

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the Regular BOARD OF TRUSTEES MEETING**  
**Tuesday, September 12, 2023**

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**

Victor McKnight, President  
 Priscilla Jaworski-Quintanilla, Clerk  
 Sara Azat  
 Brian Burke  
 Aaron Smith

**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/Operations/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: 4:00pm**

- 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, 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 5:00 P.M.
- 4.2 Pledge of Allegiance
- 4.3 Introductions
- 4.4 Approval of Agenda Order  
 On a motion by Trustee Jaworski-Quintanilla, second by Trustee Azat, the Agenda Order was approved.  
 Aye=4, Ney=0, Abstention=0, Absent=1
- 4.5 Report Out of Closed Session  
 There was no report out of Closed Session

**5. PRESENTATIONS/RECOGNITIONS**

Kindergarten students from John B. Elementary presented three songs

**6. BOARD CORRESPONDENCE**

6.1 Letter from Gregory Medici, Deputy Superintendent of Business Services; SCOE and Diann Kitamura, Ed.D. Interim Deputy Superintendent, Equitable Education Services; SCOE approving the Mark West Union School District's 2023-2024 LCAP

- Superintendent Valenzuela reviewed and acknowledged that receiving this letter was great to hear because many other districts received their submissions back; ours passed the first time!

## **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 Burke attended the staff welcome on August 14, 2023
- Trustee Jaworski-Quintanilla attended the Community Garden Fundraiser – light attendance, Ms. Osorio gave a nice speech and Charter school students volunteered
- Trustee Jaworski-Quintanilla attended Back to School Night; outdoor parent presentations worked well
- Trustee McKnight was able to make it to the Community Garden Fundraiser briefly. He then attended a 4C's Fundraising event

## **8. ADMINISTRATIVE REPORTS**

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

Emily Todd, John B. Riebli

- Specialists have all started
- Walk to Read has started
- Coops began; staff is taking a deep dive into data and assigned students where they most needed to be
- "Save Me a Seat" – one school, one book focusing on culture, bullying, empathy, and compassion
- Upcoming events include a Fitness Night for Parents; a free family event
- PTA is working on the Walk a Thon

Kelli Osorio, Mark West Elementary

- Community building activities in the classrooms
- Rules Roundup was held
- Held a staff meeting in the grove; staff brought camping chairs
- 7 new staff members. Hosting "New Crew" to engage new staff
- Hosted a collective Resume project for staff
- New playground is up and running; students are very excited about the space

Patrick Eagle, San Miguel Elementary

- Specialists have all started
- Coops were held; Blended Learning begins this week
- PTA hosted Kona Ice the night that schedules were posted
- Upcoming fundraisers include: Jump and Donate at Rebounderz; Halloween Skate Night at Cal Skate and the Walk a Thon plans are underway
- Omega Man visits the campus on Friday; anti bullying message

Michelle Franci, Mark West Charter

- Students and teachers are working on engagement building activities. Kelly Matteri will be hosting "empathy interviews"
- First year the Charter School has had an Intervention teacher. Coops were held and students were assigned. There are 5-6 students receiving additional support.
- Co-Ed volleyball has started
- Outside Movie Night, Warriors games, and Cal Skate are all fundraisers that have been planned
- Trustee McKnight added that he had a friend who attend the Charter School's Parent Information Night. The friend raved about the school and the presentation.

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

- All new smartboards have been delivered and installed; 10 more ordered
- All equipment was checked out and prepped for SBAC
- The chromebooks that were ordered were all delivered the same day, rather than in batches because we had ordered them pre-loaded with software
- The new play structure at Mark West Elementary is very popular

### **8.3 Director of Instructional Services/Lisa Warne – 2023 Summer Academy Principal, Andrea Farrell, will provide a summary of the program**

- Summer Academy was held June 7-28, 2023 on the Riebli campus. The site was selected due to the presence of ECC on the same campus
- Program included 15 classrooms and a counselor
- 82% of respondents wanted their child to participate
- 312 students were invited to participate, 163 students actually attended



- The main reason parents passed on the opportunity was because of vacations. Trustee McKnight suggested that moving forward, we consider sending invitations earlier.

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

- The two main areas of focus are building engagement and increasing social media presence. Mrs. Raggio appreciated the Board for sharing district pages.
- Increased the number of daily posts. Visits classrooms daily highlighting all the great work taking place in the district
- First day reel had over 900 views
- School websites have been updated. Focused on the mobile version making it more accessible.

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

- The district welcome back was amazing! Dr. Valenzuela appreciated Trustee Burke's attendance.
- Saria, a product of the district, was the guest speaker and is emblematic of what the district represents. She highlighted the challenges she faced and credits the Charter School for helping her success in her goal to attend Sonoma Academy and Oberlin College in the fall. Her performance of "Rise Up" touched everyone's heart; there were few dry eyes during her presentation.
- Enrollment is slowly climbing. Mark West Elementary's enrollment has increased the most while San Miguel and John B. Riebli's hold steady. The Charter School is full and maintains a waiting list. We need to explore additional opportunities to bring childcare to the district as it directly impacts TK/Kindergarten enrollment. Space is challenging; Lisa Chapman is researching various options and we hope to have a game plan in place by early Fall for the 24/25 school year.
- COVID – 38 positive cases district wide thus far. Two classrooms were placed under extended mitigation guidelines.
- Site visits are going well; Dr. Valenzuela is loving engaging with students!
- Dr. Valenzuela and Ms. Franci will be visiting other middle schools of roughly the same size to see what they offer and to refine some of what we do at the Charter School

### **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*

Public Hearing 9.1 opened at 6:05pm

**9.1 Public Hearing:** The purpose of this hearing is Regarding Sufficiency or Insufficiency of Instructional Materials for the 2023-2024 School Year, in accordance with the Williams Settlement (Education Codes: 35186)

No members of the public were present. Public Hearing 9.1 closed at 6:07pm.

Public Hearing 9.2 opened at 6:07pm

**9.2 Public Hearing:** AB1200 Public Disclosure of the Collective Bargaining Agreement and Ratification between the Mark West Union School District and CSEA 570

No members of the public were present. Public Hearing 9.2 closed at 6:08pm.

### **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 2023-2024 Classified Salary Schedule

**10.2.3** Consideration of Approval of the Employee Ratio Worksheet, Fiscal Year 2023-2024

**10.2.4** Consideration of Approval of the Mark West Elementary 4<sup>th</sup> Grade (Ms. Hunter & Ms. Rue) Overnight Field Trip to Coloma April 22, 2024 – April 23, 2024

**10.2.5** Consideration of Approval of the John B. Riebli Elementary 4<sup>th</sup> Grade (Ms. Johnson) Overnight Field Trip to Coloma April 16, 2024 – April 17, 2024

**10.2.6** Consideration of Approval of the John B. Riebli Elementary 5<sup>th</sup> Grade (Ms. Farrell & Ms. Hanson) Overnight Field Trip to Walker Creek Ranch December 4, 2023 – December 7, 2023

**10.2.7** Consideration of Approval of the 2023-2024 Consolidated Application (ConApp)

**10.2.8** Consideration of Approval of the San Miguel Elementary 4<sup>th</sup> Grade (Mr. Smith) Overnight Field Trip to Coloma April 18, 2024 – April 19, 2024

### **10.3 CURRICULUM**

#### **10.4 MINUTES**

**10.4.1** Consideration of Approval of the Minutes of the August 8, 2023 Regular Board Meeting

#### **10.5 FACILITIES**

#### **10.6 DONATIONS**

**10.6.1** Consideration of Approval of the donation of 100 binders (various sizes) to the Mark West Union School District from Bright View

**10.6.2** Consideration of Approval of a \$2,000.00 donation to Mark West Elementary School on behalf of the Don Yoder Foundation

Trustee Jaworski-Quintanilla acknowledged the generosity of the donors in Items 10.6.1 and 10.6.2.

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Azat, the Consent Agenda was approved. Aye=4, Ney=0, Abstention=0, Absent=1

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

### **11.1 BUSINESS**

**11.1.1** Consideration of Approval of the Mark West Union School District Unaudited Actuals of the 2022/2023 School Year

#### **Part I Part II**

Mrs. Loeza reviewed specifics.

On a motion by Trustee Azat, second by Trustee Jaworski-Quintanilla, the Unaudited Actuals for the 2022-2023 school year were approved. Aye=4, Ney=0, Abstention=0, Absent=1

**11.1.2** Consideration of Approval of **Resolution #24-01**, Adoption of the GANN Limit

On a motion by Trustee Azat, second by Trustee Jaworski-Quintanilla, Resolution #24-01, Adoption of the GANN Limit was approved. Aye=4, Ney=0, Abstention=0, Absent=1

Roll Call: Trustee Smith, Aye; Trustee Azat, Aye; Trustee Jaworski-Quintanilla, Aye; Trustee McKnight, Aye

**11.1.3** Consideration of Approval of **Resolution #24-02** to Establish Committed Funds Balances

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Azat, Resolution #24-02 to Establish Committed Funds Balances was approved. Aye=4, Ney=0, Abstention=0, Absent=1

Roll Call: Trustee Smith, Aye; Trustee Azat, Aye; Trustee Jaworski-Quintanilla, Aye; Trustee McKnight, Aye

**11.1.4** Consideration of Approval of AB 1200 Public Disclosure of the Collective Bargaining Agreement and ratification between the Mark West Union School District and CSEA 570

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Smith, AB1200 Public Disclosure of the Collective Bargaining Agreement and ratification between the Mark West Union School District and CSEA 570 was approved. Aye=4, Ney=0, Abstention=0, Absent=1



## **11.2 CURRICULUM**

**11.2.1** Consideration of Approval of **Resolution #24-03** Sufficiency of Instructional Materials for the 2023-2024 School Year

On a motion by Trustee Azat, second by Trustee Jaworski-Quintanilla, Resolution #24-03 Sufficiency of Instructional Materials for the 2023-2024 school year was approved. Aye=4, Ney=0, Abstention=0, Absent=1

Roll Call: Trustee Smith, Aye; Trustee Azat, Aye; Trustee Jaworski-Quintanilla, Aye; Trustee McKnight, 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 Azat, second by Trustee Smith, the Mark West Union School District Integrated Pest Management Plan was approved. Aye=4, Ney=0, Abstention=0, Absent=1

## **11.4 BOARD POLICIES**

## **11.5 ADMINISTRATION**

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

## **13. INFORMATIONAL ITEMS**

**13.1** 2023-2024 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, 2023

**13.3** Corrected 2023-2024 Psychologist/Speech Language Pathologist Salary Schedule

**13.4** Revised E-Rate Letter from SCOE

## **14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, October 10, 2023

## **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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Dr. Rachel Valenzuela, Superintendent

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Priscilla Jaworski-Quintanilla, Board Clerk