

MARK WEST UNION SCHOOL DISTRICT
Minutes of the Regular BOARD OF TRUSTEES MEETING
Tuesday, September 9, 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

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
Kate Westrich, Director of Instruction & Student Services
Principals: Lisa Chapman, Bennett Holley, Kelli Osorio
Emily Todd
Mason Nakamura, Director of Maintenance & Operations
Jose Santamaria, Information Technology Manager
Alicia Mills, Executive Assistant to the Superintendent

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: 4:30pm

- 2.1 Public Employment (Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs)
(Government Code 54957) Superintendent's Evaluation
- 2.2 Conference with Legal Counsel – Anticipated Litigation (Government Code section 54956.9)

3. STUDY SESSION: Board Study Session

The Board will not hold a study session

4. PUBLIC MEETING

- 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 (noting that the Board would vote on the revised version of Resolution 26-05) the Agenda Order was approved. Aye=5, Ney=0, Abstention=0, Absent=0
- 4.5 Report Out of Closed Session
There was no report out of Closed Session

5. PRESENTATIONS/RECOGNITIONS

Visual & Performing Arts (VAPA) teacher, Ben Ehrmann, will presented an overview of his plans and curriculum for the 2025-2026 school year

6. BOARD CORRESPONDENCE

Trustee Jaworski-Quintanilla shared her resignation letter from the Board of Trustees effective September 10, 2025

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 Burke attended Back to School Nights. Trustee Jaworski-Quintanilla attended Mark West Elementary's Back to School Night as well as the Garden Fundraiser.

8. ADMINISTRATIVE REPORTS

8.1 School Reports/Principals

Emily Todd, John B. Riebli

- This week is Color Week – TK students are studying colors and will enjoy a rainbow feast
- Sonoma Water visited the Kindergarten classes
- 5th grade is working on narrative writing
- Co-ops have started and teachers are working on data dives and establishing “what I need time” groups
- PTA will be hosting multiple upcoming events

Kelli Osorio, Mark West Elementary

- Working on improving student recognition for respectfulness, kindness and helpfulness
- Co-ops start next week; teachers have begun reviewing data
- TK students did a great job on the first day of school, very few tears

Bennett Holley, San Miguel Elementary

- We are re-establishing weekly staff meetings
- Read On Sonoma held their kick off
- Back to School Night was a huge success – great turn out
- TK students are adjusting well. 6th grade students assist in helping them with Rules Round Up
- PTO's Swim Party at Finley was a huge success and enjoyed by everyone

Lisa Chapman, Mark West Charter

- Co-ops started at the beginning of the year
- Electives include Visual Arts w/ Mr. Ehrmann; PE with Mrs. Fluitt, and Student Leadership/Government with Mr. Caruso
- Volleyball started yesterday, 8th grade won. Cross Country starts next week and Mr. Garcia is coaching.
- September 17th is 2026-2027 Family Information Night for prospective 7th grade families
- Online Enrollment for the 2026-2027 school year opens October 1st – October 30th

8.2 Director of Instruction & Student Services/Kate Westrich. Additionally, 2025 Summer Academy Principal, Andrea Farrell, will provide a summary of the program

- Since September is Attendance Awareness Month, Ms. Westrich reviewed recent statistics related to student attendance in the Mark West Union School District. Additionally, Andrea Farrell, Summer Enrichment Academy Principal, provided an overview of the 2025 program

8.3 Director of Maintenance and Operations/Mason Nakamura

- Winter prep is underway, district wide
- Construction projects at San Miguel Elementary have been completed
- Catching up on work order tickets

8.4 Information Technology Manager/Jose Santamaria

- Installation of the new phone system is complete
- Training on the new phone system has been provided to all staff
- Wiring for new network has started in preparation for the upcoming network installation
- New inventory system adopted in AERIES
- We now have one to one, working devices, for every student

8.5 Superintendent's Report/Dr. Rachel Valenzuela

- This year, we continue to focus on student learning and family engagement
- CAPS network work continues
- We continue to engage with our community partners such as the MWCAC, MWYLL, CYO, Cardinal Newman, MWACC, and SRYSL in providing use of our facilities
- Read On Sonoma held their kick off events at our elementary school sites. Former Superintendent Calloway was instrumental in bringing the program to our district. The program has grown significantly since its' inception including welcoming more financial partners and SCOE.
- Schools Rule – Board members are invited to join Superintendent Valenzuela at the annual funding allocation event on September 17th at 5:00pm at SCOE

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

Caroline Gonsalves, 6th grade teacher at John B. Riebli inquired about next steps given Trustee Jaworski-Quintanilla's resignation from the Board effective September 10, 2025.

9.1 Public Hearing: The purpose of this hearing is Regarding Sufficiency or Insufficiency of Instructional Materials for the 2025-2026 School Year, in accordance with the Williams Settlement (Education Codes: 35186)

The Public Hearing opened at 6:15pm. With no comments and no members of the public present, the Public Hearing 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 the Personnel Form

10.2 BUSINESS

10.2.1 Consideration of Approval of Vendor Report

10.2.2 Consideration of Approval of Proposition 28: Arts and Music in Schools Funding Annual Report Fiscal Year 2024-2025

10.2.3 Consideration of Approval of the Administrator to Teacher Ratio Worksheet, Fiscal Year 2025-2026

10.2.4 Consideration of Approval of an Overnight Field Trip Request for Andrea Farrell's 5th Grade class to Walker Creek Ranch – December 9 – December 12, 2025

10.2.5 Consideration of Approval of the revised Sworn Statement in Proof of Loss – December 2024

10.2.6 Consideration of Approval of the Ring Central Initial Order Form and the Professional Services Statement of Work – May 16, 2025

10.2.7 Consideration of Approval of Change Order #1 – San Miguel ES Portables and Covered Walkway – 9/2/25

10.2.8 Consideration of Approval of the Notice of Completion San Miguel Portable and Walkway Project

10.2.9 Consideration of Approval of the Letter from Quattrocchi Kwok Architects regarding DSA Certification of Uncertified Projects

10.2.10 Consideration of Approval of the Classified Auxiliary Pay Scale

10.2.11 Consideration of Approval of the Memorandum of Understanding between the Mark West Union School District and "Read On Sonoma" for the 2025-2026 school year

10.2.12 Consideration of Approval of the Revised 2025-2026 Classified Salary Schedule

10.2.13 Consideration of Approval of the Consulting Services Agreement between the Mark West Union School District and Foster & Foster Consulting Actuaries, Inc; August 27, 2025

10.2.14 Consideration of Approval of the Agreement to Prepare the Developer Fee Justification Study between Jack Schreder and Associates and the Mark West Union School District

10.3 CURRICULUM

10.4 MINUTES

10.4.1 Consideration of Approval of the Minutes of the August 12, 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, Ney=0, Abstention=0, Absent=0

11. ACTION/DISCUSSION ITEMS

11.1 BUSINESS

11.1.1 Consideration of Approval of the Mark West Union School District Unaudited Actuals of the 2024/2025 School Year

Part I Part II

Mrs. Loeza provided a overview and discussed that continued deficit spending is anticipated.

On a motion by Trustee McKnight, second by Trustee McKnight, second by Trustee Smith, the Mark West Union School District's Unadited Actuals of the 2024-2025 school year were approved. Aye=5, Ney=0, Abstention=0, Absent=0

11.1.2 Consideration of Approval of **Resolution #26-04** Gann Limit

On a motion by Trustee Burke, second by Trustee Jaworski-Quintanilla, **Resolution #26-04** Gann Limit was approved. Aye=5, Ney=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 #26-05** to Establish Committed Funds Balances

On a motion by Trustee McKnight, second by Trustee Burke, **Resolution #26-05** to Establish Committed Funds Balances was approved. Aye=5, Ney=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 the Annual Signatory Authorizations for the Mark West Union School District

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Smith, the Annual Signatory Authorizations for the Mark West Union School District were approved. Aye=5, Ney=0, Abstention=0, Absent=0

11.2 CURRICULUM

11.2.1 Consideration of Approval of **Resolution #26-06** Sufficiency of Instructional Materials for the 2025-2026 School Year

On a motion by Trustee Burke, second by Trustee Jaworski-Quintanilla, **Resolution #26-06** Sufficiency of Instructional Materials for the 2025-2026 School Year was approved. Aye=5, Ney=0, Abstention=0, Absent=0

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

11.3 FACILITIES

11.3.1 Consideration of Approval of the Mark West Union School District Integrated Pest Management Plan

On a motion by Trustee Burke, second by Trustee McKnight, the Mark West Union School District's Integrated Pest Management Plan was approved. Aye=5, Ney=0, Abstention=0, Absent=0

11.4 BOARD POLICIES

11.5 ADMINISTRATION

12. EVALUATION OF THE BOARD MEETING

13. INFORMATIONAL ITEMS

- 13.1** 2025-2026 Mandated Block Grant Confirmation of Submittal: Mark West Elementary, Mark West Charter School, San Miguel Elementary, John B. Riebli Elementary
- 13.2** Actual EPA Entitlement Expense Report through June 30, 2025
- 13.3** Consolidated Application - Final Submission 2024-2025
- 13.4** Expanded Learning Opportunities Program (ELOP) Expenditure Report

14. FUTURE MEETINGS

The next Regular Board meeting will be held on Tuesday, October 14, 2025

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, Mark West Union School District, 305 Mark West Springs Road, Santa Rosa, CA, 95404, or telephone (707) 524-2972.

Respectfully Submitted By:

Approved By:

Dr. Rachel Valenzuela, Superintendent

Brian Burke, Board Clerk