

**Jefferson Elementary School District
BOARD ACTIONS**

Regular Governing Board Meeting

February 24, 2016, 7:00 PM

City Hall, Council Chambers

333 - 90th Street, Daly City, CA 94015

LIVE TELECAST: Comcast Channel 27 or RCN Channel 26

*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

7:03 p.m.

2. Members Present

Shakeel Ali

Rebecca Douglass

Clayton Koo

3. Pledge of Allegiance

A. Daniel Webster Elementary School

HELD

4. Review Board Meeting Guidelines

HELD

5. Approval of Agenda

APPROVED

6. SPECIAL PRESENTATIONS

**A. 2016 JESD Science, Technology, Engineering, Mathematics (STEM) Fair
(15 min.)**

Jennifer Knopf, STEM Fair Facilitator and Principal at Daniel Webster, will give a presentation on the 2016 JESD STEM Fair as well as acknowledge the winners of the 2016 JESD STEM Fair and participants in the San Mateo County STEM Fair.

INFORMATION

B. Tech Buddies at Daniel Webster Elementary School (15 min.)

"Tech Buddies" is a modern day twist on "Reading Buddies". Daniel Webster's upper grade students are paired with a "buddy" from a lower grade. By working as buddies, younger students are being introduced to the Common Core K-12 Technology Standards, while at the same time, upper grade students are beginning to master (ability to teach) the standards. Tech Buddies also develop students' confidence, build relationships, and provide students with one-on-one support.

INFORMATION

7. 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

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 Meeting November 18, 2015.

APPROVED

C. Measure I Citizens' Bond Oversight Committee Report to the Board (10 min.) - INFORMATION

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

INFORMATION

D. 2016 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.

TABLED

E. CAVA@San Mateo Charter Reauthorization - ACTION

The Administration recommends approval of CAVA@San Mateo's petition for Charter Reauthorization from the Jefferson Elementary School District.

APPROVED

F. Governance Handbook 2016 Updates (15 min.) - DISCUSSION/ACTION

The Administration recommends the Board review and adopt the Jefferson Elementary School District Governance Handbook 2016 Updates discussed and developed with the assistance from the California School Boards Association at a Governance Leadership Workshop on January 30, 2016. New, revised or updated information is highlighted.

TABLED

G. Board Subcommittees (15 min.) - DISCUSSION/ACTION

The Board will discuss the purposes for and whether the Board will create board subcommittees as well as the subject matter jurisdiction they would like to grant these subcommittees. Board subcommittees are subject to open meeting laws and discussion restricted to items on the agenda. If subcommittees are created, the Board will appoint two members to serve on the subcommittee(s).

TABLED

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

A. * Acceptance of Donations - ACTION

The Administration recommends approval of the following donations:

District Office:

\$200.00 from an anonymous donor to the Curriculum and Instruction Department to be used for students.

John F. Kennedy:

\$700.00 from Scholarship America to be used at the school.

M.P. Brown:

\$661.30 from Lifetouch to be used at the school.

APPROVED

B. * 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: John F. Kennedy and Susan B. Anthony, as developed by their School Site Council and school staff.

APPROVED

C. Educator Effectiveness Funds Expenditure Proposal - ACTION

Jefferson Elementary School District received the Educator Effectiveness funds from the California Department of Education to be used for the purposes of supporting professional development of certificated teachers, administrators, and paraprofessional educators. The Administration recommends approval of the proposed expenditures for the 2016-17 and 2017-18 school years. A Public Hearing on the expenditure proposal was held on February 10, 2016.

APPROVED

D. Local Control Accountability Plan (LCAP) Progress Updates (20 min.) - INFORMATION

The Administration will share updates on the development of the 2016-17 Local Control Accountability Plan (LCAP) which include stakeholder input dates and timeline for the 2015-16 school year.

INFORMATION

10. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler

A. * Approval of Warrants - ACTION

Warrants totaling \$882,746.90.

APPROVED

B. Document Scanning Services Contract Amendment - ACTION

The Administration recommends the Board approve an additional \$185,000 to complete the project initially authorized on March 25, 2015. The increase in authorization is needed to accommodate the large volume and complexity of student files needing to be scanned including the indexing capabilities to maximize usability of those files for the District, complete the document scanning for current employees and prepare all files for use in the Laserfiche system. The Contractor agrees to complete all the work necessary and described in scope for an amount not to exceed an additional \$185,000.

APPROVED

11. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. * Hire Certificated Personnel 2015-2016 - ACTION

The Administration recommends hiring the following Certificated Personnel:
MATT THOMPSON, Lead District PE Teacher, T.R. Pollicita, effective February 3, 2016, CLS2B Step 1, \$53,117 (pro-rated to start date).
MELANIE AGUAS, Middle School Counselor, Fernando Rivera, effective February 8, 2016, CLS1A Step 1, \$53,412 (pro-rated to start date).

APPROVED

B. * Hire Certificated Substitute Teacher 2015-2016 - ACTION

The Administration recommends hiring the following certificated substitute teacher for the 2015-2016 school year at the rate of \$154 per day: JEFFREY NIEDER.

APPROVED

12. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. * Retirement - Classified Personnel - ACTION

The Administration recommends approval of the retirement request from TAMMY LIN WONG, Food Service Assistant, GV, effective March 25, 2016, and requests an appropriate resolution be prepared commending her for her years of service with the District. Ms. Wong has been employed by the District since November 1, 1999.

APPROVED

B. * Employment - Classified Personnel - ACTION

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

(Sub.) Inst. Asst.-After School Program, \$16.26/hr., as needed, effective 9/1/15: MARIA GARCIA-MARTINEZ;

(Sub.) Inst. Asst.-After School Program, \$16.26/hr., as needed, effective 2/8/16: DELIA HISTORIA;

(Sub.) Campus Safety Asst., \$17.05/hr., as needed, effective 2/9/16: JOSE SOLIMAN;

Academic Center Tutor, \$11.00/hr., JFK, as needed, effective 2/4/16: HECTOR PEDROZA, III;

(Prob.) Spec. Cir. Inst. Asst., \$17.85/hr., JFK, 3 hrs./day, 10 mos./yr., effective 2/22/16: CORYNNE CRAIG;

(Prob.) Spec. Cir. Inst. Asst., \$17.85/hr., BF, 3 hrs./day, 10 mos./yr., effective 2/22/16: ZENAIDA CORONEL.

APPROVED

C. * Correction - Classified Personnel - ACTION

The Board approved the retirement request from TAMMY SEABERRY, Attendance Technician, TRP, effective December 28, 2015, at its regular meeting of January 20, 2016 and the date of employment listed was August 22, 1997. The Administration recommends the correction of the employment date by the District to February 23, 1996.

APPROVED

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

The Administration recommends approval for the following classified personnel employee to work out of class, from Food Service Assistant, BF, to Snack Bar Operator, BF, 2.5 hrs./day, effective 1/4/16 through 1/21/16: SHERRYL A. ALIOTO.

APPROVED

E. * Decrease in Work Hours - Classified Personnel - ACTION

The Administration recommends the approval of employee's request to a decrease in hours for the following position: Special Circumstance Inst. Asst., FDR, from 5 hrs./day to 3 hrs./day, 10 mos./yr.: KARYN KHAN.

APPROVED

F. * Unpaid Leave of Absence - Classified Personnel - ACTION

The Administration recommends approval of an unpaid leave of absence for JOHN SPOONER, Custodian II, SBA, from 2/8/16 through 8/8/16.

APPROVED

13. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernie Vidales

A. Board Policies/Administrative Regulations: BB 9322 Agenda/Meeting Materials - First Reading (10 min.) - DISCUSSION/ACTION

The Administration recommends updates to the attached Board Policies/Administrative Regulations: BB 9322 Agenda/Meeting Materials as stated in a first reading.

APPROVED

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

8:40 p.m.

17. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release/Reassignment

APPROVED

18. Report Out of Closed Session

HELD

19. ADJOURN

8:55 p.m.