

10.4.1

**MARK WEST UNION SCHOOL DISTRICT**  
**Minutes of the Regular BOARD OF TRUSTEES MEETING**  
**Tuesday, February 11, 2025**

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

**Board Members**

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

**Staff Members**

Dr. Rachel Valenzuela, Superintendent  
Renee Loeza, Chief Business Official  
Lisa Warne, Director of Instructional Services  
Michelle Franci, Special Education Coordinator  
Principals: Emily Todd, Kelli Osorio, Patrick Eagle,  
Lisa Chapman  
Mason Nakamura, Director of Maintenance & Operations  
Jose Santamaria, Information Technology Manager  
Alicia Mills, District Executive Assistant

Trustee Jaworski-Quintanilla attended the Closed Session but was absent for the General Session

**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) Superintendent – Mid Year Review

**3. STUDY SESSION – No Study Session will be held**

**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=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**

Students from Mr. Carusone's 7<sup>th</sup> & 8<sup>th</sup> grade elective classes will presented on their work with the Magnolia Project

**6. BOARD CORRESPONDENCE**

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

## **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.)*

7.1 Positive Certification Letter from the Sonoma County Office of Education: 2024-2025 First Interim Report

## **8. ADMINISTRATIVE REPORTS**

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

Emily Todd, John B. Riebli Elementary

- Lawrence Hall of Science presented an engineering assembly
- Chinese New Year parade will be held Friday
- Finished "One School, One Book"
- "Screenagers" was presented to 4<sup>th</sup> – 6<sup>th</sup> graders; great conversations and follow up regarding how to balance screen time
- 6<sup>th</sup> grade will attend environmental camp next week
- 3<sup>rd</sup> grade recorder concert is next week

Kelli Osorio, Mark West Elementary

- Teachers have learned the nuances of the new Science Program based on a "tech book"; several "hands on" lessons which the students really enjoy
- As a school, they are working on updating their "Mission and Vision" statements
- Based on Mr. Eagle's recommendation, hosted the Quirkus Choir – great songs based on the environment in a rap format

Patrick Eagle, San Miguel Elementary

- 6<sup>th</sup> grade visited the Academy of Sciences and walked the Golden Gate Bridge
- 5<sup>th</sup> grade is studying Jack London
- 3<sup>rd</sup> grade is working on their salmon projects
- "Family Dance" coming up soon
- Boys basketball season has wrapped; girls started practice last week and the season starts next week
- C-ed volleyballs starts in the Spring
- Student Council hosted a canned food drive and filled 5 barrels

Lisa Chapman, Mark West Charter

- 8<sup>th</sup> grade just returned from their trip to the city – walked the Golden Gate Bridge and held a "geometry by numbers" course at the Giants stadium
- 7<sup>th</sup> and 8<sup>th</sup> grades currently participating in novel study
- Valentine's rally tomorrow

8.2 Director of Instructional Services/Lisa Warne – Lisa Warne and Renee Loeza, CBO, will presented an LCAP Mid Year Update for the Mark West Union School District and Mark West Charter School

8.3 Director of Maintenance/Operations/Technology/Mason Nakamura – Mr. Nakamura will present an Oral Report

- Repaired large leak under Rm. 19 at San Miguel
- Planter box at Mark West Charter School was plumbed
- Fixed a large leak at Mark West Elementary
- Repaired the staff parking gate at Riebli

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

- 2025-2026 TK/Kindergarten enrollment numbers currently – we currently have 6 classes for TK and 7 for Kindergarten; enrollments continue and Dr. Valenzuela will update the Board monthly
- Received the draft, 2025-2026 Instructional Calendar from SRCS; sent to CSEA and MARFAC and requested that they submit any questions or suggestions they have; deadline for input is 2/14/25
- Dr. Valenzuela again invited Board members to join her on school site visits. They are welcome to let her or Mrs. Mills know if they are interested
- January is School Board Recognition Month. Dr. Valenzuela requested that the principals each read a portion of the Resolution received from the Sonoma County Board of Education
- First draft of the Early Warning System (EWS) was presented by Ms. Warne

## **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.*

Opened at 6:07pm – with no members of the public present, 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 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 Mark West Union School District Comprehensive Safety Plan and Signature Pages

**10.2.3** Consideration of Approval of the 2024-2025 Certificated Seniority List

**10.2.4** Consideration of Approval of the 2024-2025 Classified Seniority List

**10.2.5** Consideration of Approval of the Licensing Agreement between the Mark West Union School District and Document Tracking Services (DTS) – March 15, 2025 – March 14, 2026

**10.2.6** Consideration of Approval of Year 1 of 3 Contract between the Mark West Union School District and Stephen Roatch Accountancy Corporation for Audit Engagement; fiscal years ending June 30, 2025, June 30, 2026 and June 30, 2027

**10.2.7** Consideration of Approval of the Memorandum of Understanding between the Mark West Union School District and CSEA 570 regarding the IT Support Specialist Job Description

**10.2.8** Consideration of Approval of the Memorandum of Understanding between the Mark West Union School District and SCOE Business Services for Fiscal Year 2024-2025

**10.2.9** Consideration of Approval of the Teacher – Education Specialist Job Description

**10.2.10** Consideration of Approval of the Memorandum of Understanding between the Mark West Union School District and the Rincon Valley Union School District for Occupational Therapist and Physical Therapy services

**10.2.11** Consideration of Approval of the 2024-2025 CARS Winter Submission Report

**10.2.12** Consideration of Approval of the Lease Agreement between the Mark West Union School District and Class Leasing

**10.2.13** Consideration of Approval of the 2024-2025 Master Agreement between the Mark West Union School District and Santa Rosa City Schools for Special Education Services

### **10.3 CURRICULUM**

### **10.4 MINUTES**

**10.4.1** Consideration of Approval of the Minutes of the January 7, 2025 Regular Board Meeting

### **10.5 FACILITIES**

### **10.6 DONATIONS**

**10.6.1** Consideration of Approval of a donation in the amount of \$200.00 to Mark West Charter School for the Principals' Fund from E&J Gallo Winery/Bonterra Tech

**10.6.2** Consideration of Approval of a donation in the amount of \$100.00 from Jamie and Anthony Mache, John Ryan, Angie and Justin Walling, Samantha and Jason Wilson, and Maureen Young; a \$150.00 donation from Airren Palmero Emmeng; a \$200.00 donation from Melanie Dodson Bolin and Scott Bolin, Christine and Vic Cucina, Jewmaull and Karolin Reed; and a \$400.00 donation from Ali and Cecilia Pourghadir; all for the annual Mark West Elementary Student Council Food Drive

Trustee Burke read the donations and offered appreciation of all.

On a motion by Trustee McKnight, second by Trustee Burke, the Consent Agenda was approved. Aye=4, Nay=0, Abstention =0, Absent=1



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

### **11.1 BUSINESS**

**11.1.1** Budget Update (oral update) – Discussion Only

**11.1.2** Consideration of Approval of a vote for the 2025 CSBA Delegate Assembly Election for Subregion 3-A

On a motion by Trustee Burke, second by Trustee Smith, the Board cast their vote for Shelby Moeller, RVUSD for the 2025 CSBA Delegate Assembly Election for Subregion 3-A. Aye=4, Nay=0, Abstention=0, Absent=1

**11.1.3** Closure of Mark West Union School District Accounts – Exchange Bank

Chief Business Official, Renee Loeza, explained that these are accounts no longer in use and therefore, we are closing them.

On a motion by Trustee Burke, second by Trustee Smith, the Board voted to close the specified Mark West Union School District accounts with Exchange Bank. Aye=4, Nay=0, Abstention=0, Absent=1

### **11.2 CURRICULUM**

### **11.3 FACILITIES**

### **11.4 BOARD POLICIES**

**11.4.1** Consideration of Approval of Board Policy and Administrative Regulation 5145.3 – Students Nondiscrimination/Harassment

**11.4.2** Consideration of Approval of Board Policy and Administrative Regulation 5145.7 – Students Sexual Harassment

On a combined motion to approve Board Policy and Administrative Regulation 5145.3 – Students Nondiscrimination/Harassment as well as Board Policy and Administrative Regulation 5145.7 – Students Sexual Harassment, second by Trustee Smith, the aforementioned were approved. Aye=4, Nay=0, Abstention=0, Absent=1

### **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** Sonoma County Board of Education Resolution # 24-25-21- School Board Recognition Month; January 2025

**13.2** Sonoma County Board of Education Resolution #24-25-23 – Recognition of a Safe Haven County Office of Education

**13.3** Final Agreement between the MWUSD & CSEA 570: November 1, 2024 – June 30, 2027

## **14. FUTURE MEETINGS**

The next Regular Board meeting will be held on Tuesday, March 11, 2025 at 5:00p.m.

## **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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Brian Burke, Board Clerk