

**MARK WEST UNION SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
AGENDA**

Tuesday, December 9, 2025

The meeting will be held in the District Office Learning Center 305 Mark West Springs Rd. Santa Rosa, CA 95404
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The meeting is open to the public 4:00pm

1. CALL TO ORDER

Board Members

Sara Azat, President
Brian Burke Clerk
Tracy Lavin-Kendall
Victor McKnight
Aaron Smith

Staff Members

Dr. Rachel Valenzuela, Superintendent
Renee Loeza, Chief Business Official
Kate Westrich, Director of Instruction & Student Services
Principals: Bennett Holley, Kelli Osorio, Emily Todd
Lisa Chapman
Mason Nakamura, Director of Maintenance &
Operations 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: 3:30PM

2.1 Public Employment (Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs) (Government Code 54957)

3. STUDY SESSION: 4:00PM – Open to the Public

3.1 [Kate Westrich, Director of Instruction and Student Services, will present an overview of the 2025 California Dashboard](#)

4. GENERAL SESSION: 5:00PM – Open to the Public

4.1 Pledge of Allegiance
4.2 Introductions
4.3 Approval of Agenda Order
4.4 Report Out of Closed Session

5. PRESENTATIONS: Students from Ms. Burbank's 3rd grade class at Mark West Elementary have been using the newly adopted Discovery Science curriculum to explore and study the life cycles of various organisms and have integrated the unit's learning goals to strengthen their thinking and writing skills. Students will present their written work as well as their life cycle models of various organisms.

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.

8. ADMINISTRATIVE REPORTS

8.1 School Reports/Principals –

[John B. Riebli Elementary – Emily Todd](#)

[Mark West Elementary – Kelli Osorio](#)

[San Miguel Elementary – Bennett Holley](#)

[Mark West Charter School – Lisa Chapman](#)

8.2 Director of Maintenance and Operations/Mason Nakamura

8.2 Superintendent's Report/Dr. Rachel Valenzuela – Dr. Valenzuela will present an Oral Report

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 Developer Fees Report 2024-2025 and 2024-2025 Developer Fee Financial Data

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 Exhibit D – Amendment No. 06 – REVISED 11/18/25](#)

[San Miguel Modernization – Additional Structural](#)

[10.2.3 Consideration of Approval of the Proposal/Agreement for School Facility Consulting Services between the Mark West Union School District and Jack Schreder and Associates, Inc.](#)

[10.2.4 Consideration of Approval of the Agreement between the Mark West Union School District and Bay Area Digital Solutions for the 2026-2027 TK/Kindergarten Digital Marketing Campaign](#)

10.3 FACILITIES

10.4 MINUTES

[10.4.1 Consideration of Approval of the Minutes of the November 4, 2025 Regular Board Meeting](#)

10.5 ADMINISTRATION

10.6 DONATIONS

11. ACTION/DISCUSSION ITEMS

11.1 BUSINESS

11.1.1 Consideration of Approval of the Mark West Union School District's First Interim Report for the 2025-2026 Fiscal Year

[Part 1](#)

[Part 2](#)

[Part 3](#)

[11.1.2 Consideration of Approval of **Resolution #26-09**, Developer Fees Annual Report 2024-2025 Fiscal Year](#)

[11.1.3 Consideration of Approval of Resolution #26-10, to Establish Committed Fund Balances](#)

11.2 CURRICULUM

11.3 FACILITIES

11.3.1 Consideration of Approval of the 2025 Facility Inspection Tool (FIT) Reports for –

[John B. Riebli Elementary](#)

[Mark West Elementary](#)

[San Miguel Elementary](#)

[Mark West Charter School](#)

11.4 BOARD POLICIES

11.5 ADMINISTRATION

12. EVALUATION OF THE BOARD MEETING The Board members may comment or request items pertaining to the meeting

13. INFORMATIONAL ITEMS

[13.1 Universal Pre-Kindergarten Planning and Implementation Grant Expenditure Report](#)

[13.2 Sunshine Letter from MARFAC to the Mark West Union School District](#)

[13.3 Sunshine Letter from the Mark West Union School District to MARFAC](#)

14. FUTURE MEETINGS

The next Regular Board meeting will be determined in coordination with the 2025 Board of Trustees Meeting Calendar during the Organizational Board Meeting on Tuesday, December 16, 2025 at 5:00pm. If approved, the next Regular Board Meeting will be held Tuesday, January 13, 2026 at 5:00pm.

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, Executive Assistant to the Superintendent 707.524.2972.