

**Jefferson Elementary School District**

**BOARD ACTIONS**

Regular Governing Board Meeting

01/15/2025 07:00 PM

Jefferson Elementary School District

101 Lincoln Avenue, Daly City, CA 94015

Watch meeting live stream on YouTube:

<https://youtube.com/live/GfQY1En6Jyo>

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*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**

**Aaron Rashba**

**Anthony Tsujisaka**

**3. Pledge of Allegiance**

**A. Daly City Host Lions Club 2024 Peace Poster Contest Winners**

**HELD**

**4. Approval of Agenda**

**APPROVED**

**5. SPECIAL PRESENTATIONS**

**A. Daly City Host Lions Club 2024 Peace Poster Contest Winners (10 mins.)**

The Daly City Host Lions Club will present the 2024 poster contest award winners. Students from various Daly City middle schools in grades 6-8 entered the contest.

**INFORMATION**

**6. 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**

**7. GENERAL FUNCTIONS - Sandy Mikulik**

**A. Consent Agenda - ACTION**

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

**APPROVED**

**B. \*Approval of Minutes - ACTION**

Minutes of Special Governing Board Meeting December 11, 2024 and Regular Governing Board Meeting December 18, 2024.

**APPROVED**

**C. \*Comprehensive School Safety Plans and Security of School Facilities (Education Code Section 32281(f) and Government Code Section 4957(2)) - ACTION**

The Administration recommends approval of the Comprehensive School Safety Plans and Security of School Facilities for District schools: Benjamin Franklin, Franklin D. Roosevelt, Garden Village, George Washington, John F. Kennedy, M. Pauline Brown, Susan B. Anthony, Thomas R. Pollicita, and Westlake. *[Goal 2]*

**APPROVED**

**D. District Calendar 2025-2026 (5 mins.) - ACTION**

The Administration recommends approval of the District Calendar for the 2025-2026 School Year.

**APPROVED**

**E. CSBA-ACSA 2025 Coast2Coast Federal Advocacy Trip (5 mins.) - DISCUSSION/ACTION**

The Board will discuss sending Board members to attend the CSBA-ACSA Coast2Coast Federal Advocacy Trip, April 28-30, 2025.

**APPROVED (Four trustees to attend.)**

**F. Appointment of Members to Citizens' Oversight Committee (5 mins.) - ACTION**

The Administration recommends the Board reappoint the following members to the Citizens' Oversight Committee: Pamela DiGiovanni, At-large Community Member; Marian Seiki, Senior Citizen Representative; Adrienne Zanini, Member of Tax Payer Association. *[Goal 4]*

**APPROVED (Marian Seiki, Adrienne Zanini)**

**8. 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.

M.P. Brown:

\$1,844.00 from Philanthropic Ventures Foundation to be used for Outdoor Education.

**APPROVED**

**B. \*Williams Uniform Complaints - Quarterly Report for October 2024 through December 2024 - ACTION**

The Administration is required to report the number of complaints and whether the complaints have been resolved. For the quarter of October 1, 2024 through December 31, 2024, the District received zero complaints. The District is also required to report any teacher misassignments and teacher vacancies, and there were zero teacher misassignments for this quarter. *[Goals 1,2]*

**APPROVED**

**C. \*Contracted Services - AYSO - ACTION**

The Administration recommends approval of a contract in the amount of \$37,326.00 with AYSO to provide after-school enrichment services at Daniel Webster, John F. Kennedy, M.P. Brown, and Thomas Edison schools. The contract will be funded by the Expanded Learning Opportunities Grant (ELOP). *[Goal 1]*

**APPROVED**

**D. Single Plan for Student Achievement 2024-2025 (20 mins.) - INFORMATION/ACTION**

The Administration recommends approval of the Single Plan for Student Achievement for the following JESD schools: Garden Village, Susan B. Anthony, Thomas Edison, and Thomas R. Pollicita, as developed by their School Site Council and site staff members. Representatives from each school

will share highlights from their school plans. *[Goals 1,2,3,4]*

**APPROVED**

**9. BUSINESS & FINANCIAL PROCEDURES - Josie Peterson**

**A. \*Approval of Warrants - ACTION**

Warrants totaling \$3,864,263.90. *[Goal 4]*

**APPROVED**

**B. \*FY 2023-24 Financial Audit Report and 2024-25 First Interim Financial Report for CAVA@San Mateo - INFORMATION/ACTION**

CAVA@San Mateo's 2023-24 Financial Audit Report and 2024-25 First Interim Financial Report are being provided to the Board for information. All reports are reviewed by the JESD Business Department and are approved by the CAVA Board of Trustees and submitted to the SMCOE for review and approval. The Administration recommends the Governing Board acknowledge receipt of these reports.

**APPROVED**

**C. \*Contracted Services Agreement - AVF Systems, Inc. - ACTION**

The Administration recommends approval of a contract with AVF Systems, Inc., to install and replace a fire sprinkler control system valve at Benjamin Franklin Intermediate School for an amount of \$25,531. An additional 10% contingency will be included to cover unforeseen conditions to be preapproved by the District Administration. This will be funded by Routine Restricted Maintenance funds (RRMA). *[Goal 2]*

**APPROVED**

**D. \*Contracted Services Agreement - Kelso Communications - ACTION**

The Administration recommends approval of a contract with Kelso Communications to rebuild the voicemail server for an amount not to exceed \$13,260. *[Goal 4]*

**APPROVED**

**E. \*Hillside Headerboard at John F. Kennedy School - ACTION**

The Administration recommends the Governing Board ratify a payment to Schreder & Brandt Mfg., Inc., in the amount of \$24,236 to furnish and install 500 linear feet of hillside landscape wall at John F. Kennedy School. This will be funded by Measure J. *[Goal 2]*

**APPROVED**

**F. \*Change Order #1 for Peninsula Tree Care, Inc., Purchase Order - ACTION**

The Administration recommends approval of Change Order #1 to the Open Purchase Order #250280 of Peninsula Tree Care, Inc., from \$49,000 to \$100,000 for emergency work and on-call services for the removal of downed and hazardous trees, and broken and split branches at all eighteen (18) JESD sites. This will be funded by the General Maintenance fund. *[Goal 2]*

**APPROVED**

**G. FY 2023-24 Annual Financial Audit Report for Year Ended June 30, 2024 (15 mins.) - ACTION**

The Administration recommends acceptance and approval of the audited Annual Financial Reports for fiscal year 2023-24 ended June 30, 2024, as submitted by the auditing firm. *[Goal 4]*

**APPROVED**

**H. Bond Projects Update (15 mins.) - INFORMATION**

Mr. Bill Heath, Director of Maintenance and Operations/Construction Program, and Ms. Josie Peterson, Assistant Superintendent of Business Services, will present an update on the Measures U and J Bond projects.

**INFORMATION**

**10. CERTIFICATED PERSONNEL - Brent Marquez-Valenti**

**A. \*Hire Certificated Personnel 2024-2025 - ACTION**

The Administration recommends hiring the following certificated personnel: MOLLY SHEA, Temporary Status, WW, 1st Grade Teacher, CLS1A, Step1, effective 1/6/2025;

ALEXANDRA NICOLE RAFER, Temporary Status, DW, TK/K SDC Teacher, CLS1A, Step 6, effective 1/6/2025;

NORMAN KOCH, Temporary Status, DW, 1st Grade Teacher, CLS1A, Step 1, effective 1/6/2025;

NOEL R. RAFER, Temporary Status, BF, RSP Teacher, CLS3C, Step 28, effective 1/6/2025.

**APPROVED**

**B. \*Hire Certificated Substitute Teacher 2024-2025 - ACTION**

The Administration recommends hiring the following substitute teacher for the 2024-2025 school year based on the current sub pay rate: RYAN TOM.

**APPROVED**

**11. CLASSIFIED PERSONNEL - Brent Marquez-Valenti**

**A. \*Employment - Classified Personnel - ACTION**

The Administration recommends approval of employment of the following classified employees as detailed in the attached documentation:  
(Probationary:) KATHLEEN LEWETZOW SMITH; (Substitutes): HELEN LOSTICA, JERRY THROWER LAURENA, STEVEN HALL, FRANCISCO SANCHEZ, LESLIE HERNANDEZ DONIS, KEVIN SANTIZO GALINDO, KATIA REGINA AGUSTIN, MATTHEW TORRES DIMATULAC, ZI SHAN HE.

**APPROVED**

**B. \*Leaves of Absences - Classified Personnel - ACTION**

The Administration recommends approval of the Leave of Absence requests from:

SIMONE SAN MIGUEL, Maintenance Utility Tech., MN, from 12/26/2024 through 2/5/2025 (Unpaid FMLA);

MARIO CRUZ, Custodian II, MHT, from 1/2/2025 through 2/28/2025 (revised dates from December 18, 2024 Board meeting) (Unpaid FMLA);

GLORIA DELEON, SCIA, FDR, from 1/6/2025 through 4/6/2025 (Unpaid FMLA).

**APPROVED**

**12. BOARD GOVERNANCE MATTERS**

**A. JESD Board Study Sessions (10 mins.) - DISCUSSION/ACTION**

The Board will discuss scheduling a special study session on how to best allocate resources and structure programs given declining enrollment.

**APPROVED (March 12, 2025, 6:00 p.m.)**

**13. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Sandy Mikulik**

**A. September 2024 CSBA Board Policy Updates - Second Reading (5 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 second reading.

**APPROVED**

**B. Board Bylaw 9100 Organization - Election of Officers Review (10 mins.) - DISCUSSION/ACTION**

The Board will discuss revising Board Bylaw 9100 by adding a new role of Parliamentarian to the Election of Officers.

**APPROVED (Keep Board Bylaw as stated.)**

#### **14. BOARD PROFESSIONAL DEVELOPMENT**

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

Board Members Shakeel Ali and Nadia Flamenco 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**

#### **15. Governance Team Member Comments, Reports, Future Agenda Items and Board Meeting Reflection**

**HELD**

#### **16. Persons Wishing to Address the Board on Closed Session Items**

This portion of the agenda is available for individuals to comment on or address the Board on an item addressed in Closed Session. The maximum time allowed for any speaker is usually two minutes.

**NONE**

#### **17. Recess**

**9:06 p.m.**

#### **18. Convene to Closed Session**

**9:13 p.m.**

#### **19. CLOSED SESSION**

##### **A. Conference with Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to Government Code subdivision (d)(4) of Section 54956.9: One case

**APPROVED (Payment to Clark Hill in the amount of \$61,507.50 for legal services.)**

##### **B. AFT Negotiations**

Conference with Labor Negotiators: Agency Designated Representative, Brent Marquez-Valenti, AFT

**NO ACTION**

**C. CSEA Negotiations**

Conference with Labor Negotiators: Agency Designated Representative, Josie Peterson, CSEA

**NO ACTION**

**20. Reconvene to Open Session**

**9:56 p.m.**

**21. Report Out of Closed Session**

**HELD**

**22. ADJOURN**

**9:57 p.m.**