

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the Regular BOARD OF TRUSTEES MEETING**  
**Tuesday, May 14, 2024**

The meeting was held at the Mark West Union School District Learning Center  
305 Mark West Springs Rd.  
Santa Rosa, CA 95404

The meeting opened to the public at 4:00 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, Kelli Osorio, Patrick Eagle,  
Michelle Franci  
Michael Smith, Director of Maint/Operations/Tech  
Alicia Mills, District Executive Assistant

Trustee Jaworski-Quintanilla 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: 3:00pm**

**2.1** Public Employment (Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs)  
(Government Code 54957) End of Year Evaluation - Superintendent

**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. BOARD STUDY SESSION: 4:00-5:00PM (Open to the Public)**

**3.2** Director of Instructional Services, Lisa Warne, discussed with the Local Control and Accountability Plan (LCAP) for 2024-2025 and the 2023-2024 Local Control and Accountability Plan Annual Update with the Board.

The Board of Trustees will review relevant data, actions, and services included in the LCAP, and input will be requested as part of the annual process to update and improve the LCAP

**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 Smith, second by Trustee Burke, the Agenda Order was approved. Aye=4, Nay=0, Abstention=0, Absent=1

**4.5** Report Out of Closed Session

There was no report out of Closed Session

**5. PRESENTATIONS/RECOGNITIONS**

**5.1** The Board recognized English Language Learner students who have been re-designated as Fluent English speakers

**5.2** The Board recognized the winners of the Superintendent Bacon Young Writers' Awards:  
Sophia Brown, John B. Riebli; Phillip Fassler, Mark West Elementary; Ginger Matej,

5.4 Ms. Woods' 8<sup>th</sup> grade students from Mark West Charter School presented their poetry projects based on their study of WWII and the Story of Anne Frank

## 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/Director of Instructional Services, Lisa Warne and Site Principals will present the District and School sites' Youth Truth survey data summaries reflecting student, staff and family perceptions to the Board of Trustees

Lisa Warne, Mark West Union School District

Emily Todd, John B. Riebli

Kelli Osorio, Mark West Elementary

Patrick Eagle, San Miguel Elementary

Michelle Franci, Mark West Charter

8.2 Maintenance/Operations/Technology Report/Michael Smith: Mr. Smith presented an Oral Report

- The Department of Health and Human Services is downsizing and we received a significant donation of very useful items and furniture

- Will soon be working with the new IT Coordinator and Director of Maintenance and Operations

8.3 District Communications Coordinator/Claire Raggio: Dr. Valenzuela presented Mrs. Raggio's report

- Social media platforms showcased positive programs

- Highlights included: music and counseling programs, solar eclipse, and the student that won the opportunity to star in a video with Dr. Valenzuela

8.4 Superintendent's Report/Dr. Rachel Valenzuela: Dr. Valenzuela will present an Oral Report

- Appreciations to Trustee Burke who attended the State of the District in April

- ELPAC Testing wrapped up in February/March

- 3<sup>rd</sup>-8<sup>th</sup> grades have completed SBAC testing and 5<sup>th</sup> – 8<sup>th</sup> Grade has completed Science testing

- We value the talents of our staff and try to promote from within. Congratulations to Michelle Franci who will be the district's Special Education Coordinator beginning July 1, 2024 and Lisa Chapman who will be the new Principal of Mark West Charter School and Denise Morris who was hired as the District Office Receptionist and shares the position of Business Personnel Technician

- Dr. Valenzuela will be inviting our new Director of Maintenance and Operations and the new IT Coordinator in order to introduce them to the Board

- Trustee Jaworski-Quintanilla and Trustee Burke joined Dr. Valenzuela on site visits to Mark West Elementary and Mark West Charter School. At Mark West Elementary the team found students actively engaged in foundational work and were stumped by 6<sup>th</sup> grade Math! At the Charter school, they observed students working on their Anne Frank projects

- Dr. Valenzuela and Ms. Franci have been visiting middle schools in determination of what their academic structure and programs involve; gain ideas for electives. Tomorrow they visit Willowside.

- Open House is Thursday, May 16<sup>th</sup>. Mark West Charter School at 5:30pm, Elementary schools at 6:00pm

## 9. PUBLIC HEARING

*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.*

No members of the public were present

## 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 2024-2025 Instructional Minutes Bell Schedules for Mark West, San Miguel, John B. Riebli Elementary schools and Mark West Charter School

10.2.3 Consideration of Approval of the MOU between the Mark West Union School District and the Tutoring Center effective April 18, 2024

10.2.4 Consideration of Approval of the MOU between the Mark West Union School District and the North Coast School of Education Teacher Induction Program: July 1, 2024 – June 30, 2025

10.2.5 Consideration of Approval of the MOU between the Mark West Union School District and the North Coast School of Education Career Technical Education Program: July 1, 2024 – June 30, 2025

10.2.6 Consideration of Approval of the MOU between the Mark West Union School District and the North Coast School of Education "Be a Teacher" Intern Program and Permit Holder Professional Development Series: July 1, 2024 – June 30, 2025

10.2.7 Consideration of Approval of the MOU between the Mark West Union School District and the Sonoma County Office of Education to Provide APE Services/Support: July 1, 2024 – June 30, 2025

10.2.8 Consideration of Approval of the MOU between the Mark West Union School District and Sonoma State College of Education Clinical Practice Program: July 1, 2024 – June 30, 2026

10.2.9 Consideration of Approval of the Revised 2024-2025 Special Education Coordinator Salary Schedule

10.2.10 Consideration of Approval of the MOU between the Mark West Union School District and CSEA 570 regarding an update of Job Descriptions. Job Descriptions include: The Student Services and Data Integration Specialist and the Maintenance and Operations Assistant, as well as the Revised 2023-2024 Classified Salary Schedule

### 10.3 CURRICULUM

### 10.4 MINUTES

10.4.1 Consideration of Approval of the Minutes of the April 9, 2024, Regular Board Meeting

10.4.2 Consideration of Approval of the Minutes of the May 7, 2024, Special Board Meeting

### 10.5 FACILITIES

### 10.6 DONATIONS

## 11. ACTION/DISCUSSION ITEMS

### 11.1 BUSINESS

11.1.1 Consideration of Approval of **Resolution #24-16** the Authorization to make Transfers Between Fund Balances and Expenditures at Close of Year per Education Code 42601

On a motion by Trustee Burk, second by Trustee McKnight, Resolution 24-16 the Authorization to make Transfers Between Fund Balances and Expenditures at Close of Year per Ed Code 42601 was approved. Aye=4, Nay=0, Abstention=0, Absent=1

Roll Call: Trustee McKnight, Aye; Trustee Smith, Aye; Trustee Burke, Aye; Trustee Azat, Aye. Trustee Jaworski-Quintanilla was absent.

11.1.2 Consideration of Approval of **Resolution #24-17** to Establish Temporary Interfund Transfers of Special or Restricted Funds (Borrowing) per Education Code 42603

On a motion by Trustee Burke, second by Trustee Smith, **Resolution #24-17** to Establish Temporary Interfund Transfers of Special or Restricted Funds (borrowing) per Education Code 42603 was approved. Aye=4, Nay=0, Abstention=0, Absent=1

Roll Call: Trustee McKnight, Aye; Trustee Smith, Aye; Trustee Burke, Aye; Trustee Azat, Aye. Trustee Jaworski-Quintanilla was absent

**11.1.3 Consideration of Approval of Resolution #24-18 Specifications of Election Order**

On a motion by Trustee Burke, second by Trustee McKnight, **Resolution #24-18** Specifications of Election Order was approved. Aye=4, Nay=0, Abstention=0, Absent=1

Roll Call: Trustee McKnight, Aye; Trustee Smith, Aye; Trustee Burke, Aye; Trustee Azat, Aye. Trustee Jaworski-Quintanilla was absent

**11.1.4 Discussion Only: Bond and Refinance Options**

The Board had been presented with two options by Greg Isom at the previous Board meeting. After discussion, the Board is leaning towards refinancing and paying off faster.

**11.2 CURRICULUM**

**11.3 FACILITIES**

**11.4 BOARD POLICIES**

**11.5 ADMINISTRATION**

**11.5.1 Consideration of Approval of Resolution #24-19, Classroom Capacity for the 2024/2025 School Year**

On a motion by Trustee Burke, second by Trustee Smith, **Resolution #24-19**, Classroom Capacity for the 2024/2025 school year was approved. Aye=4, Nay=0, Abstention=0, Absent=1

Roll Call: Trustee McKnight, Aye; Trustee Smith, Aye; Trustee Burke, Aye; Trustee Azat, Aye. Trustee Jaworski-Quintanilla was absent.

**11.5.2 Consideration of Approval of the 2024-2025 Declaration of Need for Fully Qualified Educators**

On a motion by Trustee Burke, second by Trustee Smith, the 2024-2025 Declaration of Need for Fully Qualified Educators was approved. Aye=4, Nay=0, Abstention=0, Absent=1

**12. EVALUATION OF THE BOARD MEETING**

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

**13. INFORMATIONAL ITEMS**

**13.1** 2024 State of the District Power Point Presentation

**13.2** Sunshine Letter from CSEA 570 to the Mark West Union School District

**13.3** Sunshine Letter from the Mark West Union School District to CSEA 570

**14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, June 4, 2024 at 4:00pm

A Special Board Meeting will be held on Thursday, June 6, 2024 at 8:30am

**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 to the Superintendent, 707-524-2972.

Respectfully Submitted By:

Approved By:

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Dr. Rachel Valenzuela, Superintendent

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Sara Azat, Board Clerk