

**Jefferson Elementary School District**

**BOARD ACTIONS**

Regular Governing Board Meeting  
09/25/2024 07:00 PM  
Jefferson Elementary School District  
101 Lincoln Avenue, Daly City, CA 94015  
Watch meeting live stream on YouTube:  
<https://youtube.com/live/CjU Pn1nblg>

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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**

**7:01 p.m.**

**2. Members Present**

**Shakeel Ali**

**Andrea Jordan (arrived at 7:04 p.m.)**

**Manufou Liaiga-Anoa'i (absent)**

**Aaron Rashba**

**Anthony Tsujisaka**

**3. Pledge of Allegiance**

**HELD**

**4. Approval of Agenda**

**APPROVED**

**5. 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.

**NONE**

**6. 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 Regular Governing Board Meeting September 11, 2024.

**APPROVED**

**C. \*Resolution No. 24-09-25 to Excuse Andrea Jordan from Regular Board Meeting September 11, 2024 - ACTION**

Pursuant to Education Code 35120 (9)(c), the Board will consider a request for passage of a resolution to excuse Andrea Jordan's absence on September 11, 2024, due to hardship.

**APPROVED**

**D. \*Resolution No. 24-09-25A to Excuse Manufou Liaiga-Anoa'i from Regular Board Meeting September 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 September 11, 2024, due to hardship.

**APPROVED**

**E. Resolution No. 24-09-25B, Week of the School Administrator (5 mins.) - ACTION**

The Administration recommends adoption of Resolution No. 24-09-25B, designating the week of October 13-19, 2024, as Week of the School Administrator.

**APPROVED**

**7. EDUCATIONAL & STUDENT SERVICES - Pamela Scott**

**A. \*Acceptance of Donations - ACTION**

The Administration recommends acceptance of the following donations:

District Office:

\$100.00 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.

\$8.00 from the Blackbaud Giving Fund to be used in the District.

Susan B. Anthony:

\$1,000.00 from the Silicon Valley Community Foundation to be used for a 5th

grade field trip.

\$475.00 from the San Francisco Giants Baseball Club LLC to be used at the school.

**APPROVED**

**B. \*Resolution No. 24-09-25C, Authorizing Continued Funding Application (CFA) to California Department of Education (CDE) - ACTION**

The Administration recommends that the Board adopt Resolution No. 24-09-25C, authorizing signatories for Jefferson Elementary School District to submit CFA applications for the California State Preschool Program (CSPP). *[Goal 4]*

**APPROVED**

**C. \*Imagine Learning and Literacy Licenses - ACTION**

The Administration recommends approval of the purchase of Imagine Learning and Literacy Licenses for EL Level 1 and Newcomer Students in Grades K-5 and Professional Development for teachers to implement this program in the amount of \$57,250.00. *[Goal 1]*

**APPROVED**

**D. Summer Programs Update - INFORMATION**

Ms. Jennifer Larocque, Program Director of Expanded Learning and Staff Supports, will provide an overview of Summer 2024 Learning Programs and enrichment activities. *[Goals 1,2,3]*

**INFORMATION**

**E. Single Plan for Student Achievement Highlights 2024-2025 (20 mins.) - INFORMATION**

Representatives from the following JESD schools: Benjamin Franklin, John F. Kennedy, and Westlake, will share highlights from their approved Single Plans for Student Achievement (SPSA) and Additional Targeted Support and Improvement (ATSI) as developed by their School Site Council and site staff members. *[Goals 1,2,3]*

**INFORMATION**

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

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

Warrants totaling \$5,125,594.10. *[Goal 4]*

**APPROVED**

**B. \*Surplus Equipment - Various Sites - ACTION**

The Administration recommends the Board declare the IT equipment from various sites, having a value of less than \$2,500, as surplus and authorize

disposal of the said equipment.

**APPROVED**

**C. \*Contracted Services Agreement - Lozano Smith - ACTION**

The Administration recommends approval of a contract with Lozano Smith LLP for General and Bond legal services for FY 2024-25 in an amount not to exceed \$65,000. *[Goal 4]*

**APPROVED**

**D. \*Contracted Services - DRYCO Construction, Inc. - ACTION**

The Administration recommends ratification of the approval for issuance of a check payable to DRYCO Construction, Inc., for street repairs related to the Workforce Housing (Eastmoor Heights) project in the amount of \$16,920. This will be funded by Measure J. *[Goal 4]*

**APPROVED**

**E. \*Additional Services Request #4 for Lowney Architecture - ACTION**

The Administration recommends the Governing Board authorize Lowney Architecture ASR #4 for the additional services pertaining to the extended construction of the Faculty and Staff Housing Project for an amount of \$42,500. This will be funded from the retention of the original contract of C. Overaa and Company (Measure U). *[Goal 4]*

**APPROVED**

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

**A. \*Certificated Resignation 2024-2025 - ACTION**

The Administration recommends acceptance of the following resignation: ERIC SCHEIB, Art teacher, resignation effective 9/6/2024. Mr. Scheib has been employed by the District since 8/26/2024.

**APPROVED**

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

The Administration recommends hiring the following Certificated personnel: TERESA ROBIN KAYE, Temporary Status, BF, 6th grade Math/ Science teacher, CLS3A, Step14, effective 9/4/2024.

**APPROVED**

**C. \*Certificated Leaves of Absence - ACTION**

The Administration recommends approval of the following requests for a Leave of Absence received from:

SARA RAMOS, 1st grade teacher, DW, Paid Family Leave of Absence, August 10, 2024 - October 2, 2024;

JAMES BENITEZ, 6-8 PE teacher, BF, Family Medical Leave, August 19, 2024 - October 4, 2024.

**APPROVED**

## **10. CLASSIFIED PERSONNEL - Brent Marquez-Valenti**

### **A. \*Resignation - Classified Personnel - ACTION**

The Administration recommends approval of the resignation from the following Classified employee: STEPHANIE HARO, Office Asst. I, JFK, date of hire: 12/01/2022, effective 9/20/2024.

**APPROVED**

### **B. \*Employment - Classified Personnel - ACTION**

The Administration recommends approval of employment of the following Classified employees as detailed in the attached documentation:  
(Probationary): JOYCE CHU; (Substitutes): JOHN DEL CATIPAY PATALINGHUG, MARIA GUADALUPE HERRERA RODRIGUEZ, CHERYLL DEDICATORIA CONTRERAS, MARK MALONDA PENAS, JOCELYN TUASON SAN AGUSTIN, LUIS ALFONSO MAYORGA REYES, HELEN ABONGAN CANTOR, ANGELICA MENDEZ ALONZO, KATHERINE NEWSOM, POTENCIANO CAYANAN GAZA, MARISOL AGUIRRE, NORMA ILIANA RAMIREZ VEGA, BERNADETTE NAVARRETE SIMON, MELVINA BLAS NATIVIDAD.

**APPROVED**

### **C. \*Promotions - Classified Personnel - ACTION**

The Administration recommends approval of the following promotions:  
GERARDO ALVAREZ, from Custodian I, FDR/BF, to Custodian II, FDR, Range B31, Step 3, effective 8/26/2024;  
YVETTE SANCHEZ, from Attendance Tech., to School Admin. Asst., TRP, Range A35, Step 5, effective 8/14/2024.

**APPROVED**

### **D. \*Working Out of Class - Classified Personnel - ACTION**

The Administration recommends approval for the following Classified employees to work out of class:  
TED ORDONEZ, from Maintenance Tech., B40, to Maintenance & Custodial Operations Leader, B43, as needed, effective 7/01/2024 through 6/30/2025;  
YVETTE SANCHEZ, from Attendance Tech., A32, to School Admin. Asst., A35, TRP, as needed, effective 7/31/2024 through 8/13/2024;  
CLAIRE SHANLEN JAKOSALEM, from Office Asst. I, A27 to Attendance Tech., A32, TRP, as needed, effective 7/31/2024 through 10/31/2024.

**APPROVED**

**E. Board's Appointee/Personnel Commission - ACTION**

The Board will consider the current Board Appointee to Personnel Commission, Wallace M. Moore's request for reappointment and if so, make a public announcement of his selection as the intended appointee. The Board's final action will be scheduled within 45 days from September 25, 2024, in accordance with Education Code 45146. The new term of office begins December 1, 2024.

**APPROVED**

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

**HELD**

**12. 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**

**13. Recess**

**8:34 p.m.**

**14. Convene to Closed Session**

**8:46 p.m.**

**15. CLOSED SESSION**

**A. AFT Negotiations**

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

**NO ACTION**

**B. CSEA Negotiations**

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

**NO ACTION**

**16. Reconvene to Open Session**

**NOT HELD**

**17. Report Out of Closed Session**  
**NOT HELD/NO REPORT**

**18. ADJOURN**  
**9:19 p.m.**