

# **Jefferson Elementary School District**

## **BOARD ACTIONS**

### **Regular Governing Board Meeting**

February 14, 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**

**7:04 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**

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**

**6. 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**

**7. GENERAL FUNCTIONS - Bernie Vidales**

**A. Consent Agenda - ACTION**

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

**APPROVED as amended**

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

Minutes of Regular Governing Board Meeting December 6, 2017.

**APPROVED**

**C. \* Pacifica School District - North County Consortium - ACTION**

The Administration recommends acceptance of a contract in the amount of \$64,524.00 with Pacifica School District to provide educational services to Jefferson Elementary School District students. The contract is to be funded through the Special Education budget.

**APPROVED**

**D. San Mateo County Update (10 min.) - INFORMATION**

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

**TABLED**

**E. Measure I Citizens' Bond Oversight Committee Report (10 min.) - INFORMATION**

Members of the Measure I Citizens' Bond Oversight Committee will present their annual report to the Board.

**INFORMATION**

**F. 2018 CSBA Delegate Assembly Election (5 min.) - DISCUSSION/ACTION**

The Board will select up to three candidates to be considered as delegates to the CSBA Delegate Assembly.

**APPROVED (Kalimah Salahuddin, Jefferson Union High SD; Amy Koo, Belmont-Redwood Shores SD; Clayton Koo, Jefferson Elementary SD)**

**G. Resolution No. 18-02-14, Calling for Full and Fair Funding of California's Public Schools - ACTION**

The Governing Board will consider adoption of Resolution No. 18-02-14, Calling for Full and Fair Funding of California's Public Schools.

**ADOPTED**

**H. \* Resolution No. 18-02-14A to Excuse Manufou Liaiga-Anoa'i from Regular Board Meeting January 17, 2018 - 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 January 17, 2018, due to hardship.

**APPROVED**

**I. Determine Date for Special Meeting - ACTION**

The Board will discuss and determine a date and meeting time for follow-up items from the February 3, 2018 meeting. Available dates are February 20, 21, 22, March 7, 8, 21 and 22.

**APPROVED (March 7, 2018)**

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

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

The Administration recommends acceptance of the following donations:

Fernando Rivera:

Six Ultra High-Performance Pipettors from Rima Zarur for use at the school in science.

M.P. Brown:

\$660.00 from the San Mateo County Historical Association to be used for a field trip.

Computer screen and 2 keyboards from Olivia Lim to be used at the school.

Westlake:

\$662.00 from the San Mateo County Historical Association for a third grade field trip to visit the San Mateo County History Museum on February 28, 2018.

\$346.82 worth of books from DonorsChoose.org for a classroom project in April Regalado's Classroom called "STEAM Students Succeed".

\$150.70 from Box Top Education to be used at the school.

**APPROVED**

**B. \* Williams Uniform Complaints - October 1, 2017 through December 31, 2017 - Quarter 2 - ACTION**

The Administration is required to report the number of complaints and whether the complaints have been resolved. This Quarter, October 1, 2017 through December 31, 2017, 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. No review has been conducted this quarter.

**APPROVED**

**C. \* 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: Benjamin Franklin, Fernando Rivera, George Washington, and Thomas R. Pollicita, as developed by their School Site Council and school staff.

**APPROVED**

**D. Trip to Washington, D.C. - Benjamin Franklin, Fernando Rivera, and T.R. Pollicita Students - ACTION**

The Administration recommends approval of Benjamin Franklin, Fernando Rivera, and T.R. Pollicita school trips to Washington, D.C. (and New York City), beginning on April 7, 2018 and returning on April 11, 2018 (Spring Break).

**APPROVED**

**E. \* School Accountability Report Card (SARC) 2016-2017 - ACTION**

The Administration recommends approval of the School Accountability Report Cards for all elementary and middle schools in the district that have been uploaded on the district website by the state mandated February 1<sup>st</sup> deadline.

**APPROVED**

**F. Update on Instructional Technology (20 min.) - INFORMATION**

Toni Barone, Director of Technology and Curriculum Integration, will provide technology department updates as well as updates on the growing maker spaces at M.P. Brown and T.R. Pollicita schools.

**INFORMATION**

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

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

Warrants totaling \$2,365,151.56.

**APPROVED**

**B. \* Construction Management Services for the Benjamin Franklin Plumbing/Heating System Project - ACTION**

The Administration recommends approval of the Construction Management Services Agreement with RGM and Associates for the Benjamin Franklin Plumbing/Heating System Project. This contract is funded by Measure I, Fund 21.

**APPROVED**

**C. \* Construction Management Services for the Fernando Rivera Classroom/Restroom Wing Project - ACTION**

The Administration recommends approval of the Construction Management Services Agreement with RGM and Associates for the Fernando Rivera Classroom/Restroom Wing Project. This contract is funded by Measure I, Fund 21 and Developer Fee funds, Capital Facilities, Fund 25.

**APPROVED**

**D. \* Fencing Project at Susan B. Anthony School - Bid Acceptance - ACTION**

The bid opening for the Susan B. Anthony Elementary School Fencing Project was held on January 9, 2018 at 2:30 p.m. at the District Office. The Administration recommends the project be awarded to the low bidder, Crusader Fence, in the amount of \$403,448.

The recommended contractor has submitted the lowest valid bid. A Bid Summary is attached. This project will be funded by Fund 21.

**APPROVED**

**E. \* Paving Project at District Office Parking Lot - Bid Acceptance - ACTION**

The bid opening for the District Office Paving Project was held on January 9, 2018 at 2:00 p.m. at the District Office. The Administration recommends the project be awarded to the low bidder, Dryco Construction, in the amount of \$151,050. The recommended contractor has submitted the lowest valid bid. A Bid Summary is attached. This project will be funded by Fund 21.

**APPROVED**

**F. Parcel Tax Expenditure Update (15 min.) - INFORMATION**

Ms. Julie Kessler, Assistant Superintendent of Business Services, will present an update on the 2017-18 Parcel Tax Expenditure.

**INFORMATION**

**G. Governor's Budget Update (30 min.) - INFORMATION**

Ms. Julie Kessler, Assistant Superintendent of Business Services, will present an update on the Governor's January Budget Proposal for the 2018-2019 school year.

**INFORMATION**

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

### **A. Certificated Retirement 2017-2018 - ACTION**

The Administration recommends approval of the following retirement requests and appropriate resolutions be prepared commending them for their years of service with the District:

JANET GIANNINI, 1st grade teacher, FDR, effective June 16, 2018. Ms. Giannini has been employed by the District since September 18, 1997.

CARLA WALDEN, SSRT, GV, effective June 16, 2018. Ms. Walden has been employed by the District since August 12, 2002.

**APPROVED**

### **B. \* Certificated Resignations 2017-2018 - ACTION**

The Administration recommends acceptance of the following resignations:

AISTE MARKEVICIUTE, Speech Pathologist, TRP, resignation effective January 19, 2018. Ms. Markeviciute has been employed by the District since September 22, 2015.

CLAIRE BARROS, Librarian, TRP, resignation effective June 15, 2018. Ms. Barros has been employed by the District since August 19, 2013.

DAVID MORRISON, 6th grade teacher, FDR, resignation effective June 15, 2018. Mr. Morrison has been employed by the District since August 17, 2017.

**APPROVED**

### **C. \* Hire Certificated Personnel 2017-2018 - ACTION**

The Administration recommends hiring the following Certificated Personnel for the 2017-2018 school year:

JOHN SCHILLER, Temporary Status, 4th grade, MPB, effective January 22, 2018, CLS1A - Step 9, \$35,496.28 (salary pro-rated to start date).

KAYLA E. MONTIEL, Temporary Status, Speech Pathologist, PS, effective January 31, 2018, CLS2B - Step 1, \$ 39,497.22 (salary pro-rated to start date).

**APPROVED**

### **D. \* Hire Certificated Substitute Teachers 2017-2018 - ACTION**

The Administration recommends hiring the following substitute teachers at the rate of \$162 per day: ANDREW HAMBRE, POLLY GILES, DENISE TSUJISAKA, PAMELA LYAU, and MARGARET ALLARD.

**APPROVED**

### **E. \* Certificated Personal Leave of Absence 2018-2019 - ACTION**

The Administration recommends approval of a request for Personal Leave of Absence received from: ROBERT CARTER, 8th grade E/LA teacher, FR, Personal Leave of Absence for the 2018-2019 school year.

**APPROVED**

### **F. \* Certificated Family Medical Leave Act Request 2017-2018 - ACTION**

The Administration recommends approval of a request for FMLA received from: CHRISTIAN PORTILLO, Math teacher, TRP, FMLA effective January 22, 2018 through February 2, 2018.

**APPROVED**

### **G. Job Description School Resource Coordinator - ACTION**

The Administration recommends approval of the job description for School Resource Coordinator. This position was specified in the LCAP as a needed resource and will be funded from Supplemental and Concentration grants.

**APPROVED**

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

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

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

(PROB.) Custodian II, SBA, Step 2, \$22.25/hr., 8 hrs./day, 12 mos./yr., effective 1/23/18: TRAVIS STANSBERRY;

(SUB.) Noonyard Supv., \$10.50/hr., Inst. Asst.-SPED., \$17.93/hr., as needed, effective 1/26/18: CAITLIN W. MISENAS;

(SUB.) Spec. Cir. Inst. Asst., \$20.78/hr., Inst. Asst.-PS, \$17.10/hr.; Inst. Asst.-SPED., \$17.93/hr., as needed, effective 1/22/18: NOREEN A. FLYNN;

(SUB.) Spec. Cir. Inst. Asst., \$20.78/hr., Inst. Asst., \$17.93/hr., Inst. Asst.-BIL, \$17.50/hr., Office Asst., \$18.86/hr., as needed, effective 1/22/18: NERMIN S. SHANNAN;

(SUB.) Spec. Cir. Inst. Asst., \$20.78/hr., Inst. Asst. SPED., \$17.93/hr.; School Admin. Asst., \$22.91/hr., Office Asst., \$18.86/hr., as needed, effective 1/18/18: SHERYL BUANGAN;

(SUB.) Noonyard Supv., \$10.50/hr., Inst. Asst., \$17.10/hr., Inst. Asst.-P.E., \$17.10/hr., Office Asst., \$18.86/hr.; Inst. Asst.-SPED., \$17.93/hr., as needed, effective 1/16/18: MONIKA M. FRANCO;

(SUB.) Inst. Asst.-P.E., \$17.10/hr., as needed, effective 1/09/18: ABEIR SALEH ABDALAZIZ;

(SUB.) Inst. Asst.-ASP, \$17.10/hr., as needed, effective 12/18/17: MIRIAM M. AL-HASANI.

**APPROVED**

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

The Administration recommends the approval for the following classified employee to work out of class:

From Food Svcs. Asst. to Snack Bar Mgr., FR, 3.75 hrs./day, from 11/28/17 thru 11/30/17, \$18.30/hr.; and from 12/1/17-12/5/17, \$19.24/hr.: JAKEH LANDAYAN.

**APPROVED**

### **C. \* Unpaid Leave of Absence - Classified Personnel - ACTION**

The Administration recommends approval of the unpaid leave of absence for the following employee: SYLVIA CEDILLOS, Office Asst. I, SBA, from 1/27/18-2/18/18.

**APPROVED**

## **12. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernie Vidales**

### **A. Board Policies/Administrative Regulations: October 2016 CSBA Board Policy Revisions - Second 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 second reading.

**APPROVED**

### **B. Board Policies/Administrative Regulations: May 2017 CSBA Board Policy Revisions - First Reading (5 min.) - DISCUSSION/ACTION**

The Board will review and revise Board Policies/Administrative Regulations from May 2017 CSBA Board Policy Revisions as stated in a first reading.

**APPROVED**

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

**A. 2017 CSBA Conference (20 min.) - INFORMATION/DISCUSSION**

Board Members Shakeel Ali and Manufou Liaiga-Anoa'i will highlight some of their learnings as well as give a report about their 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**

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

**HELD**

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

**NONE**

**16. Convene to Closed Session**

**9:42 p.m.**

**17. CLOSED SESSION**

**A. Public Employee Discipline/Dismissal/Release**

Closed Session - Public Employee Discipline/Dismissal/Release

**APPROVED (Non-reelect 16 temporary and 5 probationary certificated employees at end of 2017-18 school year)**

**18. Report Out of Closed Session**

**HELD**

**19. ADJOURN**

**9:59 p.m.**