MARK WEST UNION SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
AGENDA
Tuesday, September 8, 2026

The meeting will be held in the District Office Learning Center
305 Mark West Springs Rd.
Santa Rosa, CA 95404

The meeting is open to the public at 5:00 P.M.

1. CALL TO ORDER, ROLL CALL

Board Members
Brian Burke, President
Victor McKnight, Clerk
Tracy Lavin-Kendall
Sara Azat

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
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: 4:00pm

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

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
4.5 Report Out of Closed Session

5. PRESENTATIONS/RECOGNITIONS

6. BOARD CORRESPONDENCE

6.1 Letter from Sarah Lampenfeld, Assistant Superintendent of Business Services, SCOE and Jennifer Larson, Assistant Superintendent Student Support Services, SCOE; approving the 2026-2027 LCAP
6.2 Resignation Letter to the Mark West Union School District's Board of Trustees from Aaron Smith

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
Lisa Chapman, Mark West Charter School
Kelli Osorio, Mark West Elementary
Emily Todd, John B. Riebli Elementary
Bennett Holley, San Miguel Elementary
8.2 Director of Instruction & Student Services/Kate Westrich
8.3 Director of Maintenance and Operations/Mason Nakamura
8.4 Superintendent's Report/Dr. Rachel Valenzuela – Dr. Valenzuela will present an oral report

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

9.1 Public Hearing: The purpose of this hearing is Regarding Sufficiency or Insufficiency of Instructional Materials for the 2026-2027 School Year, in accordance with the Williams Settlement (Education Codes: 35186)

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 2025-2026 for:

Mark West Union Elementary
San Miguel Elementary
John B. Riebli Elementary
Mark West Charter

10.2.3 Consideration of Approval of the Administrator to Teacher Ratio Worksheet, Fiscal Year 2026-2027
10.2.4 Consideration of Approval of an Overnight Field Trip Request for 5th Grade classes at John B. Riebli, to Walker Creek Ranch; December 8 – December 11, 2026
10.2.5 Consideration of Approval of the Memorandum of Understanding between the Mark West Union School District and the University of San Francisco to provide Teaching and Counseling Experience December 1, 2026 – June 30, 2031
10.2.6 Consideration of Approval of the Lease Agreement Renewal between the Mark West Union School District and Sunbelt Rentals for the (4) relocatable classrooms at Mark West Charter School
10.2.7 Consideration of Approval of the updated Job Description for Chief Business Official
10.2.8 Consideration of Approval of the Agreement for Legal Services between the Mark West Union School District and School and College Legal Services of California; July 1, 2026-June 30, 2029

10.3 CURRICULUM
10.4 MINUTES
10.4.1 Consideration of Approval of the Minutes of the August 11, 2026 Regular Board Meeting
10.5 FACILITIES
10.6 DONATION

11. ACTION/DISCUSSION ITEMS

11.1 BUSINESS

11.1.1 Consideration of Approval of the Mark West Union School District Unaudited Actuals of the 2025/2026 School Year

Part I
Part II

11.1.2 Consideration of Approval of **Resolution #27-01** Gann Limit
11.1.3 Consideration of Approval of **Resolution #27-02** to Establish Committed Funds Balances
11.1.4 Consideration of Approval of **Resolution #27-03** to Designate the Representative and Alternate to the Redwood Empire Schools' Insurance Group Joint Powers Board
11.1.5 Consideration of Approval of the 2026 Local Agency Biennial Notice, Board Bylaw 9270, and **Resolution #27-04** Adopting a Conflict of Interest Code including Appendix's A and Appendix B
11.1.6 Consideration of Approval of the Superintendent's Employment Contract – Contract Term: July 1, 2026 – June 30, 2030

11.2 CURRICULUM

11.2.1 Consideration of Approval of **Resolution #27-05** Sufficiency of Instructional Materials for the 2026-2027 School Year

11.3 FACILITIES

11.3.1 Consideration of Approval of the Mark West Union School District Integrated Pest Management Plan
11.3.2 Consideration of Approval of **Resolution #27-06** acknowledging the five-year Facilities Master Plan certifications required to submit small school district funding applications to the Office of Public School Construction (OPSC)

11.4 BOARD POLICIES

11.5 ADMINISTRATION

12. EVAULATION OF THE BOARD MEETING

13. INFORMATIONAL ITEMS

13.1 2026-2027 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, 2026

14. FUTURE MEETINGS

The next Regular Board meeting will be held on Tuesday, October 13, 2026

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