

MARK WEST UNION SCHOOL DISTRICT
Minutes of the Regular BOARD OF TRUSTEES MEETING
Tuesday, March 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

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 McKnight 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 (Discipline/Dismissal/Release, Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs) (Government Code 54957)

3. STUDY SESSION

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

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 Burke, second by Trustee Jaworski-Quintanilla, the Agenda Order was approved.
 Aye=4, Nay=0, Abstention=0, Absent=1

4.5 Report Out of Closed Session

The Board approved the hire of the new, San Miguel Elementary Charter School Principal for the 2025-2026 school year. Superintendent Valenzuela will send an email announcement to the San Miguel staff and families, following the Board Meeting

5. PRESENTATIONS/RECOGNITIONS

Students from Mrs. Johnson's and Mrs. Tunzi's 4th Grade classes at John B. Riebli presented their 22nd Mission Projects

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 a 4th grade field trip with Mark West Elementary as well as numerous SRCS Board Meetings in an effort to be more informed of decisions regarding their upcoming consolidation plans.

8. ADMINISTRATIVE REPORTS

8.1 School Reports/Principals

Emily Todd, John B. Riebli Elementary

- Held a whole school tea party following the completion of the “One School, One Book” program
- 6th grade attended an overnight camp for three nights
- Dr. Suess week culminated with a “Pancakes and Pajamas” event enjoyed by parents, students and staff alike
- Currently in the middle of co-ops and reviewing 2nd trimester data

Kelli Osorio, Mark West Elementary

- Mrs. Kaufman has started music with our youngest students
- Shout out to some special things happening at Mark West Elementary – One of our TK teachers was filmed by SCOE and will be included in a “TK best practices” presentation, Read on Sonoma is filming on site Friday
- PTA has announced that “Space Walk” is the theme for the April 25th Walk a Thon

Patrick Eagle, San Miguel Elementary

- Currently in the middle of co-ops and reviewing data
- Held a campus evacuation drill on Friday, smoothest one to date
- 2nd and 3rd graders have doubled or tripled their reading goals
- 6th grade walked to the Air Museum (approximately 5 miles round trip)
- Girls basketball season is about half over
- Coed volleyball begins after Spring Break

Lisa Chapman, Mark West Charter School

- Has begun using Canva to send newsletter because it tracks data. Based on first use, data shows excellent parent engagement
- Mr. Garcia has started a lunch time Chess Club; a mix of 7th/8th graders
- Garden Elective has officially planted in the planter box! As part of the assignment, students had to research which would be best to plant based on the time of year, location in a planter box and temperature. Shout out to custodians Ruben Sanchez and Emilio Rosas who ran water lines to the planter box for us
- Music Class was able to participate in the Winter Concert for the first time. They also performed for many of Mark West Elementary’s younger students
- “Caught You Being Good” celebration is this Friday. 73 students made the list.
- Shout out to Home School teacher, Megan Bair. The Home School Program is full, at 12 students. Every Wednesday, is “On Campus” day for Home School students and Ms. Bair has 3-4 girls that come every Wednesday, on a regular basis

8.2 Director of Instructional Services/Lisa Warne

- Ms. Warne reviewed initial results of the Youth Truth Survey. A more in-depth discussion will be held later in the year

8.3 Special Education Coordinator/Michelle Franci

- Shout out to Special Ed classified staff. They are an invaluable support to our staff, students, families
- Revamping SDC classes. Bringing programs back to our sites. Extended outreach to our district families in RVP and many are excited to accept the offer

8.4 Director of Maintenance and Operations/Mason Nakamura

- Cleaning storage areas district wide
- Organizing closets
- Working with door contractors for an upcoming door replacement at San Miguel
- Ruben Sanchez and Emilio Rosas ran water lines to the Mark West Charter School Planter box

- John B. Riebli - roof patching as needed

8.5 Information Technology Manager/Jose Santamaria

- ERate & RFP – working to secure federal funds for our network infrastructure and wifi – uploads and downloads will be significantly faster and the upgrade will also help with network security and access to resources for our students. The upgrade is scheduled to begin around July 1st
- Updated Technology Plan – working with Mrs. Loeza and Ms. Warne to update the district's Technology Plan. We're hoping to complete in the next couple of months
- EWaste and Electronics Distribution – establishing best practice for equipment. Working on getting chrome books for state testing
Working on security systems to enhance security – various options for cameras
- New phone system will be installed this summer

8.5 Superintendent's Report/Dr. Rachel Valenzuela

- Shout out to all staff – this is the month that there is a sense of burnout; “we're almost there!” Very grateful and appreciative of our dedicated staff members
- 2nd trimester reports will be sent out on Friday for elementary schools
- 2025-2026 Instructional Calendar – will be forthcoming on the April Board Agenda. Appreciations to MARFAC and CSEA #570 for their feedback
- We can confirm that teachers will return for the 2025-2026 school year on August 8th and that August 13th will be the first day of school for students and June 5, 2026 will be the last day for the 2025-2026 school year
- Superintendent Valenzuela will be meeting with Mr. Eagle to discuss potential dates for the incoming principal to shadow him. Additionally, she will be meeting with the Superintendent of the incoming principal's current district to discuss “loan back” dates for that person to return to their current district at the beginning of the 2025-2026 school year to support their replacement
- Exploration of a Mark West Charter School expansion – met with Ms. Chapman, Mrs. Loeza and Mr. Nakamura in preliminary exploration as to the feasibility of the potential to expand the 7th grade at Mark West Charter School for the 2025-2026 school year and potentially 7th and 8th grade in the 2026-2027 school year. Weighed positives and negatives – main challenges are facilities and finances. Superintendent Valenzuela requested the Board's guidance as to next steps.

In consideration of multiple parent communications received by Board members, the Board of Trustees directed Dr. Valenzuela and team continue exploration of the feasibility of expanding 7th grade at the Mark West Charter School for the 2025-2026 school year and the potential of an increased 7th and 8th grade for the 2026-2027 school year based on financial practicality and the ability to expand facilities in the future.

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.

9.1 Notice of Public Hearing regarding the Charter Schools' 5 Year Renewal Request for:

John B. Riebli Charter Elementary 2025 – 2030
San Miguel Charter Elementary 2025 – 2030
Mark West Charter School 2025 - 2030

The Public Hearing opened at 6:10pm. With no members of the public present and no public comment, the Public Hearing closed at 6:11pm

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 Occupational Therapist Job Description and 2024-2025 Certificated Salary Schedule

10.2.3 Consideration of Approval of the IT Support Specialist Job Description and 2024-2025 Classified Salary Schedule

10.2.4 Consideration of the Memorandum of Understanding between the Mark West Union School District and the Sonoma County Office of Education for the Mark West Data Dashboard Project

10.2.5 Consideration of Approval of the 2024-2025 Maintenance and Operations Obsolete Items List

10.3 CURRICULUM

10.4 MINUTES

10.4.1 Minutes of the February 11, 2025 Regular Board Meeting

10.5 FACILITIES

10.6 DONATIONS

10.6.1 Consideration of Approval of an anonymous donation in the amount of \$1,000.00 to the John B. Riebli Library

On a motion by Trustee Jaworski-Quintanilla, 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 Consideration of Approval of the Mark West Union School District Second Interim Report for 2024 – 2025

Part 1

Part 2

Part 3

Mrs. Loeza, CBO, updated the Board on adjustments since the First Interim Report including the District's significantly higher contribution to Special Education costs given the overall escalating costs of Special Education. Additionally, as she has during past Board meetings, Mrs. Loeza reiterated that the District is currently deficit spending.

On a motion by Trustee Burke, second by Trustee Smith, the 2024-2025 Second Interim Report; Parts 1, 2, and 3 were approved. Aye=4, Nay=0, Abstention=0, Absent=1

11.1.2 Consideration of Approval of the 2025-2026 Mark West Union School District Transportation Plan

On a motion by Trustee Burke, second by Trustee Jaworski-Quintanilla, the 2025-2026 Mark West Union School District's Transportation Plan was approved. Aye=4, Nay=0, Abstention=0, Absent=1

11.2 CURRICULUM

11.3 FACILITIES

11.4 BOARD POLICIES

11.5 ADMINISTRATION

11.5.1 Consideration of Approval of Resolution #25-08 John B. Riebli Elementary Charter School 5 Year Renewal Request - 2025-2030

On a motion by Trustee Burke, second by Trustee Smith, **Resolution #25-08** John B. Riebli Elementary Charter School 5 Year Renewal Request for July 1, 2025 – June 30, 2030 was approved. Aye=4, Nay=0, Abstention=0, Absent=1

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

11.5.2 Consideration of Approval of Resolution #25-09 San Miguel Elementary Charter School 5 Year Renewal Request - 2025-2030

On a motion by Trustee Burke, second by Trustee Smith, **Resolution #25-09** San Miguel Elementary Charter School 5 Year Renewal Request for July 1, 2025 – June 30, 2030 was approved. Aye=4, Nay=0, Abstention=0, Absent=1

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

11.5.3 Consideration of Approval of Resolution #25-10 Mark West Charter School 5 Year Renewal Request - 2025-2030

On a motion by Trustee Burke, second by Trustee Smith, **Resolution #25-10** Mark West Charter School 5 Year Renewal Request for July 1, 2025 – June 30, 2030 was approved. Aye=4, Nay=0, Abstention=0, Absent=1

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

11.5.4 Consideration of Approval of Resolution #25-11 In the Matter of the Decision to Release Temporary Certificated Employees (who either *served at least 75% of the number of days in the 2024-2025 school year* and those who served *less than 75% of the number*)

On a motion by Trustee Burke, second by Trustee Smith, **Resolution #25-11** In the Matter of the Decision to Release Temporary Certificated Employees (who either *served at least 75% of the number of days in the 2024-2025 school year* and those who served *less than 75% of the number*) was approved. Aye=4, Nay=0, Abstention=0, Absent=1

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

11.5.5 Consideration of Approval of Resolution #25-12 In the Matter of the Elimination of Certain Positions in the Permanent Classified Service and Directing Notification of Classified Employees

On a motion by Trustee Burke, second by Trustee Smith, **Resolution #25-12 In the Matter of the Elimination of Certain Positions in the Permanent Classified Service and Directing Notification of Classified Employees** was approved. Aye=4, Nay=0, Abstention=0, Absent=1

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

11.5.6 Consideration of Approval of Resolution #25-13 in the Matter of the Elimination of Certain Vacant Positions in the Classified Service

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Smith, **Resolution #25-13 in the Matter of the Elimination of Certain Vacant Positions in the Classified Service** was approved. Aye=4, Nay=0, Abstention=0, Absent=1

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

11.5.7 Consideration of Approval of Resolution #25-14 to Establish Committed Fund Balances

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Burke, **Resolution #25-14 to Establish Committed Fund Balances** was approved. Aye=4, Nay=0, Abstention=0, Absent=1

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

12. EVALUATION OF THE BOARD MEETING

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

13. INFORMATIONAL ITEMS

13.1 Annual Required Financial Disclosures 2024-2025: Audited Financials year ending 6/30/2024, 2024-2025 Board Approved Budget, and Property Tax Information as required for Continuing Disclosures for sold G.O. Bonds on MSRB site

14. FUTURE MEETINGS

The next Regular Board of Trustees meeting will be held on Tuesday, April 8, 2025 at 5:00pm

15. ADJOURNMENT 6:41pm

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 at 707-524-2972.

Respectfully Submitted By:

Approved By:

Dr. Rachel Valenzuela, Superintendent

Brian Burke, Board Clerk