

**BOARD ACTIONS**

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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 (absent)**  
**Eileen Policarpio**  
**Aaron Rashba**  
**Anthony Tsujisaka (absent)**

3. **Pledge of Allegiance**
  - A. **JESD STEM Fair Participants and Winners & Ben Franklin Intermediate and Thomas R. Pollicita Middle Schools**  
**HELD**

4. **Approval of Agenda**

The Administration recommends approval of the agenda.

**APPROVED**

5. **PUBLIC HEARING**
  - A. **Public Hearing on Proposed Adoption of Developer Fee Study and Increase of Statutory School Facilities Fee**

The Governing Board of the Jefferson Elementary School District will consider input from the public on the proposed adoption of a Developer Fee Justification Study for the District and an increase in the statutory school facilities fee established by the District against residential construction and reconstruction at \$5.38 per square foot and against new commercial or industrial construction at \$0.87 a square foot as approved by the State Allocation Board on January 28, 2026.

**HELD**

## 6. SPECIAL PRESENTATIONS

### A. 2026 JESD Science, Technology, Engineering, Mathematics (STEM) Fair (10 mins.) - INFORMATION

The STEM Fair Facilitators, Ms. Aubrey Duffy, Principal at Franklin D. Roosevelt School, and Mr. Jon Hopkins, Vice Principal at Fernando Rivera Intermediate School, will give a presentation on and acknowledge the participants and winners in the JESD STEM Fair. *[Goals 1,2,3 - Equity BP 0415 #3,4,6]*

**INFORMATION**

### B. Ben Franklin School Highlights (10 mins.) - INFORMATION

Mr. Ben Turner, Principal, and representatives from Ben Franklin School, will present highlights from their Community Service. *[Goals 1,2,3,4 - Equity BP 0415 #1,3,4,9]*

**INFORMATION**

### C. Thomas R. Pollicita School Highlights (10 mins.) - INFORMATION

Ms. Megan Jennings, Principal, and representatives from Thomas R. Pollicita School, will present highlights from their Fil-Am Enrichment and Equality Club. *[Goals 1,2,3,4 - Equity BP 0415 #1,3,4,9]*

**INFORMATION**

## 7. 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**

## 8. CONSENT AGENDA

The Administration recommends approval of the following consent (\*) agenda items.

**APPROVED**

### A. General Functions

#### a. \*Approval of Minutes - ACTION

Minutes of Regular Governing Board Meeting February 11, 2026.

**APPROVED**

**b. \*Resolution No. 26-03-11 to Excuse Anthony Tsujisaka from Regular Board Meeting February 11, 2026 - ACTION**

Pursuant to Education Code 35120 (9)(c), the Board will consider a request for passage of a resolution to excuse Anthony Tsujisaka's absence on February 11, 2026, due to hardship.

**APPROVED**

**c. \*Resolution No. 26-03-11A to Excuse Shakeel Ali from Regular Board Meeting February 11, 2026 - 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 11, 2026, due to injury.

**APPROVED**

**B. Educational & Student Services**

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

The Administration recommends acceptance of the following donations:

District Office:

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

Ben Franklin:

\$2,560.00 from the San Mateo County Parks and Recreation Department to be used for buses for two field trips to the Fitzgerald Marine Reserve.

George Washington:

\$50.00 from CAF Charities Aid Foundation America to be used for supplies at the school.

M.P. Brown:

\$300.00 from Bright Funds to be used at the school.

**APPROVED**

**b. \*Susan B. Anthony Overnight Camping Trip - ACTION**

The Administration recommends approval of the overnight stay request by Grade 3, Susan B. Anthony classes. They will have at least 3 teachers from Susan B. Anthony School and Wilderness School supervising 50 students at the San Bruno Mountain Park on May 7–8, 2026.

**APPROVED**

**c. \*Contracted Services - SPG Therapy & Education, PC - ACTION**

The Administration recommends acceptance of a contract in the amount of \$70,299 with SPG Therapy & Education, PC, to provide a licensed Speech Language Pathologist for the 2025-26 school year. The contract is to be funded through the Special Education budget.

[Goal 1]

**APPROVED**

**C. Business & Financial Procedures**

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

Warrants totaling \$2,310,025.97. [Goal 4]

**APPROVED**

**b. \*AB 1200 - Disclosure of Collective Bargaining Agreement with Certificated and Classified Management, Confidential and Unrepresented Certificated and Classified Employees for 2025-26 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 Certificated and Classified Management and Confidential and Unrepresented Certificated and Classified Employees for the 2025-26 school year. Agreement costs are also available to the public. [Goal 4]

**APPROVED**

**c. \*Financial Audit Services - Eide Bailly LLP - ACTION**

The Administration recommends approval of a contract with Eide Bailly LLP for an amount not to exceed \$53,000 for financial audit services and \$6,500 for bond audit services. [Goal 4]

**APPROVED**

**d. \*License Agreement - Little Adventure Children Center - ACTION**

The Administration recommends approval of a license agreement between Little Adventure Children Center and Jefferson Elementary School District for the use of three (3) classrooms at Colma Elementary School from April 1, 2026 to June 30, 2031. [Goal 4]

**APPROVED**

**e. \*Request for PO Change Order - Lozano Smith LLP - ACTION**

The Administration recommends approval of a request for Change Order for the following Purchase Order for Lozano Smith: PO #26-00027 from \$190,000 to \$500,000 for Workforce Housing legal services. The additional \$310,000 is for the increase in Workforce Housing legal expenses. This will be funded by the Enterprise Fund. [Goal 4]

**APPROVED**

**f. \*Change Order #2 for Service Unlimited, Inc., Purchase Order - ACTION**

The Administration recommends approval of Change Order #2 to the Open Purchase Order #26-00373 of Service Unlimited, Inc., from

\$49,000 to \$100,000 for ongoing air handling HVAC and boiler repairs and services. This will be funded by the Maintenance fund. *[Goal 2]*

**APPROVED**

**g. \*Change Order #1 for Prime Building Maintenance Purchase Order - ACTION**

The Administration recommends approval of Change Order #1 for Prime Building Maintenance PO #26-00259 from \$100,000 to \$140,000 to be used to augment custodial staff when substitutes are not available through June 30, 2026. The original contract was approved on June 25, 2025. This will be funded by the General Maintenance fund. *[Goals 2,4]*

**APPROVED**

**h. \*Request for PO Change Order #1 for Resource Solutions of SF Group, Inc. - ACTION**

The Administration recommends approval of a request for Change Order #1 to Purchase Order #26-00258 for Resource Solutions of SF Group, Inc., from \$200,000 to \$227,000 for ordering custodial materials and supplies through the end of the fiscal year. This will be funded by the General Maintenance fund. *[Goals 2,4]*

**APPROVED**

**i. \*Additional Office Furniture - ACTION**

The Administration recommends the Governing Board approve two separate purchases of additional office furniture for Westlake Elementary School from ODP Business Solutions WorkSpace Interiors for a total amount of \$13,853.07. An additional 10% contingency will be included to cover unforeseen conditions to be preapproved by the District Administration. This will be funded by Fund 40. *[Goal 2]*

**APPROVED**

**j. \*Purchase Equipment - Central Kitchen - ACTION**

The Administration recommends approval of the purchase of a Tilt Skillet for Central Kitchen from Culinary Depot for the total amount of \$62,333.67. This will be funded by Food Service. *[Goal 4]*

**APPROVED**

**D. Certificated Personnel**

**a. \*Certificated Resignations 2025-2026 - ACTION**

The Administration recommends the acceptance of the following resignations:

JOB ZAPE, 7/8 Science Teacher, TRP, resignation effective 6/5/2026.

Mr. Zape has been employed by the District since 8/8/2024.

AUDREY BAYOGOS, TK/K SDC Teacher, WE, resignation effective 6/5/2026. Ms. Bayogos has been employed by the District since

9/18/2019.

**APPROVED**

**b. \*Hire Certificated Personnel 2025-2026 - ACTION**

The Administration recommends hiring the following certificated personnel: DEREK HOLIDAY, Temporary Status, MPB/SBA, School Psychologist, CLS2MA, effective 2/23/2026.

**APPROVED**

**c. \*Hire Certificated Substitute Teachers 2025-2026 - ACTION**

The Administration recommends hiring the following substitute teachers for the 2025-2026 school year at the current daily rate: REGINA FLETCHER and JANINE PERASSO PARRISH.

**APPROVED**

**d. \*Certificated Leaves of Absence - ACTION**

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

BETSY CARRION, 3rd Grade Teacher, Family Leave of Absence, FDR, April 13, 2026 - April 17, 2026;

PIA LOPEZ, 5th Grade Teacher, Personal Leave of Absence, DW, March 2, 2026 - March 20, 2026;

AMY DAY, TK Teacher, Personal Leave of Absence, MPB, March 11, 2026 - June 5, 2026.

**APPROVED**

**E. Classified Personnel**

**a. \*Resignation - Classified Personnel - ACTION**

The Administration recommends approval of the resignation of the following classified employee: SHERYL BUANGAN, Payroll Tech./Certificated, DO, date of hire: 3/14/2013, effective 3/06/2026.

**APPROVED**

**b. \*Employment - Classified Personnel - ACTION**

The Administration recommends approval of employment of the following classified employees as detailed in the attached documentation: (Probationary:) FAYE VERGARA, REBECCA WANG; (Substitutes:) KAOUTHAR (KIKI) ELTAIEF, XIAOWEN LI, MABELYNE MONROY REVOLORIO, MILAGROS SANTIAGO, BRITTANY SMART.

**APPROVED**

**c. \*Promotion - Classified Personnel - ACTION**

The Administration recommends approval of the following promotion: JOCELYN GERBACIO, from Admin. Asst., DO, to Student Info. Specialist, DO, effective 2/23/2026.

**APPROVED**

**d. \*Leave of Absence - Classified Personnel - ACTION**

The Administration recommends approval of the Leave of Absence request from: PHILLIP CHIU, Instr. Asst.-PE, TE, from 1/23/2026 through 6/30/2026.

**APPROVED**

**e. \*Resolution No. 26-03-11D - Resolution to Merge & Eliminate - ACTION**

The Administration recommends the Governing Board approve Resolution No. 26-03-11D to merge and eliminate the Food Service Assistant classification.

**APPROVED**

**f. \*Resolution No. 26-03-11E, Resolution to Transition & Eliminate - ACTION**

The Administration recommends the Governing Board approve Resolution No. 26-03-11E to transition and eliminate the Instructional Assistant - SPED classification.

**APPROVED**

**g. \*Resolution No. 26-03-11F - Resolution to Eliminate - ACTION**

The Administration recommends the Governing Board approve Resolution No. 26-03-11F to eliminate the Custodian I and Instructional Assistant - P.E. classifications.

**APPROVED**

**9. GENERAL FUNCTIONS**

**A. Resolution No. 26-03-11B, Developmental Disabilities Awareness Month - ACTION**

The Administration recommends adoption of Resolution No. 26-03-11B, recognizing the month of March 2026 as Developmental Disabilities Awareness Month. *[Goals 1,2 - Equity BP 0415 #1,4]*

**APPROVED**

**10. EDUCATIONAL & STUDENT SERVICES**

**A. Student Services Updates (10 mins.) - INFORMATION**

Ms. Stephanie Martinez, Program Director for Student Services, will provide information about the district's counseling and social emotional learning practices including student, staff and family survey results. *[Goals 1,3 - Equity BP 0415 #2,4]*

**INFORMATION**

## **11. BUSINESS & FINANCIAL PROCEDURES**

### **A. Resolution No. 26-03-11C, Adoption of a Fee Justification Study and the Increase in School Facilities Fees and Adoption of QECA Notice of Exemption - ACTION**

The Administration recommends adoption of Board Resolution No. 26-03-11C, Adoption of a Fee Justification Study and the Increase in School Facilities Fees ("Level 1 Fee") and Adoption of QECA Notice of Exemption. The proposed fees are authorized by Education Code Section 176. *[Goal 5]*

**APPROVED**

### **B. 2025-26 Second Interim Budget Review (15 mins.) - ACTION**

Ms. Josie Peterson, Assistant Superintendent of Business Services, will present highlights of the 2025-26 Second Interim Financial Report for the period ended January 31, 2026. 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. *[Goal 4 - Equity BP 0415 #2]*

**APPROVED**

## **12. CERTIFICATED PERSONNEL**

### **A. Certificated Retirement 2025-2026 - ACTION**

The Administration recommends approval of the retirement request from SUSAN PERKINS, 2nd Grade Teacher, WE, effective 6/6/2026, and requests an appropriate resolution be prepared commending her for her years of service with the District. Ms. Perkins has been employed by the District since 8/31/1990.

**APPROVED**

## **13. BOARD POLICIES/ADMINISTRATIVE REGULATIONS**

### **A. November 2025 CSBA Board Policy Updates - First Reading (5 mins.) - DISCUSSION/ACTION**

The Board will review and revise Board Policies/Administrative Regulations/Board Bylaws from November 2025 CSBA Board Policy Updates, as stated in a first reading.

**APPROVED**

## **14. Governance Team Member Comments, Reports, Future Agenda Items and Board Meeting Reflection**

**HELD**

**15. 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**

**16. Recess**

**8:56 p.m.**

**17. Convene to Closed Session**

**9:06 p.m.**

**18. CLOSED SESSION**

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

**APPROVED (Release and reassign one probationary certificated administrator.)**

**19. Reconvene to Open Session**

**9:17 p.m.**

**20. Report Out of Closed Session**

**HELD**

**21. ADJOURN**

**9:17 p.m.**