

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the Regular BOARD OF TRUSTEES MEETING**  
**Tuesday, January 16, 2024**

The meeting was held at 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: 5:00 P.M.**

**Board Members**

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

**Staff Members**

Dr. Rachel Valenzuela, Superintendent  
Renee Loeza, Chief Business Official  
Lisa Warne, Director of Instructional Services  
Principals: Emily Todd, Patrick Eagle, Kelli Osorio  
Michelle Franci  
Michael Smith, Director of Facilities/Operations/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 – 4:00 P.M.**

- 2.1 Public Employment (Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs)  
(Government Code 54957)
- 2.2 Evaluation of the Superintendent

**3. STUDY SESSION: - There was no Study Session**

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

- 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

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

- 4.5 Report Out of Closed Session  
Superintendent Valenzuela's goals for the 2023-2024 school year were approved

**5. PRESENTATIONS/RECOGNITIONS**

6<sup>th</sup> grade students from Ms. Gonsalves and Ms. Perkins classes at John B. Riebli presented their cardboard arcade games

**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 Jaworski-Quintanilla attended the Heritage Feast at Mark West Elementary. Students share food based on their family history
- Trustee Jaworski-Quintanilla would like the Board to prioritize visiting school sites throughout the year. Dr. Valenzuela and Alicia Mills will handle coordination with sites

## **8. ADMINISTRATIVE REPORTS**

### **8.1 School Reports/Principals – all presented oral reports**

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

- Students in Ms. Farrell's and Ms. Hanson's 5<sup>th</sup> grade classes reported on their experience at Walker Creek Ranch. They offered appreciation to the Board for their approval of the trip and hoped for continued funding

#### Mark West Elementary – Kelli Osorio

- Teachers are reviewing Rules Round Up
- Grade levels have been participating in field trips
- Students have welcomed Ms. Gretchen as the new Garden teacher
- PTA has created a new spirit wear website. They are also working on the Walk-a-Thon.

#### San Miguel Elementary – Patrick Eagle

- Boys basketball has ended with a winning season
- Queircus Quire performed; a group of retired teachers; educational and amazing
- Glow Party Family Dance – February 2nd

#### Mark West Charter – Michelle Franci

- The Enrollment lottery for the 2024-2025 school year will be held January 30<sup>th</sup>
- Youth Truth Survey has been completed by all students and most of staff
- Intervention teacher, Doug Dietrick is using NearPod which provides adaptive tests, adjusts to students needs and provides reports and assignments

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

- Two staff members were out last week
- 8 Promethean Boards were replaced at John B. Riebli
- Four kitchen ovens were removed at John B. Riebli and replaced by two, waiting for two more
- All school sites cleaned thoroughly over break
- Fire Department issues addressed
- Principal Eagle and Mr. Smith met with Christina from Recology. Principal Todd and Mr. Smith will be meeting with Christina tomorrow

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

- Youth Truth Survey ends 1/26/24
- SCOE has set a 75% participation rate goal
- District Day last Wednesday – UDL lesson focused on Literacy and Reading Instruction
- 2024-2025 TK/Kindergarten Parent Information Night – January 18<sup>th</sup> at 6:00pm, Mark West Elementary MPR
- Ms. Warne was invited to present at Windsor Head Start Program
- Ms. Warne and Lisa Chapman are providing staff updates on MTSS. SLT full day training next Tuesday.

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

- Assisted Ms. Warne with Youth Truth Survey social media messaging
- Finalized and launched a few new things on the District website

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

- Visiting sites regularly on Tuesdays, one or two grade levels at a time
- Witnessing consistency in programs – great example of how education is strong at all sites. Some highlights included lessons on Momentum and Reaction; expanding foundational skills for visual discrimination; and lessons involving parts of MLK's speech – all great stuff!

## **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.*

## **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 (**no Personnel Form this month**)

### **10.2 BUSINESS**

**10.2.1** Consideration of Approval of the Vendor Warrant Report

**10.2.2** Consideration of Approval of the Statement of Facts – Roster of Public Agencies Filing

**10.2.3** Consideration of Approval of the engagement letter/contract between the Mark West Union School District and Stephen Roatch Accountancy Corporation; year 3 of 3

**10.2.4** Consideration of Approval of the Classified Auxiliary Pay Scale – Revised January 2024

### **10.3 CURRICULUM**

**10.3.1** Consideration of Approval of the 2022/2023 School Accountability Report Cards (SARC) pending an Informational Update from the CDE:

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

### **10.4 MINUTES**

**10.4.1** Consideration of Approval of the Minutes of the Regular Board Meeting (including the Organizational Meeting), December 12, 2023

### **10.5 FACILITIES**

**10.5.1** Consideration of Approval of the Williams Settlement Quarterly Uniform Complaint Report Summary 10/1/23 – 12/31/23

### **10.6 DONATIONS**

**10.6.1** Consideration of Approval of donations towards the Mark West Elementary Student Council Food Drive – Brigitta Hunter, \$100.00; Jamie and Anthony Mache, \$100.00; John Ryan, \$100.00; Christine Cucina, \$150.00; Ali and Cecilia Pourghadir, \$250.00

**10.6.2** Consideration of Approval of a \$100.00 donation from Grant and Kimberly Keller to Mr. Ryan's 6<sup>th</sup> Grade class at Mark West Elementary

On a motion by Trustee Azat, second by Trustee Burke, to approve Consent Items 10.1–10.5, Consent Items 10.1-10.5 were approved. Aye=5, Ney=0, Abstention=0, Absent=0.

Trustee Azat read Consent Items 10.6.1 – 10.6.2 and thanked donors. On a motion by Trustee Burke, second by Trustee McKnight, Consent Items 10.6.1-10.6.2 were approved. Aye=5, Ney=0, Abstention=0, Absent=0

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

### **11.1 BUSINESS**

**11.1.1** Consideration of Approval of the Audit Certification, 2022-2023 Financial Report/Audit;

Audit Review Letter from Stephen Roatch Accountancy Corporation for the year ending June 30, 2023 and the Mark West Union School District Audit Report, June 30, 2023

On a motion by Trustee Azat, second by Trustee McKnight, the Audit Certification, 2022-2023 Financial Report/Audit and the Audit Review Letter from Stephen Roatch Accountancy and the Mark West Union School District Audit Report for the year ending June 30, 2023 were approved. Aye=5, Ney=0, Abstention=0, Absent=0.

**11.1.2 Consideration of Approval of the Certification of Corrective Action 2022-2023 Audit Findings and Recommendations**

On a motion by Trustee Burke, second by Trustee McKnight, the Certification of Corrective Action 2022-2023 Audit Findings and Recommendations were approved. Aye=5, Ney=0, Abstention=0, Absent=0.

**11.2 CURRICULUM**

**11.3 FACILITIES**

**11.3.1 Consideration of Approval of the December 2023 Facility Inspection Tool (FIT) Reports for:**

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 2023 Facility Inspection Tool (FIT) reports were approved for John B. Riebli Elementary, Mark West Elementary, San Miguel Elementary, and Mark West Charter School. Aye=5, Ney=0, Abstention=0, Absent=0

**11.4 BOARD POLICIES**

**11.5 ADMINISTRATION**

**12. EVALUATION OF THE BOARD MEETING**

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

**13. INFORMATIONAL ITEMS**

**13.1 Stimulus Funding Report**

**14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, February 13th, 2024 at 5:00pm.

**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, 707-524-2972.

Respectfully Submitted By:

Approved By:

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Dr. Rachel Valenzuela, Superintendent

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Sara Azat, Board Clerk