

**Jefferson Elementary School District
BOARD ACTIONS**

Regular Governing Board Meeting

January 17, 2018, 7:00 PM

City Hall, Council Chambers

333 - 90th Street, Daly City, CA 94015

LIVE TELECAST: Comcast Channel 27, Astound 26, AT&T U-Verse 99

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

7:02 p.m.

2. Members Present

Shakeel Ali

Marie Brizuela

Rebecca Douglass

Clayton Koo

3. Pledge of Allegiance

A. Margaret Pauline Brown Elementary School

HELD

4. Review Board Meeting Guidelines

Board members will review the Board Meeting Guidelines and report how well they adhered to the meeting guidelines at the end of the meeting.

HELD

5. Approval of Agenda

APPROVED as amended

6. SPECIAL PRESENTATIONS

A. Daly City Mayor's 2017 Youth of the Year Awards

INFORMATION

B. The Latino Film Institute Youth Cinema Project & Margaret Pauline Brown Elementary School (20 min.)

M.P. Brown staff and students will share on their partnership with Youth Cinema Project and activities in preparation for their first annual end-of-year industry screenings.

INFORMATION

7. COMMUNICATIONS (20 min.)

A. Board Member Acknowledgements and Commendations

B. Correspondence and Superintendent Comments

C. Administrator Comments

D. 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 - Bernie Vidales

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 Meetings September 27, 2017, October 11, 2017, and November 8, 2017.

APPROVED

C. Proposed Revision to School Site Boundary Book - ACTION

The Administration recommends revisions to the School Site Boundary Book to simplify boundaries:

Chelsea Court - All numbers assigned to George Washington;

Crestwood Drive - All numbers - EVEN assigned to Westlake (odd already assigned to Westlake);

Windsor Drive - All Numbers - EVEN assigned to M.H. Tobias (odd already assigned to M.H. Tobias).

APPROVED

D. * FY 2016-17 Financial Audit Report and 2017-18 First Interim Financial Report for CAVA@San Mateo - INFORMATION/ACTION

CAVA@San Mateo's 2016-17 Financial Audit Report and 2017-18 First Interim 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.

ACKNOWLEDGED

E. San Mateo County Update (10 min.) - INFORMATION

David J. Canepa, Supervisor for District 5, will give a County update.

TABLED

F. Report on Workforce Housing Feasibility Study Conclusions (25 min.) - INFORMATION

A representative from Education Housing Partners will present results of the feasibility study undertaken by the District over the last several months with regards to establishing a Workforce Housing Development. Results, financial analysis, and next steps for pursuing the project will be outlined for the Board.

INFORMATION

G. * Revision of AR 5117 Interdistrict Attendance - ACTION

The Administration recommends approval of revised policy, Administrative Regulations 5117 Interdistrict Attendance. These revisions are in line with the District's goal to enroll more students in JESD.

APPROVED

9. CURRICULUM & INSTRUCTION/PUPIL PERSONNEL SERVICES-Sandy Mikulik

A. * Acceptance of Donations - ACTION

The Administration recommends approval of the following donations:

District (T.R. Pollicita Ribbon Cutting Celebration, November 11, 2017):

\$1,000.00 from T.R. Pollicita Parent Teacher Student Organization.

\$500.00 from A.S.F. Electric, Inc.

\$200.00 from Duggan's Serra Mortuary.

\$150.00 from American Federation of Teachers, Local #3267.

\$25.00 from Michael and Richard Rocchetta.

In-kind donations:

-Costumes from Marie Brizuela for the T.R. Pollicita Dance Class.

-Tortellini from Marie Brizuela.

-Bowls of fruit from Michael Mahoney, General Manager, Republic Services.

-Cupcake Pops from Sweet Dreams Bakery.

-Potato chips and cookies from Broadmoor Property Owners Association.

-Cookies from San Mateo County Supervisor David Canepa.

George Washington:

\$5,000.00 from Step Up to the Plate for Education Foundation, c/o Wells Fargo Bank to be used for Positive Behavior Interventions and Supports (PBIS) system at the school for the program, posters and office supplies, parent education nights and reward incentives for 400 students.

\$466.45 from Dorian Studios to be used at the school.

M.H. Tobias:

\$694.09 from Dorian Studios to be used at the school.

Thomas Edison:

\$1,000.00 from Silicon Valley Community Foundation for a field trip.

Westlake:

\$567.32 from Dorian Studios to be used at the school.

\$300.00 from YourCause, LLC and Mr. David Hung to be used at the school.

\$132.19 from William Maes to be used at the school.

\$25.00 Costco Cash Card from Costco and Paula Cadiente to be used for the Walk-a-thon at the school.

Office and school supplies from Antonia Rovai to be used at the school.

APPROVED

B. Fernando Rivera WE Day Overnight Field Trip - ACTION

The Administration recommends approval of Fernando Rivera field trip to WE Day in Los Angeles which requires an overnight stay.

APPROVED

C. Local Control Accountability Plan Updates (20 min.) - INFORMATION

The Local Control Accountability Plan (LCAP) is an accountability plan that requires districts to disclose how Local Control Funding Formula (LCFF) funds are spent to provide high-quality education programs. Jefferson Elementary School District administration will share updates on the 2018-2019 LCAP development.

INFORMATION

D. * Single Plan for Student Achievement 2017-2018 - ACTION

The Administration recommends approval of the Single Plan for Student Achievement Report for the following JESD schools: Franklin D. Roosevelt, Garden Village, Marjorie H. Tobias, and Thomas Edison, as developed by their School Site Council and school staff.

APPROVED

10. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler

A. * Approval of Warrants - ACTION

Warrants totaling \$3,020,993.41.

APPROVED

B. * Contracted Services - Music for Minors - ACTION

The Administration recommends approval of a contract with Music for Minors, in an amount not to exceed \$53,000, to provide music enrichment programs at Daniel Webster, M. Pauline Brown, and Thomas Edison Elementary schools. School site budgets will fund this contract.

APPROVED

C. * Contracted Services - Playworks - ACTION

The Administration recommends approval of a contract with Playworks, Inc., in the amount not to exceed \$34,000 to provide educational program enrichment at F.D. Roosevelt K-8 School. This will be funded by school site budget.

APPROVED

D. * Revised Contracted Services - Daly City Peninsula Partnership - ACTION

The Administration recommends approval of the contract with Daly City Peninsula Partnership in the amount not to exceed \$170,000. The previously approved contract is being increased by \$10,000 for Social Services and Counseling to General Pershing families for the 2017-18 school year, funded through site and program funds.

APPROVED

E. * Surplus Equipment - Food Service Central Kitchen - Action

The Administration recommends the Board declare the equipment from the Food Service Central Kitchen as surplus and authorize the sale of said equipment.

APPROVED

F. Resolution No. 18-01-17, Resolution to Remove Constraints on Committed Funds and Interfund Transfer - ACTION

The Administration recommends adoption of Resolution No. 18-01-17, Resolution to Remove Constraints on Committed Funds and Interfund Transfer from fund 17 to fund 01.

ADOPTED

G. * Thomas R. Pollicita Phase 2B Landscaping Project with Poms Landscaping - Notice of Completion - ACTION

The Administration recommends the Governing Board authorize the filing of the Notice of Completion for the Thomas R. Pollicita Phase 2B Landscaping Project. The contractor, Poms Landscaping, has completed the work in accordance with contract documents.

APPROVED

H. FY 2016-17 Annual Financial Audit Report for the Year Ended June 30, 2017 (20 min.) - ACTION

Ahmad Gharaibeh, audit partner with Vavrinek, Trine, Day and Co., LLP, will be in attendance to summarize the results of the annual financial audit of the District. The Administration recommends acceptance and approval of the Financial Statement for the 2016-17 fiscal year ended June 30, 2017, as submitted by the auditing firm.

APPROVED

11. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. Certificated Retirement 2017-2018 - ACTION

The Administration recommends approval of the retirement request from DONNA HART, 2nd grade teacher, DW, effective January 8, 2018. Ms. Hart has been employed by the District since August 29, 1997. The Administration also requests an appropriate resolution be prepared commending Ms. Hart for her years of service with the District.

APPROVED

B. * Certificated Resignation 2017-2018 - ACTION

The Administration recommends acceptance of the following resignation: SUZAN EL SHORAFI, RSP teacher, DW/MPB, effective November 17, 2017. Ms. El Shorafi has been employed by the District since August 17, 2017.

APPROVED

C. * Hire Certificated Substitute Teacher 2017-2018 - ACTION

The Administration recommends hiring the following Certificated substitute teacher for the 2017-2018 school year at the rate of \$158 per day: CAROL BOWSER.

APPROVED

D. * Hire Certificated Personnel 2017-2018 - ACTION

The Administration recommends hiring the following certificated personnel: CHRIS VOISARD, Temporary Status, Daniel Webster, 2nd grade, CLS1B, Step 9, pro-rated to start date, \$39, 500.78, effective January 8, 2018.

APPROVED

12. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. * Resignations - Classified Personnel - ACTION

The Administration recommends approval of the resignations from the following classified employees and appropriate resolutions be prepared commending those with 10 or more years of service with the District:

Food Services Asst., FR, effective 12/31/17, date of hire: 11/28/16: JAKEH LANDAYAN;

Custodian II, SBA, effective 11/27/17, date of hire: 9/2/97: JOHN SPOONER.

APPROVED

B. * Employment - Classified Personnel - ACTION

The Administration recommends approval of employment of the following classified personnel:

(Prob.) Spec. Cir. Inst. Asst., GW, \$21.20/hr., effective 1/08/18: MONINA PAMINTUAN;

(Prob.) Maintenance Tech., MN, \$26.41/hr., effective 1/01/18: MICHAEL ELLEDGE;

(Prob.) Custodian I, TRP, \$20.20/hr., effective 12/11/17: GILBERT CRUZ;

(Sub.) Inst. Asst.-SPED, \$17.58/hr.; Inst. Asst.-BIL, \$17.16/hr., Inst. Asst.-ASP, \$16.77/hr., as needed, effective 11/27/17: ABEER A. MAHRAM;

(Sub.) Inst. Asst., \$16.77/hr.; Inst. Asst.- SPED, \$17.58/hr.; Inst. Asst.-ASP, \$16.77/hr.; Office Asst., \$18.48/hr., as needed, effective 11/28/17: RENAE LEEN M. RICASATA;

(Sub.) Noonyard Supv., \$10.50/hr.; Office Asst., \$18.48/hr.; Spec. Cir. Inst. Asst., \$18.04/hr.; Inst. Asst.-P.E., \$16.77/hr.; Inst. Asst.-ASP, \$16.77/hr.; Inst. Asst.-Sped., \$17.58/hr.; Lib. Tech., \$19.40/hr., as needed, effective 11/28/17: QUAYOSHIA EPPS;

(Sub.) Noonyard Supervisor as needed, TE, \$10.20/hr., as needed, effective 11/6/2017: ALEJANDRA VILLANUEVA;

(Sub.) Inst. Asst.-ASP, \$18.86/hr., as needed, effective 10/13/17: SHAWN MCPIKE;

(Sub.) School Admin. Asst., \$22.46/hr., as needed, effective 10/23/17: SYLVIA CEDILLOS;

(Sub.) Campus Safety Asst., \$17.58/hr.; Inst. Asst.-SPED, \$17.58/hr., as needed, effective 11/29/17: ROSE NENAGH HUTCHINGS-PEREZ;

(Sub.) School Admin. Asst., \$22.46/hr., as needed, effective 12/12/17: CINFONIE BAYONE;

(Sub.) Inst. Asst., \$16.77/hr.; Campus Safety Asst., \$17.58/hr.; Inst. Asst.-SPED, \$17.58/hr.; Inst. Asst.-ASP, \$16.77/hr., as needed, effective 12/28/17: RAQUEL E. VALENTIN;

(Sub.) Noonyard Supv., \$10.50/hr., as needed, effective 12/28/17: EMERITA ANCHETA LAMBIT;

(Sub.) Inst. Asst.-ASP, \$16.77/hr.; Spec. Cir. Inst. Asst., \$18.04/hr.; Inst. Asst. PE, \$16.77/hr.; Inst. Asst.-SPED, \$17.58/hr., as needed, effective 12/28/17: PRINSES RAMOS RIVERA.

APPROVED

C. * Promotion - Classified Personnel - ACTION

The Administration recommends the approval of the following promotion from Maintenance Utility Tech., MN, \$27.07/hr., 8 hrs./day, 12 mos./yr., to Maintenance Tech., MN, \$29.11/hr., 8 hrs./day, 12 mos./yr., effective 1/01/18: RICHARD PACHECO.

APPROVED

D. * Unpaid Leaves of Absence - Classified Personnel

The Administration recommends approval of the unpaid leaves of absence for the following employees:

OFELIO CAICEDO, Campus Safety Asst., TRP, from 11/27/17 through March 15, 2018; and

ELIZABETH ALMODOVAR, Inst. Asst.-ASP, SBA, from 12/25/17 through 6/15/18.

APPROVED

13. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernie Vidales

A. Board Policies/Administrative Regulations: October 2016 CSBA Board Policy Revisions - First Reading (5 min.) - DISCUSSION/ACTION

The Board will review and revise Board Policies/Administrative Regulations from October 2016 CSBA Board Policy Revisions as stated in a first reading.

APPROVED as amended

14. REPORTS FROM BOARD MEMBERS ON PROFESSIONAL DEVELOPMENT

A. 2017 CSBA Conference (10 min.) - INFORMATION/DISCUSSION

Board Member Marie Brizuela will highlight some of her learnings as well as give a report about her attendance at the California School Boards Association (CSBA) 2017 Annual Education Conference and Trade Show in San Diego from November 29-December 2, 2017.

INFORMATION

15. Board Member Comments, Reports and Reflection on Board Meeting Guidelines

HELD

16. ADJOURN

9:26 p.m.