
If available, the video/audio recording archive of this meeting can be found within two days of the meeting at: <http://www.jsd.k12.ca.us/District/147214-Board-Actions.html>.

1. 7:00 p.m. Call to Order

7:00 p.m.

2. Members Present

Shakeel Ali

Nadia Flamenco

Andrea Jordan (arrived at 7:01 p.m.)

Aaron Rashba

Anthony Tsujisaka

3. Pledge of Allegiance

HELD

4. Installation of Board Members Nadia Flamenco and Andrea Jordan

HELD

5. Approval of Agenda

APPROVED

6. GOVERNING BOARD ANNUAL REORGANIZATION

A. Election of Officers and Representatives - ACTION

The Board, each year, is required under Education Codes 35022 and 35143 to elect a President and Clerk. Board Bylaw 9100 also specifies that a Vice President shall be elected. The Board shall also elect a Representative (and alternate) for the County Committee on School District Organization (Education Code 35023).

APPROVED (President: Anthony Tsujisaka; Vice President: Andrea Jordan; Clerk: Shakeel Ali; Representative for the County Committee on School District Organization: Aaron Rashba [alternate: Nadia Flamenco])

7. COMMUNICATIONS (15 mins.)

A. Board Member Acknowledgements and Commendations

HELD

B. Superintendent Comments

HELD

C. Persons Wishing to Address the Board

This portion of the agenda is available for individuals to comment on or address the Board on any issue that is under the Board's jurisdiction and not on the agenda. The maximum time allowed for any speaker is usually two minutes.

HELD

8. GENERAL FUNCTIONS - Sandy Mikulik

A. Consent Agenda - ACTION

The Administration recommends approval of the starred (*) items on the rest of the agenda.

APPROVED as amended

B. *Approval of Minutes - ACTION

Minutes of Regular Governing Board Meeting November 13, 2024.

APPROVED

C. *Resolution No. 24-12-18A to Excuse Manufou Liaiga-Anoa'i from Special Board Meeting December 11, 2024 - ACTION

Pursuant to Education Code 35120 (9)(c), the Board will consider a request for passage of a resolution to excuse Manufou Liaiga-Anoa'i's absence on December 11, 2024, due to hardship.

APPROVED

D. *Appointment of Secretary to the Board - ACTION

In accordance with Education Code 35025 and Board Bylaw 9122, the Board shall recognize the appointment of Sandy Mikulik, Superintendent, as Secretary to the Board.

APPROVED

E. Governing Board Meeting Dates and Governance Calendar for 2025 - ACTION

The Board will approve proposed Board Meeting dates and Governance Calendar for 2025.

APPROVED

F. Reorganization of District/Board Subcommittees (10 mins.) - ACTION

The Board will consider the composition of existing subcommittees and appoint one-two Board members as representatives to the District/Board Subcommittees:

Wellness (1)

City of Daly City/Towns of Broadmoor and Colma and other Local

Partnerships (2)

Jefferson Union High School District and Local Elementary School Districts (2)

Board Policies (2)

JESD Housing Board (1)

APPROVED (Wellness: Andrea Jordan; City of Daly City/Towns of Broadmoor and Colma and other Local Partnerships: Shakeel Ali, Aaron Rashba; Jefferson Union High School District and Local Elementary School Districts: Shakeel Ali, Aaron Rashba; Board Policies: Andrea Jordan, Anthony Tsujisaka; JESD Housing Board: Nadia Flamenco)

G. Superintendent Advisory Committees (10 mins.) - INFORMATION

The Superintendent requests that Board members indicate willingness and interest to serve as advisors from time to time to Superintendent on issues relating to the areas below. These advisory committees serve as advisory alone and any matter requiring Board action or direction will be brought to the full Board.

Budget and Facilities (2)

Educational Services (2)

APPROVED (Budget and Facilities: Shakeel Ali, Aaron Rashba; Educational Services: Nadia Flamenco, Andrea Jordan)

H. Resolution No. 24-12-18B, Resolution Setting Forth the Jefferson Elementary School District's Principles in Support of a Safe and Welcoming Environment for our Students, Families, Staff and Community Members without Regard to Ethnicity, National Origin, Race, Religion, Sexual Orientation, Ability, Gender, Socio-Economic, or Immigration Status - ACTION

The Administration recommends adoption of Resolution No. 24-12-18B, Resolution Setting Forth the Jefferson Elementary School District's Principles in Support of a Safe and Welcoming Environment for our Students, Families, Staff and Community Members without Regard to Ethnicity, National Origin, Race, Religion, Sexual Orientation, Ability, Gender, Socio-Economic, or Immigration Status.

APPROVED

9. Recess (20 mins.)

7:38 p.m.

10. Reconvene Meeting

8:01 p.m.

11. EDUCATIONAL & STUDENT SERVICES - Pamela Scott

A. *Acceptance of Donations - ACTION

The Administration recommends acceptance of the following donations:
District Office:

\$50.00 from the Blackbaud Giving Fund to be used in the District.

\$50.00 from the Blackbaud Giving Fund to be used in the District.

\$50.00 from the Blackbaud Giving Fund to be used in the District.

Garden Village:

\$2,000.00 from The Silicon Valley Community Foundation to be used for Outdoor Education.

George Washington:

\$2,000.00 from The Silicon Valley Community Foundation to be used for a field trip.

\$1,000.00 from The Silicon Valley Community Foundation to be used for art materials and activities.

\$750.00 from The Hiller Aviation Institute to be used for a field trip.

M. Pauline Brown:

\$1,000.00 from Philanthropic Ventures Foundation to be used for a 3rd grade field trip.

\$988.00 from Philanthropic Ventures Foundation to be used for a 3rd grade field trip.

Woodrow Wilson:

\$8,000.00 from the Wildcats PTA to be used for the WW school gardening and nutrition programs.

APPROVED

B. *Contracted Services - KCE Champions LLC - ACTION

The Administration recommends acceptance of a contract in the amount of \$37,000.00 with KCE Champions LLC to provide after-school services at Ben Franklin Intermediate School. The contract will be funded by the Expanded Learning Opportunities Grant (ELOP). *[Goals 1 and 2]*

APPROVED

C. *Contracted Services - IXL Learning - ACTION

The Administration recommends approval of additional licenses of IXL to support a pilot of their ELA program. Seven hundred (700) students will participate in this pilot program. This upgrade will piggyback on our existing 3-year contract with IXL adding an additional cost of \$8,295 to the existing contract. *[Goal 1]*

APPROVED

D. *Contracted Services - RTI – ACTION

The Administration recommends approval of a contract with RTI for the purchase and installation of BenQ interactive boards in classrooms throughout the District for an amount not to exceed \$35,093.01. *[Goals 1,4]*

APPROVED

12. BUSINESS & FINANCIAL PROCEDURES - Josie Peterson

A. *Approval of Warrants - ACTION

Warrants totaling \$4,265,019.16. *[Goal 4]*

APPROVED

B. *Resolution No. 24-12-18, Authorized Signatures - ACTION

The Administration recommends the Board approve Resolution No. 24-12-18, authorizing signatories for Jefferson Elementary School District.

APPROVED

C. *Contracted Services - DRYCO Construction, Inc. - ACTION

The Administration recommends approval of a contract with DRYCO Construction, Inc., in the amount of \$24,220 for the asphalt paving work at John F. Kennedy Elementary School. This is for site safety and security. An additional 10% contingency will be included to address unforeseen conditions requiring preapproval by the District Administration. This will be funded by Measure J. *[Goal 2]*

APPROVED

D. *Contracted Services Agreement with M&G Quality Cleaning LLC and Jefferson Elementary School District for School Year 2024-2025 - ACTION

The Administration recommends approval of a contract with M&G Quality Cleaning LLC for on-call services to augment custodial staff when substitutes are not available, at the rate of \$45 an hour. The existing janitorial service provider is currently experiencing loss of staffing and affecting our ability to find additional personnel for custodial substitutes. This will be funded by the General Maintenance fund. *[Goal 2]*

APPROVED

E. *Rockridge Geotechnical, Inc., for Geotechnical Investigation - ACTION

The Administration recommends approval of a contract with Rockridge Geotechnical, Inc., to perform a geotechnical investigation at Westlake Elementary School for the amount of \$17,000. This is in relation to the site improvement project. An additional 10% contingency will be included to cover unforeseen conditions to be preapproved by the District Administration. This will be funded by Measure J. *[Goal 2]*

APPROVED

F. *Gardening Services for School District's Seventeen (17) Sites - ACTION

The Administration recommends approval of a contract with Frank Grossman Landscape Contractors, Inc., in the amount of \$44,271.63 for a three-month extension of the gardening services, plus an additional 10% contingency to cover unforeseen conditions to be preapproved by the District Administration. This project will be funded by the General Maintenance fund. *[Goal 2]*

APPROVED

G. *Westlake Elementary Office Addition and Site Improvements - ACTION

The Administration recommends the Board approve the Division of the State Architect's Field Review Fee in the amount of \$56,900 for the Westlake Elementary office addition and site improvements. This will be funded by Measure J. *[Goal 2]*

APPROVED

H. *Change Order #1 for Sierra School Equipment Co. - ACTION

The Administration recommends approval of Change Order #1 to PO #250483 for Sierra School Equipment Co., to process a final payment of \$3,006.18. This will be funded by the General Maintenance fund. *[Goal 2]*

APPROVED

I. *Change Order #2 for Home Depot Purchase Order - ACTION

The Administration recommends approval of Change Order#2 to PO #250248 for Home Depot to purchase and upgrade office microwaves, refrigerators, and toasters for an amount of \$35,000. This will be funded by the General Maintenance fund. *[Goal 2]*

APPROVED

J. *Measure J Bond Series C Financing Update – INFORMATION

On November 14, the District successfully sold the final installment of bonds approved by taxpayers under Measure J. The financing closed on December 5. At closing, the District received ~\$12.27 million into the Building Fund to be used on projects approved under Measure J.

As part of the bond issuance process, Moody's Investors Service affirmed the District's strong 'Aa1' bond rating. Moody's highlighted the District's financial management, tax base and strong local economy as rationale for the rating. The District received 38 bond orders from investors such as Northern Trust Co., Schwab Asset Management, Franklin Asset Management, and CW Henderson. In total, the District received over \$18 million in orders for the \$12.5 million available for sale, with \$1.7 million left unsold. The District's underwriter, Stifel, underwrote the unsold balance on behalf of taxpayers. On October 9, the District's financial advisor, Keygent, presented the Board with the estimated costs for the bond issuance. The estimated interest rate was 4.13% and the estimated total cost was \$20.72 million. After the bond sale on November 14, the interest rate was finalized at 3.90% and the final cost was \$20.14 million.

INFORMATION

K. FY 2024-25 First Interim Budget Review (20 mins.) - ACTION

Ms. Josie Peterson, Assistant Superintendent of Business Services, will present the 2024-25 First Interim Financial Report for the period ending October 31, 2024. The Administration recommends that the Board of Trustees:

- a. Review the First Interim Financial Report;
- b. Approve the filing of the certification of financial condition; and
- c. Approve the revision of the adopted budget to correspond with the projected year totals for revenues and expenditures. *[Goal 4]*

APPROVED

13. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. Certificated Retirements 2024-2025 - ACTION

The Administration recommends approval of the retirement requests from the following and also requests an appropriate resolution be prepared

commending them for their years of service with the District:
JANE HITOMI, Speech and Language Pathologist, SPED, effective 1/11/2025.
Ms. Hitomi has been employed by the District since 8/26/2005.
SANDRA LINEBARGER, School Nurse, SPED, effective 2/7/2025. Ms. Linebarger
has been employed by the District since 8/27/2001.

APPROVED

B. *Certificated Resignations 2024-2025 - ACTION

The Administration recommends acceptance of the following resignations:
ALONDRA VILLANUEVA, 3rd Grade Teacher, GV, resignation effective
12/20/2024. Ms. Villanueva has been employed by the District since 8/1/2023.
NIKKI CLEOPE, School Psychologist, SPED, resignation effective 12/20/2024.
Ms. Cleope has been employed by the District since 8/8/2022.
DAVID GOLDMAN, ELD Teacher, TRP, resignation effective 11/13/2024. Mr.
Goldman has been employed by the District since 8/8/2024.

APPROVED

C. *Hire Certificated Personnel 2024-2025 - ACTION

The Administration recommends hiring the following certificated
personnel: CAITLIN LIU, Temporary Status, DW/GW/MPB/WW, Art Teacher,
CLS1B, Step 6, effective 11/4/2024.

APPROVED

D. *Hire Certificated Substitute Teacher 2024-2025 - ACTION

The Administration recommends hiring the following substitute teacher for
the 2024-2025 school year at the rate of \$250 per day: MOLLY SHEA.

APPROVED

E. *Certificated Leaves of Absence - ACTION

The Administration recommends approval of the following requests for a
Leave of Absence received from:
VICKI LIN, 2nd Grade Teacher, FDR, Family Medical Leave of Absence,
December 9, 2024 - March 21, 2025;
LAUREN GARNIER, School Psychologist, SPED, Unpaid Personal Leave of
Absence, December 6, 2024 - June 13, 2025.

APPROVED

14. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. Retirement - Classified Personnel - ACTION

The Administration recommends approval of the retirement request from the
following classified employee and requests an appropriate resolution be
prepared commending her for her years of service with the District: LISA T.
SIU, HR Specialist, DO, date of hire 3/26/2007, effective 12/30/2024.

APPROVED

B. *Employment - Classified Personnel - ACTION

The Administration recommends approval of employment of the following classified employees as detailed in the attached documentation: (Substitutes:) KERLYN MORATAYA TRABANINO, CARINA VASQUEZ QUIQUIA, ASHLEY ROLIZ, JUANITO PATALINGHUG, JR., HNIN YI CHO.

APPROVED

C. *Promotion - Classified Personnel- ACTION

The Administration recommends approval of the promotion of the following classified employee: KIM LEE, from School Admin. Asst., MHT, Range A35, Step 2, 7.5 hrs./day, 11 mos./yr., to HR SPECIALIST, CLASSIFIED/CONF., DO, Range 52HR, 7.5 hrs./day, 12 mos./yr., effective 1/1/2025.

APPROVED

D. *Leave of Absence - Classified Personnel - ACTION

The Administration recommends approval of the Leave of Absence request from MARIO CRUZ, Custodian II, MHT, effective 1/01/2025 through 3/2/2025 (Unpaid FMLA).

APPROVED

15. BOARD GOVERNANCE MATTERS

A. JESD Annual Board Governance Workshop/Study Sessions - DISCUSSION/ACTION

The Board will discuss selecting a governance workshop meeting date with Consultant Nicole Anderson and the need for other study sessions.

APPROVED (Feb. 1, 2025, 11am-3pm; More focus on (1) Recenter around research-based effective governance practices (roles/expectations) and (2) Review/update the governance handbook (key guidelines and norms); Limit time on (3) Engage in board goal setting (align district vision and board priorities with Superintendent vision, goals, objectives) and (4) Discuss policy implementation and monitoring through an educational equity and data lens)

B. Scheduling Board Reports - DISCUSSION/ACTION

The Board will discuss and schedule reports at upcoming board meetings for the remaining members who attended the 2024 CSBA Annual Education Conference.

APPROVED (Jan. 15, 2025: Shakeel Ali, Nadia Flamenco)

16. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Sandy Mikulik

A. July 2024 CSBA Board Policy Updates - Second Reading (5 mins.) - DISCUSSION/ACTION

The Board will review and revise Board Policies/Administrative Regulations/Board Bylaws from July 2024 CSBA Board Policy Updates, as stated in a second reading.

APPROVED

**B. September 2024 CSBA Board Policy Updates - First Reading (10 mins.) -
DISCUSSION/ACTION**

The Board will review and revise Board Policies/Administrative Regulations/Board Bylaws from September 2024 CSBA Board Policy Updates, as stated in a first reading.

APPROVED

17. BOARD PROFESSIONAL DEVELOPMENT

**A. Board Study Session: CSBA 2024 Annual Education Conference (20 mins.)
- INFORMATION/DISCUSSION**

Board Members Aaron Rashba and Anthony Tsujisaka will highlight some of their learnings as well as give a report about their attendance at the California School Boards Association (CSBA) 2024 Annual Education Conference in Anaheim from December 5-7, 2024.

INFORMATION

18. Governance Team Member Comments, Reports, Future Agenda Items and Board Meeting Reflection

HELD

19. ADJOURN

9:01 p.m.