

MARK WEST UNION SCHOOL DISTRICT
Minutes of the Regular BOARD OF TRUSTEES MEETING
Tuesday, January 13, 2026

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

The meeting opened to the public 5:00 P.M.

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

Board Members

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

Staff Members

Dr. Rachel Valenzuela, Superintendent
Renee Loeza, Chief Business Official
Kate Westrich, Dir. of Instruction & Student Services
Principals: Emily Todd, Kelli Osorio, Bennett Holley,
Lisa Chapman
Mason Nakamura, Director of Maintenance & Operation
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. 4:30 P.M.

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

2.2 Conference with Labor Negotiators Pursuant to Section 54957.6: (Classified, CSEA; Certificated, MARFAC; Management; Confidential; District Negotiators: Dr. Rachel Valenzuela and Renee Loeza)

3. STUDY SESSION- There will be no Study Session

4. OPEN SESSION: PUBLIC MEETING: 5:00pm

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 Lavin-Kendall, second by Trustee Azat, 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: 6th graders from Ms. Andersen's class at San Miguel presented their "One Pager" reports

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.)

8. ADMINISTRATIVE REPORTS

8.1 School Reports/Principals – all presented oral reports

John B. Riebli Elementary – Emily Todd
Mark West Elementary – Kelli Osorio
San Miguel Elementary – Bennett Holley
Mark West Charter – Lisa Chapman

8.2 Director of Instruction and Student Services/Kate Westrich

8.3 Director of Maintenance & Operations/Mason Nakamura

8.3 Superintendent's Report/Dr. Rachel Valenzuela

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.

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 Statement of Facts – Roster of Public Agencies Filing

10.2.3 Consideration of Approval of the Audit Engagement Letter from Stephen Roatch Accountancy, year 2 of 3, for the year ending June 30, 2026

10.2.4 Consideration of Approval of the Memorandum of Understanding between the Mark West Union School District and the Sonoma County Office of Education for Data Sharing Services: January 2026 – January 2031

10.3 CURRICULUM

10.3.1 Consideration of Approval of the 2025/2026 School Accountability Report Cards (SARC) ending an information update from the CDE

John B. Riebli Elementary SARC
Mark West Elementary SARC
San Miguel Elementary SARC
Mark West Charter School SARC

10.3.2 Consideration of Approval of the Williams Quarterly Report; October 2025-December 2025

10.4 MINUTES

10.4.1 Consideration of Approval of the Minutes of the Regular Board Meeting – December 9, 2025

10.4.2 Consideration of Approval of the Minutes of the Annual Board Organizational Meeting – December 16, 2025

10.5 FACILITIES

10.6 DONATIONS

10.6.1 Consideration of Approval of a \$100.00 donation from Kenneth and Teresa Detweiler for the John B. Riebli field trip fund

10.6.2 Consideration of Approval of a \$50.00 donation from Lidia Maria Granneman for Mrs. Tantarelli's Kindergarten class at Mark West Elementary

10.6.3 Consideration of Approval of a \$398.61 field trip bus donation to Mark West Elementary from Laguna de Santa Rosa Foundation

10.6.4 Consideration of Approval of a \$100.00 donation to the Mark West Elementary canned food drive from Duane McCrory, Jr

10.6.5 Consideration of Approval of a \$100.00 donation to the Mark West Elementary canned food drive from John Ryan

10.6.6 Consideration of Approval of a \$100.00 donation to the Mark West Elementary canned food drive from Samantha Wilson

10.6.7 Consideration of Approval of a \$200.00 donation to the Mark West Elementary canned food drive from Christine Cucina

10.6.8 Consideration of Approval of a \$200.00 donation to the Mark West Elementary canned food drive from Jewmaull and Karolin Reed

Trustee Burke acknowledged and offered appreciation to all of the donors.

On a motion by Trustee McKnight, 2nd by Trustee Smith, 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 the Audit Certification, 2024-2025 Financial Report/Audit (no findings), Audit Review Letter from Stephen Roatch Accountancy Corporation for the year ending June 30, 2025

On a motion by Trustee Azat, second by Trustee Lavin-Kendall, the Audit Certification, 2024-2025 Financial Report/Audit (no findings), and Audit Review Letter from Stephen Roatch Accountancy Corporation for the year ending June 30, 2025 was approved. Aye=5, Nay=0, Abstention=0, Absent=0

11.2 CURRICULUM

11.2.1 Consideration of Approval of the 2025-2026 Mark West Union School District's Instructional Continuity Plan (ICP)

On a motion by Trustee McKnight, second by Trustee Smith, the 2025-2026 Mark West Union School District's Instructional Continuity Plan was approved. Aye=5, Nay=0, Abstention=0, Absent=0

11.3 FACILITIES

11.4 BOARD POLICIES

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

14. FUTURE MEETINGS

The next Regular Board meeting will be held on Tuesday, February 10, 2026 at 5:00pm.

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.

Respectfully Submitted By:

Approved By:

Dr. Rachel Valenzuela, Superintendent

Victor McKnight, Board Clerk