

**Jefferson Elementary School District  
BOARD ACTIONS**

**Regular Governing Board Meeting**

January 20, 2016, 7:00 PM

Jefferson Elementary School District

101 Lincoln Avenue, Daly City, CA 94015

Boardroom

*If available, the video recording archive of this meeting can be found at:*

*<http://www.jsd.k12.ca.us/District/147214-Board-Actions.html>.*

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

**7:05 p.m.**

**2. Members Present**

**Shakeel Ali**

**Marie Brizuela**

**Rebecca Douglass**

**Clayton Koo**

**Manufou Liaiga-Anoa'i**

**3. Pledge of Allegiance**

**HELD**

**4. Review Board Meeting Guidelines**

**HELD**

**5. Approval of Agenda**

**APPROVED**

**6. COMMUNICATIONS (15 min.)**

**A. 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 Board may not discuss or comment on any items in this section.

The maximum time allowed for any speaker is usually three minutes.

**B. Administrator Comments**

**C. Board Member Acknowledgements and Commendations**

**D. Correspondence**

**E. Superintendent Comments**

**HELD**

**7. 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 23, 2015 and October 14, 2015.

**APPROVED**

**C. \* Millbrae School District - North County Collaborative - ACTION**

The Administration recommends acceptance of a contract in the amount of \$73,976.84 with Millbrae School District - North County Collaborative classes to provide educational services to a Jefferson Elementary School District student. The contract is to be funded through the Special Education budget.

**APPROVED**

**D. CAVA@San Mateo Presentation (20 min.) - INFORMATION**

Katrina Abston, Senior Head of School for California Virtual Academies, will present on the program and features offered by CAVA@San Mateo as a schooling option for students within and surrounding San Mateo County. CAVA@San Mateo is a charter school authorized by Jefferson Elementary School District and will be seeking reauthorization of its charter later this year from JESD.

**INFORMATION**

**E. Special Education Program Update (20 min.) - INFORMATION**

James Adams, Director of Special Education, will provide updates on the Special Education Department's progress and successes on implementing recommendations made by the Review Team in June 2014. In addition, current and future program and service enhancements for our students will be shared.

**INFORMATION**

**F. \* San Francisco State University - Student Internship Placement Agreement for General Education, November 1, 2015-October 31, 2018 and Interagency Agreement for Special Education, July 1, 2015-June 30, 2018 - ACTION**

The Administration recommends approval of the Student Internship Placement Agreement for General Education for the term of November 1, 2015 through October 31, 2018, and the approval of the Interagency Agreement for Special Education for the term of July 1, 2015 through June 30, 2018 with San Francisco State University.

**APPROVED**

**G. Proposed Additions to School Site Boundary Book - ACTION**

To accommodate the addresses of new residential developments, the Administration recommends addition of new addresses to the school site boundary book.

**APPROVED**

**H. California Statewide Professional Development Summit - DISCUSSION/ACTION**

There will be discussion to determine whether Board members would like to attend a professional development opportunity, Annual California Statewide

Professional Development Summit, focusing on success for African American and All Students of Color on March 2-4, 2016 in Sacramento. The estimated cost of attending the full conference for each person is \$1265 (\$525 Standard Registration; \$115 Mileage, Roundtrip; \$450 Lodging, 2 nights; \$175 Meals, 3 days), funded through the Board Conference Budget.

**APPROVED (To send two board members)**

**I. Board Vice President - ACTION**

Due to Ms. Manufou Liaiga-Anoa'i's resignation of Vice President, the Administration recommends the Board elect the office of Vice President and any other offices vacated as a result of this appointment.

**APPROVED (Marie Brizuela, Vice President; Manufou Liaiga-Anoa'i, Clerk)**

**8. CURRICULUM & INSTRUCTION/PUPIL PERSONNEL SERVICES-Sandy Mikulik**

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

The Administration recommends acceptance of the following donations:

F.D. Roosevelt:

\$750.00 from Silicon Valley Community Foundation to be used at the school.

M.H. Tobias:

\$80.00 from Eileen Eisenberg and Homer Yim, Simpson Manufacturing Co., Inc., to be used at the school.

Thomas Edison:

\$750.00 from the Silicon Valley Community Foundation to be used at the school.

\$100.00 from the Amgen Foundation Staff Giving Program to be used at the school.

**APPROVED**

**B. \* Williams Uniform Complaints - Quarterly Report October-December 2015 - ACTION**

The Administration is required to report the number of complaints and whether the complaints have been resolved. This quarter, October through December 2015, the District received zero complaints. The District is also required to report any teacher misassignments and teacher vacancies if a review is conducted in the quarter. The review conducted for this quarter, October through December 2015, showed there were zero teacher vacancies and no teacher misassignments.

**APPROVED**

**C. \* Single Plan for Student Achievement 2015-2016 - ACTION**

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

**APPROVED**

**9. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler**

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

Warrants totaling \$2,502,603.95.

**APPROVED**

**B. \* Surplus Equipment - Margaret Pauline Brown Elementary School - ACTION**

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

**APPROVED**

**C. \* Surplus Equipment - Marjorie H. Tobias School - ACTION**

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

**APPROVED**

**D. \* Maintenance Facility Abatement and Painting - Notice of Completion - ACTION**

The Administration recommends the Governing Board authorize the filing of Notice of Completion for the Maintenance Facility Abatement and Painting Project. The Contractor, PARC Environmental, has completed the work in accordance with contract documents.

**APPROVED**

**E. \* District Office Abatement and Flooring Replacement - Notice of Completion - ACTION**

The Administration recommends the Governing Board authorize the filing of the Notice of Completion for the District Office Abatement and Flooring Replacement Project. The Contractor, PARC Environmental, has completed the work in accordance with contract documents.

**APPROVED**

**F. Districtwide Landscape Assessment & Concept Planning - ACTION**

The Administration recommends the Governing Board authorize Verde Design to provide Districtwide Landscape Assessment & Concept Planning services. The cost for the services is \$49,500.

**APPROVED**

**G. Contract with Mid-Peninsula Boys & Girls Club, Inc. - ACTION**

The Administration recommends approval of the contract in the amount not to exceed \$59,987.26 with Mid-Peninsula Boys & Girls Club, Inc., to provide after-school enrichment program at T.R. Pollicita Middle School. This contract is funded by State ASES and school site funds.

**APPROVED**

**H. Construction Management Services for the T.R. Pollicita Middle School New Building Project, Phase IIB (15 min.) - ACTION**

The Administration recommends approval of the Construction Management Services with RGM and Associates for the T.R. Pollicita Middle School New Building Project Phase IIB.

**APPROVED (as amended)**

**I. FY 2014-15 Annual Financial Audit Report for the Year Ended June 30, 2015 (20 min.) - ACTION**

An 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 2014-15 fiscal year ended June 30, 2015, as submitted by the auditing firm.

**APPROVED**

**J. Governor's Budget Update (20 min.) - INFORMATION**

Ms. Julie Kessler, CBO, will present an update on the Governor's Budget Proposal for the 2016-2017 school year.

**INFORMATION**

**K. \* FY 2015-16 Agreement with Lozano Smith for Legal Services - ACTION**

The Administration recommends approval of the agreement with Lozano Smith for General Legal, Bond, and Special Education Legal Services for FY 2015-16. Amount not to exceed to \$75,000.

**APPROVED**

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

**A. \* Certificated Resignation 2015-2016 - ACTION**

The Administration recommends acceptance of the following Certificated resignation: VENISE EVANGELISTA, School Counselor, Fernando Rivera Intermediate School, effective January 5, 2016. Ms. Evangelista has been employed by the District since August 20, 2012.

**ACCEPTED**

**B. \* Hire Certificated Teachers 2015-2016 - ACTION**

The Administration recommends hiring the following Certificated teachers for the 2015-2016 school year:

ZENA TARASENA, Preschool Education Specialist ECE Intern, Temporary Status, General Pershing Preschool, effective January 4, 2016, CLS1A Step 1, \$52,014 pro-rated to start date.

LOUISA LEE, Education Specialist Intern, Temporary Status, J.F. Kennedy School, effective January 4, 2016, CLS1A Step 1, \$52,014 pro-rated to start date.

BRIGETTE SCHMITZ, 3rd grade teacher, Temporary Status, Westlake School, effective January 4, 2016, CLS1A Step 1, \$52,014 pro-rated to start date.

KATIE THI, TIG/EL teacher, Temporary Status, Daniel Webster School, effective January 12, 2016, CLS1A Step 1, \$52,014 pro-rated to start date.

**APPROVED**

**C. \* Hire Certificated Substitute Teachers 2015-2016 - ACTION**

The Administration recommends hiring the following Certificated substitute teachers for the 2015-2016 school year: NAVVID NEJAD and JI CHONG.

**APPROVED**

**D. \* Family Leave of Absence Request - Certificated - ACTION**

The Administration recommends approval of a request for Family Leave of Absence received from: ROZANNA ZETZER, Math teacher, Fernando Rivera School, unpaid Family Leave of Absence, January 28, 2016 through February 12, 2016.

**APPROVED**

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

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

The Administration recommends approval of the retirement request from Tammy Seaberry, Attendance Technician, Thomas R. Pollicita Middle School, effective December 28, 2015, and requests an appropriate resolution be prepared commending her for her years of service with the District. Mrs. Seaberry has been employed by the District since August 22, 1997.

**APPROVED**

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

The Administration recommends approval of the resignation of NANCY RETANA, Instruction Asst.-Preschool, GP, effective 12/18/15. Ms. Retana has been employed by the District since 5/27/14.

**APPROVED**

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

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

(Sub.) Special Circumstance Inst. Asst., \$17.49/hr., as needed, effective 8/19/15: SYLVIA CEDILLOS;

(Sub.) Special Circumstance Inst. Asst., \$17.49/hr., as needed, effective 12/3/15: CRISTINA ANDAYA;

(Sub.) Office Asst. I, \$17.92/hr., Lib. Tech., \$18.82/hr., School Admin. Asst., \$21.78, Attend. Tech., \$20.23, as needed, effective 12/14/15: IVANESSA REBECCA LELAYA;

(Sub.) Office Asst. I, \$17.92/hr., School Admin. Asst., \$21.78, Attend. Tech., \$20.23, as needed, effective 12/14/15: ANDREA MARIE GUZMAN;

(Sub.) Custodian I, \$18.83/hr., Custodian II, \$19.75/hr., Custodian III, \$20.73/hr., as needed, effective 12/14/15: FAUSTO M. PARAYNO;

(Sub.) Noonyard Sup., TRP, \$9.00/hr., Inst. Asst.-Spec. Ed., \$17.05/hr., Spec. Cir. Inst. Asst., \$17.49/hr., Campus Safety Asst., \$17.05/hr., as needed, effective 12/14/15: ERTHA TURNER;

(Sub.) Noonyard Sup., TRP, \$9.00/hr., Inst. Asst.-Spec. Ed., \$17.05/hr., as needed, effective 12/14/15: DULCE GOMEZ DE ENCISO;

(Sub.) Campus Sup., \$18.72/hr., as needed, effective 1/4/16: MONICA MARTIN;

(Sub.) Custodian I, \$18.83/hr., Custodian II, \$19.75/hr., Custodian III, \$20.73/hr., as needed, effective 1/7/16: WILLIAM TRIMMER;

(Prob.) Special Circumstance Inst. Asst., GP, \$17.85/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: CORYNNE CRAIG;

(Prob.) Special Circumstance Inst. Asst., WE, \$20.66/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: SHERYL BUANGAN;

(Prob.) Special Circumstance Inst. Asst., WE, \$17.85/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: RHINA MABINI;

(Prob.) Special Circumstance Inst. Asst., FDR, \$17.85/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: ANITA PIERCE FULLER;

(Prob.) Special Circumstance Inst. Asst., FDR, \$17.85/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: LORRAINE MURPHY;



(Prob.) Special Circumstance Inst. Asst., FDR, \$20.66/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: ELIZABETH RAMOS;  
(Prob.) Special Circumstance Inst. Asst., JFK, \$17.85/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: SOLEDAD REYES;  
(Prob.) Special Circumstance Inst. Asst., JFK, \$17.85/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: WALAA ABDALLAH;  
(Prob.) Special Circumstance Inst. Asst., JFK, \$17.85/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: SOLEDAD REYES;  
(Prob.) Special Circumstance Inst. Asst., JFK, \$18.74/hr., 5 hrs./day, 10 mos./yr., effective 1/4/16: ROSA LEMUS.

**APPROVED**

**D. \* Increase in Work Hours - Classified Personnel - ACTION**

The Administration recommends the approval in hours for the following classified position: Instructional Asst.-Preschool, GP, from 3 hrs./day to 6 hrs./day, 10 mos./yr.: SLAVICA DIAZ.

**APPROVED**

**E. \* Unpaid Leaves of Absence - Classified Personnel - ACTION**

The Administration recommends approval of an unpaid leave of absence for: FLORENCE WONG, Library Tech., TRP, extend leave of absence from 2/1/16-3/18/16. Ms. Wong was previously approved for a leave of absence from 8/18/15 -1/29/16.

JANICE RUSHLOW, Inst. Asst.-PE, FDR, extend leave of absence from 8/18/15-6/9/16. Ms. Rushlow was previously approved for a leave of absence from 1/15/15-6/14/15.

**APPROVED**

**F. \* Family Medical Leave of Absence - Classified Personnel - ACTION**

The Administration recommends approval of a request for a Family Leave of Absence received from: JOHN SPOONER, Custodian II, Susan B. Anthony, effective November 15, 2015 through February 5, 2016.

**APPROVED**

**12. REPORTS FROM BOARD MEMBERS ON PROFESSIONAL DEVELOPMENT**

**A. Board Study Session: 2015 CSBA Conference (20 min.) - INFORMATION/DISCUSSION**

Board Members Manufou Liaiga-Anoa'i and Clayton Koo will highlight some of their learnings as well as give a report about their attendance at the California School Boards Association (CSBA) 2015 Annual Education Conference and Trade Show in San Diego from December 2-5, 2015.

**INFORMATION**

**13. Board Member Comments, Reports and Reflection on Board Meeting Guidelines**

**HELD**

**14. ADJOURN**

**9:38 p.m.**