

Jefferson Elementary School District

BOARD ACTIONS

Regular Governing Board Meeting

03/09/2022 07:00 PM

Jefferson Elementary School District
101 Lincoln Avenue, Daly City, CA 94015

Watch meeting live stream on YouTube:

<https://youtu.be/nxeYCKVz9BY>

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

Clayton Koo

3. Pledge of Allegiance

HELD

4. Governance Team Meeting Guidelines

Governance team members will review the Governance Team Meeting Guidelines.

HELD

5. Approval of Agenda

APPROVED

6. COMMUNICATIONS (15 min.)

A. Board Member Acknowledgements and Commendations

HELD

B. Superintendent Comments

HELD

7. GENERAL FUNCTIONS - Bernardo 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 February 9, 2022 and Special Governing Board Meetings February 28, 2022 and March 1, 2022.

APPROVED

C. *Resolution No. 22-03-09A, Resolution Finding That, As a Result of the Continuing COVID-19 Pandemic State of Emergency, Meeting In Person for Meetings of the Jefferson Elementary School District Board of Trustees Would Present Imminent Risks to the Health or Safety of Attendees - ACTION

The Board will consider adoption of a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person may present imminent risks to the health or safety of attendees. This resolution, if adopted, would provide flexibility to respond to personal or community health conditions when meetings are noticed. This resolution will need reapproval every 30 days and meetings will continue in person as long as feasible.

ADOPTED

D. Resolution No. 22-03-09B to Excuse Shakeel Ali from Special Board Meeting February 28, 2022 - ACTION

Pursuant to Education Code 35120 (9)(c), the Board will consider a request for passage of a resolution to excuse Shakeel Ali's absence on February 28, 2022, due to hardship.

APPROVED

E. Resolution No. 22-03-09C to Excuse Andrea Jordan from Special Board Meeting March 1, 2022 - ACTION

Pursuant to Education Code 35120 (9)(c), the Board will consider a request for passage of a resolution to excuse Andrea Jordan's absence on March 1, 2022, due to hardship.

APPROVED

F. 2022 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 (Noelia Corzo, San Mateo-Foster City SD; Clayton Koo, Jefferson ESD; Sophia Layne, Cabrillo USD)

G. *Amended Contracted Services - Ed Support Services DBA Juvo Autism and Behavioral Health Services - ACTION

The Administration recommends acceptance of a contract in the amount of \$165,387.50 with Ed Support Services DBA Juvo Autism and Behavioral Health Services to provide behavioral health services to four Jefferson Elementary School District students. The Board has already approved \$148,539.50 at its regular meeting on August 25, 2021. The difference of \$16,848 is due to additional behavioral health services. The contract is to be funded through

the Special Education budget.

APPROVED

H. *Contracted Services - Serra Yellow Cab - ACTION

The Administration recommends acceptance of the agreements with Serra Yellow Cab for a total amount of \$55,330 to provide transportation services to Jefferson Elementary School District students for the 2020-21 Extended School Year and 2021-2022 academic school year. The contract is to be funded through the Special Education budget.

APPROVED

I. District Calendar 2022-2023 - ACTION

The Administration recommends approval of the District Calendar for school year 2022-2023. This calendar has been determined as part of the District Calendar Committee process and is in alignment with the Jefferson Union High School District calendar for 2022-2023.

APPROVED

J. *Comprehensive School Safety Plans and Security of School Facilities (Education Code Section 32281(f) and Government Code Section 54957(a)) - ACTION

The Administration recommends approval of the Comprehensive School Safety Plans and Security of School Facilities for District schools: Ben Franklin, Daniel Webster, Fernando Rivera, Franklin D. Roosevelt, Garden Village, George Washington, John F. Kennedy, Margaret P. Brown, Marjorie H. Tobias, Susan B. Anthony, Thomas Edison, Thomas R. Pollicita, Westlake, and Woodrow Wilson.

APPROVED

K. Personnel Commission's 2021 Annual Report (10 min.) - INFORMATION/DISCUSSION

Education Code Section 45266 requires an annual report be prepared and forwarded to the Governing Board outlining Personnel Commission activities. The 2021 Annual Report has been reviewed and approved by the Personnel Commission and is submitted for the Board's information.

INFORMATION

8. EDUCATIONAL & STUDENT SERVICES - Pamela Scott

A. *Acceptance of Donations - ACTION

The Administration recommends acceptance of the following donations:

Franklin D. Roosevelt:

\$150.00 from The Blackburn Giving Fund to be used at the school.

Thomas Edison:

\$2,208.25 from The Goodies Factory, Inc., to be used for Outdoor Education.

APPROVED

B. *Single Plan for Student Achievement 2021-2022 - ACTION

The Administration recommends approval of the Single Plan for Student Achievement for the following JESD schools: F.D. Roosevelt, George Washington, Thomas Edison, and Westlake, as developed by their School Site Council and site staff members.

APPROVED

C. Expanded Learning Opportunity Plan Phase 1 - ACTION

The Administration recommends acceptance of the Extended Learning Opportunity Plan. Phase 1 of the JESD Expanded Learning Opportunity Plan (ELOP) is inclusive of an after school program at Thomas Edison and a summer program for all qualified JESD students rising 4th - rising 8th grade.

APPROVED

D. Contracted Services - YMCA - ACTION

The Administration recommends acceptance of a contract for \$131,454.71 with the YMCA. In partnership with the SF YMCA, JESD will host up to 40 students in an engaging after school program free of charge to families, thanks to the Extended Learning Opportunity Program grant. In accordance with the ELOP framework, SF YMCA will offer enrichment and academic support as well as organized outdoor time. Families have the flexibility to pick up any time between 3:00 and 5:30 daily, Monday-Friday.

APPROVED

E. Student Services Update on Mental Health (25 min.) - INFORMATION

Ms. Stephanie Martinez, Student Services Program Director, along with school counselors, will present an update on tiered support for mental health and social-emotional services throughout the school communities.

INFORMATION

9. BUSINESS & FINANCIAL PROCEDURES - Michael Lauro

A. *Approval of Warrants - ACTION

Warrants totaling \$2,329,120.37.

APPROVED

B. *Surplus Equipment - Fernando Rivera School - ACTION

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

APPROVED

C. Resolution No. 22-03-09, Authorized Signatures - ACTION

The Administration recommends that the Board adopt Resolution No. 22-03-09, authorizing signatories for the Jefferson Elementary School District.

ADOPTED

D. *Contracted Services Agreement - Crown Castle Fiber LLC - ACTION

The Administration recommends the Governing Board approve the agreement with Crown Castle Fiber LLC to provide wide area network connections to all of our JESD buildings. The total amount of the services per year is \$172,800 with the anticipated 80% discount through the eRate program for an estimated total of \$34,560 per year, pending eRate funding approval.

APPROVED

E. *Awarding of Network Electronics Contracts to ConvergeOne - ACTION

The Administration recommends the contract be awarded to ConvergeOne, in the amount of \$2,521,405.87, for the Network Electronics upgrades to wireless access points districtwide. This upgrade will provide improved bandwidth to our classrooms. It will be funded through the E-rate program including district funding (approximately \$1.2M from Technology Reserve). This contract is subject to E-rate approval of funds for Category 2 projects.

APPROVED

F. *Marjorie H. Tobias Elementary School Fencing Project - Bid Acceptance - ACTION

The bid opening for the Marjorie H. Tobias Elementary School Fencing Project was held on January 25, 2022 at 2:00 p.m. at the District Office. The Administration recommends the project be awarded to the low responsible bidder, Bana Builders, Inc., in the amount of \$1,249,000 plus a 10% contingency to cover unforeseen conditions to be controlled by the District Administration. The recommended contractor has submitted the low valid bid. A bid summary is attached. This project will be funded by Measure U (Fund 21).

APPROVED

G. *Additional Service Request #1 for Marjorie H. Tobias Elementary School Fencing Project - ACTION

The Administration recommends approval of ASR#1 with Weston Miles Architects for the Marjorie H. Tobias Elementary School Fencing Project for an amount of \$16,000 for two bidding services and documentation services. Original contract was approved on January 22, 2020 which included a contingency amount of \$6,285. An additional amount of \$9,715 is needed in order to pay the work detailed on the attached ASR document. This will be funded by Measure U (Fund 21).

APPROVED

H. *Request for PO Change Order #3 for Service Unlimited, Inc. - ACTION

The Administration recommends approval of a request for PO Change Order #3 to Purchase Order #220329 for Service Unlimited, Inc., from \$40,000 to \$100,000 to be used for bard air handling units replacement and repair services at Margaret Pauline Brown Elementary School. This open purchase order was generated on July 30, 2021. Change order #2 is attached. This will

be funded by the General Maintenance fund.

APPROVED

I. FY 2020-21 Annual Financial Audit Reports for Year Ended June 30, 2021 (15 min.) - ACTION

Ahmad Gharaibeh, audit partner with Eide Bailly, will be in attendance to summarize the results of the 2020-21 annual financial audit of the District. The Administration recommends acceptance and approval of the audited Annual Financial Reports for fiscal year 2020-21 ended June 30, 2021, as submitted by the auditing firm.

APPROVED

J. FY 2021-22 Second Interim Budget Review (20 min.) - ACTION

Michael Lauro, Assistant Superintendent of Business Services, will present highlights of the 2021-22 Second Interim Financial Report for the period ended January 31, 2022. The Administration recommends that the Board of Education:

- a. Review the Second Interim;
- b. Approve the filing of positive certification of financial condition;
- c. Approve the revision to the working budget to correspond with the projected year totals.

APPROVED

10. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. Certificated Retirement 2021-2022 - ACTION

The Administration recommends approval of the retirement request from MARY HAGEN, 3rd grade teacher, TE, effective 6/11/2022. Ms. Hagen has been employed by the District since 9/4/1992. The Administration also requests an appropriate resolution be prepared commending Ms. Hagen for her years of service with the District.

APPROVED

B. *Certificated Resignations 2021-2022 - ACTION

The Administration recommends acceptance of the following certificated resignations:

JENNA RIVERA, Kindergarten teacher, DW, currently on Unpaid Personal/Child Care Leave of Absence, resignation effective 1/26/22. Ms. Rivera has been employed by the District since 8/11/2016.

KAREN BAKER, TOSA, FR, resignation effective 2/2/22. Ms. Baker has been employed by the District since 8/13/15.

APPROVED

C. *Hire Certificated Substitute Teacher 2021-2022 - ACTION

The Administration recommends hiring the following certificated substitute teacher at the rate of \$171 per day: GARRY JOSEPH.

APPROVED

D. *Certificated Leave of Absence 2021-2022 and 2022-2023 - ACTION

The Administration recommends approval of the leave of absence requests received from:

GERALDINE MALUNAY, Preschool teacher, TE, extension of current Family Leave 3/1/22-3/18/22 and Personal Unpaid Leave of Absence 3/22/22-4/1/22;

VICTORIA NGO, 3rd grade teacher, MHT, Personal Unpaid Leave of Absence/Childcare 2022-2023 school year;

STEPHANIE SANTOS, 4th grade teacher, WE, FMLA/Child Bonding 3/28/22-6/10/22;

KASEY JONES, Counselor, FR, FMLA/Child Bonding 3/14/22-3/18/22.

APPROVED

E. *MOU Between University of San Francisco and Jefferson Elementary School District - ACTION

The Administration recommends approval of the MOU between the University of San Francisco and Jefferson Elementary School District to provide Education Specialists, Counseling, Teaching and Administrative Interns, effective February 1, 2022 through June 30, 2027.

APPROVED

11. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. *Employment - Classified Personnel - ACTION

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

(Probationary) CARMEL CABAUG VOLPE, Office Asst. I, BF, \$20.14/hr., 3 hrs./day, 10 mos./yr., effective 2/07/2022;

(Probationary) EVELYN REVELES, Office Asst. I, SPED, \$20.14/hr., 3 hrs./day, 10 mos./yr., effective 2/07/2022;

(Probationary) LUCIA VERONICA RODRIGUEZ, Office Asst. I, DW, \$20.14/hr., 3 hrs./day, 10 mos./yr., effective 2/07/2022;

(Probationary) GENEVA SAN MIGUEL-KAY, Office Asst. I, MPB, \$20.14/hr., 3 hrs./day, 10 mos./yr., effective 2/14/2022;

(Probationary) MARIE FAMACION-HERNANDEZ, Office Asst. I, SBA, \$20.14/hr., 3 hrs./day, 10 mos./yr., effective 2/14/2022;

(Substitute) CLAUDIA AGUILAR DE MELENDEZ, Inst. Asst.-P.E., \$17.89/hr., as needed, effective 1/24/2022;

(Substitute) EVELYN A. REVELES, School. Admin. Asst., \$23.98/hr., as needed, effective 1/28/2022;

(Substitute) WALTER OPREAN CARDILLO, Inst. Asst.- P.E., \$17.89/hr., as needed, effective 2/01/2022;

(Substitute) REEM ALGAHMI, Title III Inst. Asst.-BIL, \$18.33/hr., as needed, effective 2/1/2022;

(Substitute) GUO LIAN MO, Inst. Asst.-P.E., \$17.89/hr., SCIA, \$21.75/hr., Office Asst., \$19.74/hr., as needed, effective 2/3/2022;

(Substitute) GOWRI ESWARAN, SCIA, \$21.75/hr., Inst. Asst.-ASP, \$17.89/hr.,

Inst. Asst.-SPED, \$18.77/hr., as needed, effective 2/10/2022;
(Substitute) RELLIE SALINAS SIGUA, Noonyard Supv., \$15.53/hr., Inst. Asst.-P.E., \$17.89/hr., SCIA, \$21.75/hr., as needed, 2/10/2022;
(Substitute) YU-PEI WANG, Inst. Asst.-SPED, \$18.77/hr., Inst. Asst.-P.E., \$17.89/hr., Noonyard Supv., \$15.53/hr., SCIA, \$21.75/hr., Office Asst., \$19.74/hr., as needed, effective 2/11/2022;
(Substitute) HONGYING LUO, Warehouse Worker/Del. Driver, \$21.75/hr., as needed, effective 2/18/2022;
(Substitute) HELEN ABONGAN CANTOR, Noonyard Supv., \$15.53/hr., as needed, effective 2/28/2022.

APPROVED

B. *Leave of Absence - Classified Personnel - ACTION

The Administration recommends approval of the Leave of Absence request from: ELEONORA MOVSESOVA, Inst. Asst.-SPED, FDR, FMLA effective 2/01/2022 through 2/28/2022.

APPROVED

12. Persons Wishing to Address the Board on Unagendized or Closed Session Items

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 or an item addressed in Closed Session. The maximum time allowed for any speaker is usually two minutes.

NONE

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

HELD

14. Convene to Closed Session

8:25 p.m.

15. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release/Reassignment

APPROVED (Non-reelect 4 Temporary and 1 Probationary certificated employees at end of 2021-2022 school year.)

B. Superintendent Evaluation

NO ACTION

16. Report Out of Closed Session

HELD

17. ADJOURN

8:41 p.m.