

MARK WEST UNION SCHOOL DISTRICT
Minutes of the BOARD OF TRUSTEES MEETING
Tuesday, May 13, 2025

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

The meeting is opened to the public 4:00 P.M.

1. CALL TO ORDER, ROLL CALL: 5:00 P.M.

Board Members

Sara Azat, President
 Brian Burke, Clerk
 Priscilla Jaworski-Quintanilla
 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,
 Lisa Chapman
 Mason Nakamura, Director of Maintenance & Operations
 Alicia Mills, District Executive Assistant

Trustee Azat was absent for the Closed Session but present 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: 3:00pm

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

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

3.2 Director of Instructional Services, Lisa Warne, reviewed relevant data, actions, and services included in the LCAP, and requested Board input 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 Burke, second by Trustee Jaworski-Quintanilla, the Agenda Order was approved.

Aye=5, Nay=0, Abstention=0, Absent=0

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:
 Connor Melligan, John B. Riebli; Moses Guangco, Mark West Elementary; Luna Au, San Miguel Elementary; Kayleigh Estrada, Mark West Charter School

5.3 Mrs. Gonzalez's TK Class from San Miguel Elementary made a presentation on lifecycles

6. BOARD CORRESPONDENCE

6.1 Letter from Sarah Lampenfeld, Assistant Superintendent of Business Services, Sonoma County Office of Education confirming Positive Certification of the Second Interim Report for the 2024-2025 Fiscal Year

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 Mark West Elementary Walk-a-Thon

Trustee Burke attended the Mark West Elementary Walk-a-Thon and 1st Grade play

8. ADMINISTRATIVE REPORTS

8.1 School Principal Reports:

Emily Todd, John B. Riebli

- Students are busy with Earth week, Book Exchange, and Water Conservation assembly,
- 1st graders raised tomatoes and basil, TK released butterflies
- Teachers are busy with assessments and report cards
- E workingo PTA's "Big Event" was held last week
- Staff appreciation week was held last week; all felt very appreciated

Kelli Osorio, Mark West Elementary

- 5th graders collaborated in creation of an Eco-Newsletter; all 5th graders played a role in the development
- 3rd graders are focused on biography reports
- 5th grade is working on geography
- 3rd graders held their recorder concert
- Book Fair is going on all week
- Author assembly coming up
- Read On Sonoma year end wrap up assembly coming up

Patrick Eagle, San Miguel Elementary

- Two teachers took part in SCOE reading program; Anna Alcozer and Suzanne Calloway
- 6th graders walked to Smart train and visited Chops
- 2nd graders are working on their Flat Stanley projects
- Kindergarten students are awaiting the chicks hatching
- Volleyball season has ended – Riebli had the best record. The games were really fun to watch
- Track Meet is coming up
- Mr. Eagle took the Student Council to a Youth Truth presentation at SCOE
- 35 acts were involved in the PTA Talent Show
- Outdoor Movie Night was a big success
- Staff Appreciation Week – the staff was spoiled

Lisa Chapman, Mark West Charter

- 7th grade is working on their cardboard games
- 8th Grade has been working on their We Videos
- Magnolia Project – stus completed internships – awesome project assisted with grants
- Mr. Garcia and Mr. Peralta took 12 students to El Molino for a track event –
- Open House will be held from 5:30-6:00pm
- Finals week is approaching – last week of school is minimum days

8.2 Director of Instructional Services/Lisa Warne

- Andrea Farrell, Summer Enrichment Academy Principal, presented an overview of plans for the 2025 Summer Enrichment Academy

8.3 Director of Maintenance and Operations/Mason Nakamura

- Mr. Nakamura reported on current and summer plans for M&O

8.4 Superintendent's Report/Dr. Rachel Valenzuela

- San Miguel portables and walkway projects further refined over the last couple of months
- Mr. Eagle was able to arrange things so no one would have to move classrooms

- Recruitment – Unfortunately, we lost a couple of very strong candidates but, positions have been reposted. Dr. Valenzuela offered appreciations to the principals and teachers that have served on the committees
- Dr. Valenzuela provided an update on the MWCS Re-Opened 7th Grade Enrollment; 6 enrollments completed, 4 submitted on line but paperwork has not been received
- The district contracted with Bay Area Digital Services in digital promotion of the 7th grade enrollment
- Community Partnerships – As members of the Mark West Area Chamber of Commerce, the district will be hosting (2) “Lunch and Learn” Series. One with Nick Eichen on cyber security, the other will include a presentation from a local AI expert
- SCOE literary fellowship – enrolled last year; Principals Todd, Eagle and Osorio attended presentations by our teachers
- Attended the 1st Grade play at Mark West Elementary – “phenomenal”
- Updated the Board on 2025-2026 enrollment numbers
- Promotions, June 5th – Mark West Charter 8:30am, John B. Riebli 9:30am, Mark West Elementary 10:00am, San Miguel 11:00

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.

The Public Hearing opened at 6:16pm. With no members of the public present, it closed at 6:17pm.

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 MOU between the Mark West Union School District and the North Coast School of Education Teacher Induction Program: July 1, 2025 – June 30, 2026

10.2.3 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, 2025 – June 30, 2026

10.2.4 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, 2025 – June 30, 2026

10.2.5 Consideration of Approval of the 2025-2026 Salary Schedules including: Classified Salary Schedule and Ranges; Certificated Salary Schedule; Counselor Salary Schedule; Psychologist/Speech Language Pathologist; Administrative – Vice Principal; Administrative – Principal/Director; Administrative – Special Education Coordinator; Classified Management/Confidential; Management

10.2.6 Consideration of Approval of the Revised Certificated Substitute Rates (effective May 1, 2025)

10.2.7 Consideration of Approval of the Meal Vendor Notice of Invitation for Bid – IFB 25-002

10.2.8 Consideration of Approval of the Agreement for Consulting Services between the Mark West Union School District and Stanton Inspection Services Inc. as DSA Project Inspector of Record

10.2.9 Consideration of Approval of the Agreement for Consulting Services between the Mark West Union School District and Crawford and Associates Inc. as the duly qualified consultant in the areas of special inspections and material testing

10.2.10 Consideration of Approval of the Schools and Libraries Universal Service Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act

10.2.11 Consideration of Approval of the Notice of Intent to Award Letter to Cestarollo Construction for the San Miguel Elementary School Portables and Covered Walkway Projects

10.2.12 Consideration of Approval of Exhibit D; Amendment No. 4 – San Miguel Portable Project – Additional Fire Alarm work pursuant to the Master Services Agreement between the Mark West Union School District and Quattrocchi Kwok Architects effective November 12, 2024

10.2.13 Consideration of Approval of an additional Selection of Retainer Amount between the Mark West Union School District and School and College Legal Services for the 2024-2025 school year

10.2.14 Consideration of Approval of the updated Occupational Therapist Job Description

10.3 CURRICULUM

10.4 MINUTES

10.4.1 Consideration of Approval of the Minutes of the April 8, 2025, Regular Board Meeting

10.5 FACILITIES

10.6 DONATIONS

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Burke, the Consent Agenda was approved. Aye=5, Nay=0, Abstention=0, Absent=0

11. ACTION/DISCUSSION ITEMS

11.1 BUSINESS

11.1.1 Consideration of Approval of **Resolution #25-17** the Authorization to make Transfers Between Fund Balances and Expenditures at Close of Year per Education Code 42601

On a motion by Trustee Jaworski-Quintanilla, second by Trustee McKnight, Resolution #25-17 the Authorization to make Transfers Between Fund Balances and Expenditures at Close of Year per Education Code 42601 was approved. Aye=5, Nay=0, Abstention=0, Absent=0

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

11.1.2 Consideration of Approval of **Resolution #25-18** to Establish Temporary Interfund Transfers of Special or Restricted Funds (Borrowing) per Education Code 42603

On a motion by Trustee Burke, second by Trustee McKnight, Resolution #25-18 to Establish Temporary Interfund Transfers of Special or Restricted Funds (Borrowing) per Education Code 42603 was approved. Aye=5, Nay=0, Abstention=0, Absent=0

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

11.1.3 Consideration of Approval of **Resolution #25-19** Approving the Use of mClass as a Universal Screener for Reading Difficulties Including Risk of Dyslexia in Accordance with Education Code 53008

On a motion by Trustee McKnight, second by Trustee Jaworski-Quintanilla, Resolution #25-19 Approving the Use of mClass as a Universal Screener for Reading Difficulties Including Risk of Dyslexia in Accordance with Education Code 53008 was approved. Aye=5, Nay=0, Abstention=0, Absent=0

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

11.1.4 Consideration of Approval of **Resolution #25-20** in the Matter of Uniform Public Construction Cost Accounting Procedures and the Uniform Public Construction Cost Accounting Act (CUPCCAA)

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Smith, Resolution #25-20 in the Matter of Uniform Public Construction Cost Accounting Procedures and the Uniform Public Construction Cost Accounting Act (CUPCCAA) was approved. Aye=5, Nay=0, Abstention=0, Absent=0

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

11.1.5 Consideration of Approval of **Resolution #25-21** Decision Not to Reemploy Classified Employees

On a motion by Trustee McKnight, second by Trustee Burke, Resolution #25-21 Decision Not to Reemploy Classified Employees was approved. Aye=5, Nay=0, Abstention=0, Absent=0

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

11.1.6 Consideration of Approval of the Mark West Union School District's Learning Continuity Plan

On a motion by Trustee Jaworski-Quintanilla, second by Trustee McKnight, the Mark West Union School District's Learning Continuity Plan was approved. Aye=5, Nay=0, Abstention=0, Absent=0

11.2 CURRICULUM

11.2.1 Consideration of Approval of the 2024-2025 Single Plan for Student Achievement (SPSA) for –

John B. Riebli Elementary
Mark West Elementary
San Miguel Elementary

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Smith, the 2024-2025 Single Plan for Student Achievement (SPSA) for John B. Riebli Elementary, Mark West Elementary and San Miguel Elementary were approved. Aye=5, Nay=0, Abstention=0, Absent=0

11.3 FACILITIES

11.4 BOARD POLICIES

11.4.1 Consideration of Approval of updated Board Policy and Administrative Regulation 3311.1 – Uniform Public Construction Cost Accounting Procedures

On a motion by Trustee Burke, second by Trustee McKnight, updated Board Policy and Administrative Regulation 3311.1 – Uniform Public Construction Cost Accounting Procedures were approved. Aye=5, Nay=0, Abstention=0, Absent=0

11.5 ADMINISTRATION

11.5.1 Consideration of Approval of **Resolution #25-22, Classroom Capacity for the 2025-2026 School Year**

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Smith, Resolution #25-22, Classroom Capacity for the 2025-2026 School Year was approved. Aye=5, Nay=0, Abstention=0, Absent=0

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

11.5.2 Consideration of Approval of the 2025-2026 Declaration of Need for Fully Qualified Educators

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Burke, the 2025-2026 Declaration of Need for Fully Qualified Educators was approved. Aye=5, Nay=0, Abstention=0, Absent=0

12. EVALUATION OF THE BOARD MEETING

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

13. INFORMATIONAL ITEMS

14. FUTURE MEETINGS

The next Regular Board meeting will be held on Tuesday, June 10, 2025 at 4:00pm
A Special Board Meeting will be held on Thursday, June 12, 2025 at 8:30am

15. ADJOURNMENT 6:35pm

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:

Dr. Rachel Valenzuela, Superintendent

Brian Burke, Board Clerk