith, Director of Maintenance/Operation/Technology  
 Claire Raggio, District Communications Coordinator  
 Alicia Mills, 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: 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: Dr. Rachel Valenzuela,  
 and Renee Loeza)

**3. STUDY SESSION: Board Study Session**

There was no Study Session

**4. PUBLIC MEETING**

- 4.1 The meeting was called to order at 4:59 P.M.
- 4.2 Pledge of Allegiance
- 4.3 Introductions
- 4.4 Approval of Agenda Order

On a motion by Trustee McKnight, second by Trustee Jaworski-Quintanilla, the Agenda Order was approved. Aye=5, Ney=0, Abstention=0, Absent=0

- 4.5 Report Out of Closed Session  
 There was no 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.)*

- Trustee Sherwood mentioned that the MWCAC meets tomorrow night. Jen Mendoza will update the Board on the current installation of the Hawk Light and sidewalks in front of Molsberry's Market
- The park across from Cardinal Newman will be undergoing some changes. Berrybrook residents have some thoughts about how to make it more user/family friendly. Possibility for additional athletics.
- Trustee Jaworski-Quintanilla mentioned that the Latino Advisory Council will be hosting a wonderful cultural event on Sunday, 9/18 from 1:00-7:00pm at the LBC
- The Community Soil Garden will be hosting an event on 10/1/22 from 2:30pm-dark

## 8. **ADMINISTRATIVE REPORTS**

### 8.1 School Reports/Principals

#### Emily Todd, John B. Riebli Elementary

- PE, Stem and Art have started
- Kindergartners will be hosting an ABC fashion show
- 5<sup>th</sup> grade is working with the water agency and will be taking a field trip
- 6 teachers will be attending a UDL training. They will then report out to other faculty members.
- 2 teachers are involved in the Math Collaborative
- Walk-a-Thon will be held on 10/14/22

#### Kelli Osorio, Mark West Elementary

- New athletic league has started – flag football
- Student Council sign ups have begun
- Garden classes are underway
- Library visits are underway and students are excited about the Accelerated Reading Program
- Counseling team will be introducing "Tool Box"
- Principal Osorio has challenged students to a "Secret Kindness Mission" to show Classified staff how much they are appreciated
- Coop meetings – reviewed DIBELS
- PTA is amazing!

#### Patrick Eagle, San Miguel Elementary

- PBIS Team participated in 3 days of training
- Coops have been completed. Carolyn Alerie, Suzanne Calloway and Angela Claypool have taken a leadership role in support of staff
- COPE came to the first day of school
- Back to School Night – students are thrilled to be back on campus! Potluck was very successful.
- Rules Round Up – each class goes to a different station lead by 6<sup>th</sup> graders to learn more about school rules

#### Michelle Franci, Mark West Charter School

- Skate Night – 10/27/22
- PTA has been amazing. Provided start up funds for teachers.
- 8<sup>th</sup> grade is working on Family History Projects which they will present on 9/23/22 from 8:30-11:45am in the District Office Learning Center
- Tomorrow is the first "Day on Campus" for the Home School Program
- Teachers focus: SEL – 2<sup>nd</sup> step program
- The site has received tremendous, positive feedback on the cup design letters located on the front fence

### 8.2 Maintenance/Operations/Technology Report/Michael Smith –

- Certified CalPads
- Flex schedule up and loaded. Office Managers and Michael Smith worked with AERIES; appreciation extended to Nicole Dale and Michelle Franci who were instrumental in assisting with the process.
- AERIES changed its URL
- We had to rebuild all of the program log ins connected to ARIES due to the changes that AERIES implemented
- There will be lots of work but next year, we're one step ahead having already input flex scheduling
- In addition to California, AERIES is now also servicing Texas

**8.3** Director of Instructional Services/Lisa Warne – 2022 Summer Academy Principals Andrea Farrell, Angela Claypool and Lisa Chapman provided a summary of the program

The Board acknowledged the team and their efforts in support of our students

**8.4** District Communications Coordinator/Claire Raggio

- In celebration of Hispanic Heritage Month, through social media, Mrs. Raggio will be highlighting educational moments and projects students participate in as they learn more about the contributions of the Hispanic/Latino communities throughout the County and the state.
- Mrs. Raggio and Mrs. Mills will be working with Tom Boylan of Boylan Point Agency and a digital marketing firm in development of a marketing strategy for the district

**8.5** Superintendent's Report/Dr. Rachel Valenzuela -

- Superintendent Valenzuela discussed Congressman Huffman's visit to Mark West Elem
- Back To School Night - classrooms looked great; colorful and organized
- Enrollment is up slightly. We were able to open a TK class at Riebli as well. Current enrollment numbers: Mark West Elementary – 387; John B. Riebli – 383; San Miguel – 405; Mark West Charter – 115. Home School numbers down slightly as students returned to regular ed classrooms

**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*

**9.1 Public Hearing:** The purpose of this hearing is Regarding Sufficiency or Insufficiency of Instructional Materials for the 2022-2023 School Year, in accordance with the Williams Settlement (Education Codes: 35186)

The Public Hearing opened at 6:00pm. No members of the public were present and there were no comments. The Public Hearing closed at 6:02pm.

**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**

**10.1.1** Consideration of Approval of the Personnel Form

**10.2 BUSINESS**

**10.2.1** Consideration of Approval of Vendor Report

**10.2.2** Consideration of Approval of the Revised COVID-19 Safety Plan updated August 2022

**10.2.3** Consideration of Approval of the Employee Ratio Worksheet, Fiscal Year 2022-2023

**10.2.4** Consideration of Approval of the MOU between the Mark West Union School District/North Sonoma County MTSS District Consortium and Judy Elliott, Ph.D., Year 2 Contract; January – June 2023

**10.2.5** Consideration of Approval of the Actuarial Study of Retiree Health Liabilities Under GASB 74/75. Valuation Date: June 30, 2021; Measurement Date: June 30, 2021; For Fiscal Year End: June 30, 2022 prepared by Total Compensation Systems Inc.

**10.2.6** Consideration of Approval of the Expanded Learning Opportunity Grant Program (ELOP) MOU between the Mark West Union School District and the Extended Child Care (ECC)

**10.3 CURRICULUM**

**10.4 MINUTES**

**10.4.1** Consideration of Approval of the Minutes of the August 9, 2022 Regular Board Meeting

**10.5 FACILITIES**

**10.6 DONATIONS**

**10.6.1** Consideration of Approval of a \$100.00 supply donation from Rebecca and Shawn Geernaert to Ms. Beseda's class, John B. Riebli

**10.6.2** Consideration of Approval of a \$575.00 donation on behalf of the Medtronic Foundation Volunteer Grant Program to be divided evenly between Ms. Miller's and Ms. Hunter's classrooms at Mark West Elementary

**10.6.3** Consideration of Approval of a \$6,000.00 donation to Mark West Elementary on behalf of the Don Yoder Foundation



Trustee Burke read individual donations and acknowledged donors.

On a motion by Trustee Jaworski-Quintanilla, second by Trustee McKnight, the Consent Agenda was approved. Aye=5, Ney=0, Abstention=0, Absent=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 2021/2022 School Year

**Part I**

**Part II**

On a motion by Trustee Sherwood, second by Trustee McKnight, the Unaudited Actuals of the 2021-2022 school year were approved. Aye=5, Ney=5, Abstention=0, Absent=0

**11.1.2** Consideration of Approval of **Resolution #23-01**, Adoption of the GANN Limit

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Azat, Resolution #23-01, Adoption of the GANN Limit was approved. Aye=5, Ney=0, Abstention=0, Absent=0

Roll Call Vote: Trustee Sherwood, Aye; Trustee Azat, Aye; Trustee Jaworski-Quintanilla, Aye; Trustee McKnight, Aye; Trustee Burke, Aye

**11.1.3** Consideration of Approval of **Resolution #23-02** to Establish Committed Funds Balances

On a motion by Trustee Sherwood, second by Trustee Azat, Resolution #23-02 to Establish Committed Funds Balances was approved. Aye=5, Ney=0, Abstention=0, Absent=0

Roll Call Vote: Trustee Sherwood, Aye; Trustee Azat, Aye; Trustee Jaworski-Quintanilla, Aye; Trustee McKnight, Aye; Trustee Burke, Aye

**11.1.3** Consideration of Approval of **Resolution #23-03**, Authorizing Designated Positions for Representative and Alternate to the Redwood Empire Insurance Group (RESIG) Joint Powers Board

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Azat, Resolution #23-03 Authorizing Designated Positions for Representative and Alternate to the Redwood Empire Insurance Group (RESIG) Joint Powers Board was approved. Aye=5, Ney=0, Abstention=0, Absent=0

Roll Call vote: Trustee Sherwood, Aye; Trustee Azat, Aye; Trustee Jaworski-Quintanilla, Aye; Trustee McKnight, Aye; Trustee Burke, Aye

**11.1.4** Consideration of Approval of the State of California, Commission on Teacher Credentialing, Verification of Requirements for the Provisional Internship Permit for Emily Dickey who will be hired on the basis of a Provisional Internship Permit at Mark West Charter School for the 2022-2023 school year teaching 7<sup>th</sup>/8<sup>th</sup> Grade Blended Services/Intervention/Enrichment programs

On a motion by Trustee Sherwood, second by Trustee Jaworski-Quintanilla, Verification of Requirements for the Provisional Internship Permit for Emily Dickey who will be hired on the basis of a Provisional Internship Permit at Mark West Charter School for the 2022-2023 school year teaching 7<sup>th</sup>/8<sup>th</sup> grade Blended Services/Intervention/Enrichment Programs was approved. Aye=5, Ney=0, Abstention=0, Absent=0

### **11.2 CURRICULUM**

**11.2.1** Consideration of Approval of **Resolution #23-04** Sufficiency of Instructional Materials for the 2022-2023 School Year

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Azat, Resolution #23-04 Sufficiency of Instructional Materials for the 2022-2023 School Year was approved. Aye=5, Ney=0, Abstention=0, Absent=0

Roll Call Vote: Trustee Sherwood, Aye; Trustee Azat, Aye; Trustee Jaworski-Quintanilla, Aye, Trustee McKnight, Aye; Trustee Burke, Aye

### **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 Jaworski-Quintanilla, second by Trustee McKnight, the Integrated Pest Management Plan was approved. Aye=5, Ney=0, Abstention=0, Absent=0

### **11.4 BOARD POLICIES**

#### **11.4.1 Biennial Review of Board Bylaw 9270, Conflict of Interest and Consideration of Approval of Resolution #23-05 Adopting a Conflict of Interest Code**

On a motion by Trustee Jaworski-Quintanilla, second by Trustee McKnight, Resolution #23-05 Adopting a Conflict of Interest Code was approved. Aye=5, Ney=0, Abstention=0, Absent=0

Roll Call Vote: Trustee Sherwood, Aye; Trustee Azat, Aye; Trustee Jaworski-Quintanilla, Aye; Trustee McKnight, Aye; Trustee Burke, Aye

#### **11.4.2 Consideration of Approval of Revised Board Policy 6170.1 – Transitional Kindergarten**

On a motion by Trustee Sherwood, second by Trustee McKnight, Revised Board Policy 6170.1, Transitional Kindergarten was approved. Aye=5, Ney=0, Abstention=0, Absent=0

### **11.5 ADMINISTRATION**

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

### **13. INFORMATIONAL ITEMS**

**13.1** 2022-2023 Mandated Block Grant Confirmation of Submittal: Mark West Elementary, Mark West Charter School, San Miguel Elementary, John B. Riebli Elementary

**13.2** Actual EPA Entitlement Expense Report through June 30, 2022

### **14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, October 11, 2022. A Study Session will begin at 4:15pm. General Session will begin at 5:00pm

## **15. ADJOURNMENT** 6:32pm

#### **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:

---

Dr. Rachel Valenzuela, Superintendent

---

Victor McKnight, Board Clerk