

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

**Tuesday, December 13, 2022**

The meeting will be held in the District Office Learning Center 305 Mark West Springs Rd. Santa Rosa, CA 95404
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The meeting is opened to the public at 5:00pm

**1. CALL TO ORDER, ROLL CALL: 5:00pm**

**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: Patrick Eagle, Kelli Osorio, Emily Todd  
Michelle Franci  
Michael Smith, Director of Maintenance/Operations/Technology  
Claire Raggio, District Communications Coordinator  
Alicia Mills, District Executive Assistant

Trustee Sherwood did not attend the meeting as his term expired December 9, 2022.

**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- 4:00 – 5:00pm**

- 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,  
Renee Loeza

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

- 3.1** The meeting will be called to order at 5:00 P.M.
- 3.2** Pledge of Allegiance
- 3.3** Introductions
- 3.4** Approval of Agenda Order  
On a motion by Trustee Azat, second by Trustee Jaworski-Quintanilla, the Agenda Order was approved.  
Aye=4, Ney=4, Abstention=0, Absent=0
- 3.5** Report Out of Closed Session  
There was no report out of Closed Session

#### **4. BOARD ORGANIZATIONAL MEETING**

As required by Education Code 35143 and 35023, the Mark West Union School District Board of Trustees held its annual organizational meeting which included the election of officers and a voting representative and alternate to the Sonoma County Committee on School District Organization. The Board also voted on the regular Board Meeting dates for 2023. The Board President will administer the Oath of Office to newly elected members (if applicable).

##### **4.1 Administration of Oath of Office:**

- Trustee Burke administered the Oath of Office to Trustee Azat and Trustee Smith
- Trustee McKnight administered the Oath of Office to Trustee Burke

##### **4.2 Election of Board President**

- On a motion by Trustee Burke, second by Trustee Azat, Trustee McKnight was elected as Board President. Aye=5, Ney=0, Abstention=0, Absent=0

##### **4.3 Election of Board Clerk**

- On a motion by Trustee McKnight, second by Trustee Azat, Trustee Jaworski-Quintanilla was elected as Board Clerk. Aye=5, Ney=0, Abstention=0, Absent=0

##### **4.4 Election of Representative to the County Committee on School District Organization**

- On a motion by Trustee Azat, second by Trustee Jaworski-Quintanilla, Trustee Burke was elected as the Representative to the County Committee on School District Organization. Aye=5, Ney=0, Abstention=0, Absent=0

##### **4.5 Election of Alternate Representative to the County Committee on School District Organization**

- On a motion by Trustee Azat, second by Trustee Burke, Trustee Jaworski-Quintanilla was elected as the alternate representative to the County Committee on School District Organization. Aye=5, Ney=0, Abstention=0, Absent=0

##### **4.6 Establish Regular Monthly Board Meeting Dates for 2023**

- Trustee McKnight requested that the April meeting date be changed to April 18, 2023. On a motion by Trustee Jaworski-Quintanilla, second by Trustee Burke, the 2023 Regular Board Meeting Calendar was approved with the knowledge that the April date would be edited as requested. Aye=5, Ney=0, Abstention=0, Absent=0

#### **6. BOARD CORRESPONDENCE**

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

**6.1** Letter from Kristin Horrell, Deputy County Counsel, confirming that the Mark West Union School District's revised Conflict of Interest Code will be reviewed by the County Board of Supervisor's at the January 24, 2023 meeting

#### **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.)*

- Several board members attended the Annual Mark West Area Chamber of Commerce's Tree Lighting. This year it was held at Mark West Elementary and there was an "incredible turn out, it was beautiful." Appreciations to the Mark West Area Chamber of Commerce and local businesses, Molsberry's Market and Cookie Take a Bite for their contributions
- The Latino Advisory Council hosted an event at the LBC; several 7<sup>th</sup> grade students from Mark West Charter School volunteered their time at the event. The LBC was acknowledged for their partnership With the community

## **8. ADMINISTRATIVE REPORTS**

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

#### **John B. Riebli Elementary – Emily Todd**

- Finishing coops
- Glitter, gold paint, and pasta are part of holiday creations which are in full swing
- 5<sup>th</sup> Grade created a cardboard arcade. Thursday, classes will be given the opportunity to use the arcade
- PTA is working on a Paint Night in January and a Bingo Night in February

#### **Mark West Elementary – Kelli Osorio**

- Thankful tree – collaborative event
- Act of service – canned food drive; \$3,000.00 donated as well
- Movie Night for families – all had a great time
- PE teacher has started
- Ms. Pardo and data collection team are working on collecting data
- 3<sup>rd</sup> graders are working on Heritage reports. The culminating event will be a Family Potluck.
- 5<sup>th</sup> Grade presentations – explorers
- PTA purchased a new kiln. Clay projects are underway

#### **San Miguel Elementary – Patrick Eagle**

- Mr. Eagle offered sincere appreciation to colleagues from all sites for their generosity and thoughtfulness following Doug Day's passing; it was deeply appreciated by the San Miguel staff and community
- Mr. Eagle attended a field trip at LBC with TK and Kinder; great fun
- 2<sup>nd</sup> graders went to the Library
- 6<sup>th</sup> grade launched hot air balloons
- Fundraiser met its goal. Hosting a Walk a Thon in the Spring
- Elves workshop was back! Packed, great event!

#### **Mark West Charter School – Michelle Franci**

- November 30<sup>th</sup> reunification training – great process helped identify where we need to work on things
- Drama electives by Ms. Gayowski are going well. Music is hosting music concerts on Friday.
- Friday, 12/16 plaque presentation in honor of Paul Odenkirchen
- School staff from each site has sent treats and thoughtful verbiage each day

### **8.2 Maintenance/Operations/Technology/Michael Smith**

- Mr. Smith reviewed projects to be completed over break, Pest Management Report and FIT Plans

### **8.3 Director of Instructional Services/Lisa Warne**

- Ms. Warne reviewed the YouthTruth Survey and plans for its release

### **8.4 District Communications Coordinator/Claire Raggio**

- Created flyers for the release of YouthTruth
- Working with Rachel Rue, Amanda Johnson, and Suzanne Calloway promoting the Accelerated Reading Program
- Hoping to get more input from staff as to what would be beneficial to them in the staff newsletter
- Working with Dr. Valenzuela on the revision of the TK/Kindergarten Parent Information Night video

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

- Marketing campaign, social mirroring is going very well. To date, we have 53 more TK/Kindergarten enrollments than we did last year at this time
- The district's new tri-fold brochure is beautiful and principals are distributing at Parent Tours. Very positive feedback from parents who have received it
- Bay Area Digital Media; 94,000 impressions; 588 people clicked to the ad 2 view throughs. Campaign engagement 8.86 times above national average
- The Mark West Area Chamber of Commerce's Tree Lighting was beautiful, 300+ attendees. The event really captures Item #4 of our Strategic Plan
- Facilities – Financial Stewardship – Playground structures – Playground company has been selected to create and complete a playground for all 3 schools over the summer



## **9. PUBLIC PARTICIPATION – Public Hearing**

The Review of the Accounting of Development Fees for the 2021-2022 Fiscal Year

*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 2021-2022 Developer Fees Information Summary 2021-2022 Developer Fees Financial Data**

Public Hearing opened at 5:59pm. With no members of the public present, the hearing was closed at 6:01pm.

## **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 all items on the Personnel Form

### **10.2 BUSINESS**

10.2.1 Consideration of Approval of the Vendor Warrant Report

10.2.2 Consideration of Approval of the 2022-2023 North Sonoma County MTSS District Consortium Revised MOU: January 2023 - June 2023

10.2.3 Consideration of Approval of the MOU between the Extended Child Care Coalition of Sonoma County and the Mark West Union School District for the Implementation of the ELOP Program

10.2.4 Consideration of Approval of the Agreement to Provide Food Service between the Mark West Union School District and the 4C's

### **10.3 CURRICULUM**

### **10.4 MINUTES**

10.4.1 Consideration of Approval of the Minutes of the September 13, 2022 Regular Board Meeting

10.4.2 Consideration of Approval of the Minutes of the November 8, 2022 Regular Board Meeting

### **10.5 FACILITIES**

### **10.6 DONATIONS**

10.6.1 Consideration of Approval of a \$3,969.22 donation to Mark West Elementary from the National Marine Sanctuary Program

Since the Consent Agenda is approved as a whole, Trustee McKnight abstained from vote due to a business relationship with the 4C's (Item 10.2.4)

Prior to the vote, Trustee Jaworski-Quintanilla recognized that the link for Item 10.4.2 was not correct. Therefore, that item was pulled from inclusion in the vote and will be added to the January 2023 Agenda for approval.

On a motion to approve the Consent Agenda without including Item 10.4.2 by Trustee Jaworski-Quintanilla, second by Trustee Azat, the Consent Agenda was approved. Aye=4, Ney=0, Abstention=1, Absent=0

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

### **11.1 BUSINESS**

11.1.1 Consideration of Approval of the Mark West Union School District's First Interim Report for the 2022-2023 Fiscal Year

- Part I
- Part II
- Part III

On a motion by Trustee Azat, second by Trustee Jaworski-Quintanilla, Parts 1,2, and 3 of the Mark West Union School District's First Interim Report for the 2022-2023 Fiscal Year were approved. Aye=5, Ney=0, Abstention=0, Absent=0

**11.1.2 Consideration of Approval of Resolution #23-11, Developer Fees Annual Report – 2021-2022 Fiscal Year**

On a motion by Trustee Azat, second by Trustee Burke, Resolution #23-11, Developer Fees Annual Report – 2021-2022 Fiscal Year was approved. Aye=5, Ney=0, Abstention=0, Absent=0

Trustee Jaworski-Quintanilla, Aye; Trustee Azat, Aye; Trustee Smith, Aye; Trustee Burke, Aye; Trustee McKnight, Aye

**11.1.3 Consideration of Approval of Resolution #23-12 Establish Committed Fund Balances**

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Burke, Resolution #23-12 Establish Committed Fund Balances was approved. Aye=5, Ney=0, Abstention=0, Absent=0

Trustee Azat, Aye; Trustee Smith, Aye; Trustee Burke, Aye; Trustee Jaworski-Quintanilla, Aye; Trustee McKnight, Aye

**11.2 CURRICULUM:**

**11.3 FACILITIES**

**11.3.1 Consideration of Approval of the site FIT Plans**

**John B. Riebli Elementary  
Mark West Elementary  
San Miguel Elementary  
Mark West Charter School**

On a motion by Trustee Azat, second by Trustee Burke, the FIT Plans for John B. Riebli, Mark West Elementary, San Miguel Elementary and Mark West Charter School were approved. Aye=5, Ney=0, Abstention=0, Absent=0

**11.3.2 Consideration of Approval of the Mark West Union School District's Integrated Pest Management Plan**

On a motion by Trustee Burke, second by Trustee Azat, the Mark West Union School District's Integrated Pest Management Plan was approved. Aye=5, Ney=0, Abstention=0, Absent=0

**11.4 BOARD POLICIES**

**11.5 ADMINISTRATION**

**11.5.1 Nomination and election of a member of the Mark West Union School District Board of Trustees to serve on the Mark West Citizens Action Council (MWCAC)**

On a motion by Trustee Azat, second by Trustee Burke, Trustee McKnight was elected as the Mark West Union School District Board of Trustees representative to the Mark West Area Citizens Action Council. Aye=5, Ney=0, Abstention=0, Absent=0

**11.5.2 Recognition of Doug Day**

The recognized Doug Day, San Miguel teacher, for his contributions to the Mark West Union School District and community.

**12. EVALUATION OF THE BOARD MEETING**

The Board members may comment or request items pertaining to the Board meeting.

**13. INFORMATIONAL ITEMS**

**13.1** Sunshine Letter from the Mark West Union School District to MARFAC

**14. FUTURE MEETINGS**

The next Regular Board meeting will be determined in coordination with the 2023 Board of Trustees Meeting Calendar during the Organizational portion of the December 2022 meeting. If approved as noted, the next Regular Board Meeting will be held on Tuesday, January 10, 2023.

**15. ADJOURNMENT 6:27pm**

**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 Alicia Mills, District Executive Assistant 707-524-2972.

Respectfully Submitted By:

Approved By:

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Dr. Rachel Valenzuela, Superintendent

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Priscilla Jaworski-Quintanilla, Board Clerk