

Jefferson Elementary School District

BOARD ACTIONS

Regular Governing Board Meeting

01/17/2024 07:00 PM

Jefferson Elementary School District

101 Lincoln Avenue, Daly City, CA 94015

Watch meeting live stream on YouTube:

<https://www.youtube.com/watch?v=jTHQ9uqv3A0>

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

Andrea Jordan

Manufou Liaiga-Anoa'i

Aaron Rashba

Anthony Tsujisaka

3. Pledge of Allegiance

HELD

4. Approval of Agenda

APPROVED as amended

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 December 13, 2023.

APPROVED

C. Board Professional Development Budget - DISCUSSION/ACTION

The Board will discuss increasing the professional development budget for Jefferson Elementary School District Board Members. 2023-24 Conference Budget is approximately \$11,000.

APPROVED (\$30,000)

D. CSBA 2024 Coast2Coast Federal Advocacy Trip (10 mins.) - DISCUSSION/ACTION

The Board will discuss sending Board members to attend the CSBA Coast2Coast Federal Advocacy Trip, April 8-10, 2024.

APPROVED (3 Board members, pending calendar availability.)

E. Tentative Agreement Between Jefferson Elementary School District and AFT #3267 for 2023-2024 - ACTION

The Administration recommends approval of the Tentative Agreement for the 2023-2024 school year between AFT, Local #3267, and the Jefferson Elementary School District, pending AB 1200 approval by the San Mateo County Office of Education. The agreement, effective July 1, 2023, includes a three percent (3%) wage increase on the salary schedule to the unit and other agreements on stipends for after-school and weekend work, Hours of Employment, and Health and Welfare, as specified in the attached Tentative Agreement. These agreements represent the conclusion of the 2023-2024 negotiations between AFT, Local #3267, and Jefferson Elementary School District.

APPROVED

F. Compensation for Unrepresented Certificated, Classified, and Management Employees for 2023-2024 - ACTION

The Administration recommends approval, pending AB 1200 approval by the San Mateo County Office of Education, of a three percent (3%) salary increase to the salary schedules (commensurate with other employee groups), and an equivalent adjustment made to District Health and Welfare benefit contributions to Unrepresented Certificated and Classified employees, Psychologists, Management (Principals, Vice Principals, Deans, Program Coordinators, Program Directors, Directors), and Assistant Superintendents, effective July 1, 2023.

APPROVED

G. Compensation for Unrepresented Confidential Classified Employees for 2023-2024 - ACTION

The Administration recommends approval, pending AB 1200 approval by the San Mateo County Office of Education, of a three percent (3%) salary increase

to the salary schedules (commensurate with other employee groups), a one-time payment of \$700 (in alignment with the approved CSEA tentative agreement), and an equivalent adjustment made to District Health and Welfare benefit contributions to Unrepresented Confidential Classified employees, effective July 1, 2023.

APPROVED

H. Resolution No. 24-01-17, National School Counseling Week - ACTION

The Administration recommends adoption of Resolution No. 24-01-17, designating the week of February 5-9, 2024 as National School Counseling Week.

APPROVED

7. EDUCATIONAL & STUDENT SERVICES - Pamela Scott

A. *Acceptance of Donations - ACTION

The Administration recommends acceptance of the following donations:

District:

\$220.00 from The Blackbaud Giving Fund to be used in the District.

\$100.00 from the Blackbaud Giving Fund to be used in the District.

Books, clothes, shoes and toys from Hope Evangelical Free Church to be used for families in our district.

Fernando Rivera:

\$1,500.00 from White Harvest Ministries, Inc., to be used at the school.

\$1,000.00 from Evelyn Sarmiento Racette and Mark Thomas Racette to be used at the school.

Franklin D. Roosevelt:

\$450.00 from The Blackbaud Giving Fund to be used at the school.

George Washington:

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

APPROVED

B. *Contracted Services - Creative Learning Center - ACTION

The Administration recommends acceptance of a contract in the amount of \$81,386 with Creative Learning Center to provide educational and related services to a Jefferson Elementary School District student. The contract is to be funded through the Special Education budget.

APPROVED

C. *Contracted Services - Ed Theory, LLC - ACTION

The Administration recommends acceptance of a contract in the amount of \$92,512 with Ed Theory, LLC to provide behavioral support services to Jefferson Elementary School District students for the remainder of the school year 2023-24. The contract is to be funded through the Special Education budget.

APPROVED

D. *Contracted Services - Kyo Autism Therapy, LLC - ACTION

The Administration recommends acceptance of a contract with Kyo Autism Therapy, LLC in the amount of \$58,679.50 to provide behavioral support and consultation services to Jefferson Elementary School District students. The contract is to be funded through the Special Education budget.

APPROVED

E. Contracted Services - KCE Champions, LLC - ACTION

The Administration recommends acceptance of a contract in the amount of \$34,795.55 with KCE Champions, LLC. KCE Champions, LLC will provide comprehensive Expanded Learning programming at Ben Franklin Intermediate School from August 16, 2023 to June 7, 2024.

APPROVED

F. Contracted Services - Zum Services, Inc. - ACTION

The Administration recommends acceptance of a contract in the amount of \$15,000 with Zum Services, Inc., to provide transportation services for Jefferson Elementary School District students. The cost is for the full academic year 2023-24. The contract is to be funded through the Student Services Department (Title I).

APPROVED

G. Single Plan for Student Achievement 2023-2024 (15 mins.) - ACTION

The Administration recommends approval of the Single Plan for Student Achievement for the following JESD schools: Franklin D. Roosevelt, Marjorie H. Tobias, and Westlake, as developed by their School Site Council and site staff members. Representatives from each school will share highlights from their school plans.

APPROVED

H. Presentation on California School Dashboard and Local Indicators for 2023-24 School Year (20 mins.) - INFORMATION

Ms. Pam Scott, Assistant Superintendent of Educational Services, will present on the California School Dashboard.

INFORMATION

8. BUSINESS & FINANCIAL PROCEDURES - Michael Lauro

A. *Approval of Warrants - ACTION

Warrants totaling \$8,169,361.90.

APPROVED

B. *Surplus Equipment - Benjamin Franklin School - ACTION

The Administration recommends the Board declare the copier equipment from Benjamin Franklin School, having a total value of less than \$2,500, as surplus and authorize disposal of the said equipment.

APPROVED

C. *2022-23 Financial Audit Report and 2023-24 First Interim Financial Report for CAVA@San Mateo - INFORMATION/ACTION

CAVA@San Mateo's 2022-23 Financial Audit Report and 2023-24 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

D. *AB 1200 - Disclosure of Collective Bargaining Agreement with AFT Chapter #3267, Unrepresented Certificated and Classified Employees, and Unrepresented Certificated and Classified Management for 2023-24 School Year - ACTION

As required by AB 1200, the District is providing public disclosure of the costs of the Collective Bargaining Agreement, regarding the increase in the cost of employee salaries and associated benefits, with AFT Chapter #3267, Unrepresented Certificated and Classified Employees, and Unrepresented Certificated and Classified Management for the 2023-24 school year. Agreement costs are also available to the public.

APPROVED

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

The Administration recommends approval of Change Order #1 to the Open Purchase Order #240325 of Peninsula Tree Care, Inc., from \$40,000 to \$100,000 for emergency work and on call services on removal of downed and hazardous trees, and broken and split branches at all seventeen (17) JESD sites. This will be funded by the General Maintenance fund.

APPROVED

F. *Additional Service Request #1 for RGM Kramer, Inc. - ACTION

The Administration recommends approval of ASR#1 with RGM Kramer, Inc., to provide extended services on a time and material basis for an amount of \$89,100. The Board approved the original contract on July 18, 2018. This will be funded by Measure U.

APPROVED

G. *Reimbursable Expense of Permit Fee for JESD Faculty and Staff Housing Project - ACTION

The Administration recommends the Governing Board approve a reimbursable payment to C. Overaa & Company for an amount of \$7,200 for traffic control permit fee for Pierce St. and Eastmoor Ave., sidewalk replacement. The expense is related to the JESD Faculty and Staff Housing project. This will be funded by Measure U.

APPROVED

H. *Reimbursable Expense for JESD Faculty and Staff Housing Project - ACTION

The Administration recommends the Governing Board approve a reimbursable expense payment to C. Overaa and Co. for the solar canopy extension permit fee paid to the City of Daly City in the amount of \$1,451.56. This transaction is related to the JESD Faculty and Staff Housing project and pertinent documents are attached. This will be funded by Measure U Bond funds.

APPROVED

I. *Architectural Pre-Design and Schematic Design of Fernando Rivera Kindergarten to Administration Building - ACTION

The Administration recommends approval of a contract with Weston Miles Architects for the architectural pre-design and schematic design of the Fernando Rivera Kindergarten to Administration Building for an amount of \$12,500 plus reimbursable expenses of not to exceed \$2,500. This will be funded by Measure J.

APPROVED

J. C. Overaa & Company Change Order Request #4 for JESD Workforce Housing Project Construction - ACTION

The Administration recommends ratification and approval of Change Order #4 with C. Overaa & Company for the JESD Workforce Housing Project Construction for an amount of \$286,176.97. The original contract was approved on October 14, 2020. This will be funded by Measure U.

APPROVED

K. Contracted Services Agreement - Converge One - ACTION

The Administration recommends approval of a contract with Converge One to provide ISE 3.X Maintenance Services to support Products or Supported Systems at Supported Sites for 36 months. The contract shall not exceed \$32,340 and will be funded from the Technology Budget.

APPROVED

L. FY 2022-23 Annual Financial Audit Report for Year Ended June 30, 2023 (15 mins.) - ACTION

The Administration recommends acceptance and approval of the audited Annual Financial Reports for fiscal year 2022-23 ended June 30, 2023, as submitted by the auditing firm.

APPROVED (as corrected on page 63 of Annual Financial Audit Report)

M. Bond Projects Updates (20 mins.) - INFORMATION

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

INFORMATION

9. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. *Certificated Leaves of Absence - ACTION

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

STEPHANIE KUNUGI, Speech and Language Pathologist, Family Leave of Absence, FDR/BF, December 11, 2023 - March 25, 2024, Unpaid Family Leave of Absence, March 26, 2024 - April 17, 2024;

BETSY MAE CARRION, 2nd grade teacher, JFK, Unpaid Personal Leave of Absence, March 11, 2024 - March 29, 2024;

MARIE ANNE MALINAO, PK SPED teacher, JFK, Unpaid Personal Leave of Absence, February 26, 2024 - March 8, 2024.

APPROVED

B. Job Description for Program Director of Expanded Learning and Staff Resource - ACTION

The Administration recommends that the Board approves the job description, qualifications, and salary for the Program Director of Expanded Learning and Staff Resource (ELSR) position. The Program Director of Expanded Learning and Staff Resource will be responsible for developing JESD's plan for the Expanded Learning Opportunity Program (ELOP), ensuring grant funded opportunities are cohesive and in alignment with the district and county's vision, facilitating the Educational Housing Corporation and launch of the JESD workforce housing project, and supporting the Assistant Superintendent of Human Resources with teacher pipeline development, recruitment, and new certificated staff support, as stated on the attached job description.

APPROVED

C. Administrative Appointment 2023-2024 - ACTION

The Administration recommends approval of the following administrative appointment: JENNIFER LAROCQUE, Program Director of Expanded Learning and Staff Resource, 1MWMA, Step 17, plus \$1100 for MA Degree, effective January 18, 2024.

APPROVED

10. 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: AOI ICHIHARA BROWNING, ELLEN MAY DELA VEGA DE LEON, HECTOR ENRIQUE HERNANDEZ.

APPROVED

B. *Leave of Absence - Classified Personnel - ACTION

The Administration recommends approval of the Leave of Absence request from: EMMANUAL PASCUAL, Custodian I, DW/TE, effective 1/08/2024-4/7/2024.

APPROVED

11. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Sandy Mikulik

A. September 2023 CSBA Board Policy Updates - Second Reading (5 mins.) - DISCUSSION/ACTION

The Board will review and revise Board Policies/Administrative Regulations/Board Bylaws from September 2023 CSBA Board Policy Updates, as stated in a second reading.

APPROVED

B. October 2023 CSBA Special Board Policy Updates - Second Reading (5 mins.) - DISCUSSION/ACTION

The Board will review and revise Board Policies/Administrative Regulations/Board Bylaws from October 2023 CSBA Special Board Policy Updates, as stated in a second reading.

APPROVED

12. BOARD PROFESSIONAL DEVELOPMENT

A. Board Study Session: CSBA 2023 Annual Education Conference (20 mins.) - INFORMATION/DISCUSSION

Board Members Shakeel Ali and Aaron Rashba will highlight some of their learnings as well as give a report about their attendance at the California School Boards Association (CSBA) 2023 Annual Education Conference in San Francisco from November 30 - December 2, 2023.

INFORMATION (Board Member Shakeel Ali to present at a later date.)

13. Governance Team Member Comments, Reports and Board Meeting Reflection
HELD

14. 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

15. Recess

9:23 p.m.

16. Convene to Closed Session

9:35 p.m.

17. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release/Reassignment

APPROVED (Non-reelect 12 temporary Certificated employees and 6 probationary Certificated employees at end of 2023-2024 school year,

and reassign 1 probationary Certificated employee for 2024-2025 school year.)

B. Superintendent Evaluation
TABLED

18. Reconvene to Open Session
10:27 p.m.

19. Report Out of Closed Session
HELD

20. ADJOURN
10:28 p.m.