

**Jefferson Elementary School District
BOARD ACTIONS**

Regular Governing Board Meeting

March 28, 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

7:01 p.m.

2. Members Present

Shakeel Ali

Marie Brizuela

Rebecca Douglass

Clayton Koo

Manufou Liaiga-Anoa'i

3. Pledge of Allegiance

A. Daniel Webster Elementary School

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. SPECIAL PRESENTATIONS

A. Family Engagement at Daniel Webster Elementary School (20 min.)

Daniel Webster principal, staff, and students will share on how the school's focus on reading is integrated into school activities.

INFORMATION

7. 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

8. 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. * 2017-18 Second Interim Financial Report for CAVA@San Mateo - INFORMATION/ACTION

CAVA@San Mateo's 2017-18 Second Interim Report is being provided to the Board for information. The report is reviewed by the JESD Business Department and is approved by the CAVA Board of Trustees and submitted to the SMCOE for review and approval. The Administration recommends the Governing Board acknowledge receipt of this report.

ACKNOWLEDGED

C. Local Control Accountability Plan Updates (20 min.) - INFORMATION

The Local Control Accountability Plan (LCAP) is an accountability plan that requires districts to disclose how Local Control Funding Formula (LCFF) funds are spent to provide high-quality education programs. Jefferson Elementary School District administration will share updates on the 2018-19 LCAP development process including stakeholder engagement.

INFORMATION

D. Workforce Housing - ACTION

The Administration recommends approval of moving forward on the Workforce Housing project on the basis of the Feasibility Plan provided by Education Housing Partners (EHP).

APPROVED

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

A. * Acceptance of Donations - ACTION

The Administration recommends approval of the following donations:

John F. Kennedy:

\$5,000.00 from Wells Fargo Bank OHIO-Foundation (MN) to be used for Leveled Literacy Program at the school.

\$1,000.00 from Philanthropic Ventures Foundation to be used for a Kindergarten field trip.

Thomas Edison:

\$700.00 from Target Field Trips, Scholarship America to be used for a field trip at the school.

Westlake:

\$758.00 from San Mateo County Historical Association that was used to reimburse school for the bus used to go to the museum on a field trip.

\$349.00 from YourCause, LLC Trustees for Pacific Gas and Electric and David Hung to be used in Jodee Minami's classroom at the school.

\$243.97 from DonorsChoose.org for Ms. Sim's classroom project, "Engineering Kits that Encourage Families to Learn Together" at the school.

\$84.94 from America's Best Local Charities CCSF and William Maes to be used at the school.

\$50.00 from Your Cause, LLC Trustees for Pacific Gas and Electric and Alvaro Escobar to be used at the school.

APPROVED

B. Camp L.E.A.D. Overnight Camping Trip - ACTION

The Administration recommends approval of the overnight stay request for sixth and seventh grade students at Benjamin Franklin, Fernando Rivera, Franklin D. Roosevelt, and Thomas R. Pollicita schools along with participants from other local partner districts. This trip is funded through the grants provided by the San Mateo County Office of Education.

APPROVED

C. Counseling and Social Emotional Learning Program Updates (15 min.) - INFORMATION

Stephanie Martinez, Student Services Program Specialist, will share updates on the counseling department services and Social Emotional Learning program in Jefferson Elementary School District which include Restorative Practices, supports for alternatives to suspension/expulsion, and our system work with Circle Up Education. Restorative Practices are inclusive and equitable strategies that create, maintain, and restore community climate and culture.

INFORMATION

D. Educational Services Redesign - ACTION

The Administration recommends approval of the Educational Services Redesign. Beginning July 1, 2018, the Educational Services Department has developed a plan through Continuous Improvement Science to improve student learning outcomes through redesigning the support provided to school sites to support student achievement. Administration will share the plan and the process that was used to develop this plan.

APPROVED

10. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler

A. * Approval of Warrants - ACTION

Warrants totaling \$1,495,787.78.

APPROVED

B. * Ben Franklin Roof Project - Bid Acceptance - ACTION

The bid opening for the Ben Franklin Roof Project was held on March 8, 2018 at 2:00 p.m. at the District Office. The Administration recommends the project be awarded to the low bidder, Stronger Building Services, in the amount of \$910,000. The recommended contractor has submitted the lowest valid bid. A Bid Summary is attached. This project will be funded by Fund 14.

APPROVED

C. * Woodrow Wilson School Roof Project - Bid Acceptance - ACTION

The bid opening for the Woodrow Wilson School Roof Project was held on March 8, 2018 at 2:30 p.m. at the District Office. The Administration recommends the project be awarded to the low bidder, Pioneer Contractors, in the amount of \$1,130,000. The recommended contractor has submitted the lowest valid bid. A Bid Summary is attached. This project will be funded by Fund 14.

APPROVED

D. * Surplus Equipment - District Office - ACTION

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

APPROVED

11. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. Certificated Retirement 2017-2018 - ACTION

The Administration recommends approval of the retirement request from DEBRA SABAH, 3rd grade teacher, FDR, effective June 16, 2018. Ms. Sabahi has been employed by the District since September 11, 1989. The Administration also requests an appropriate resolution be prepared commending Ms. Sabahi for her years of service with the District.

APPROVED

B. * Certificated Resignations 2017-2018 - ACTION

The Administration recommends acceptance of the following resignations: ZYLVA MORGANTI (ret.), 1st grade Job Share teacher (.2 FTE), TE, resignation effective June 15, 2018. Ms. Morganti has been employed by the District since August 14, 2015.

LAURA MCBRIDE, 7th grade R/LA teacher, TRP, resignation effective June 15, 2018. Ms. McBride has been employed by the District since August 17, 2017.

CAROLYN SNOWBERG (ret.), 2nd grade Job Share teacher (.1 FTE), GW, resignation effective June 15, 2018. Ms. Snowberg has been employed by the District since September 14, 2004.

MICHAEL KOBRIN, 7th grade R/LA teacher, FDR, resignation effective June 15, 2018. Mr. Kobrin has been employed by the District since August 12, 2016.

APPROVED

C. * Certificated Leave of Absence 2018-2019 - ACTION

The Administration recommends approval of requests for Unpaid Personal Leave of Absence for the 2018-2019 school year received from CHRISTINE MCSPADDEN, 1st grade teacher, MPB; TAMBRA VOIGT, 1st grade teacher, TE; and JERMEL AURE, 6th grade teacher, DW.

APPROVED

D. Annual Declaration of Need for Fully Qualified Educators 2018-2019 - ACTION

The California Commission on Teacher Credentialing requires the Governing Board to vote annually to approve the attached Declaration certifying there may be an insufficient number of certificated persons.

APPROVED

E. * Annual CBEST Waiver Declaration 2018-2019 - ACTION

The Governing Board of Jefferson Elementary School District declares the District is unable to recruit teachers and substitutes who have not had an opportunity to take and pass the California Basic Education Skills Test (CBEST). The District anticipates employing 6 substitutes and 4 teachers on variable term CBEST waivers for the 2018-2019 school year.

APPROVED

- F. Job Description: Program Director, Student Support Services - ACTION**
The Administration recommends approval of the job description for Program Director, Student Support Services, as specified in the reorganization of the Educational Services Department.
APPROVED
- G. Job Description: Program Director, Teaching and Learning - ACTION**
The Administration recommends approval of the job description for Program Director, Teaching and Learning, as specified in the reorganization of the Educational Services Department.
APPROVED
- H. Memorandum of Understanding Between Jefferson Elementary Federation of Teachers, AFT #3267 and Jefferson Elementary School District - ACTION**
The Administration recommends approval of the Memorandum of Understanding between the Jefferson Elementary Federation of Teachers, AFT #3267 and Jefferson Elementary School District for a one year job description for Instructional Support Teachers as specified in the reorganization of the Educational Services Department.
APPROVED
- 12. CLASSIFIED PERSONNEL - Brent Marquez-Valenti**
- A. * Employment - Classified Personnel - ACTION**
The Administration recommends approval of employment of the following classified personnel:
(Sub.) Inst. Asst.-PE, \$17.10/hr., Campus Safety Asst., \$17.93/hr., as needed, effective 3/15/18: FREDERICK MATEO;
(Sub.) Inst. Asst.-PE, \$17.10/hr., as needed, effective 3/15/18: ANGELICA DAYAO.
APPROVED
- B. * Unpaid Leave of Absence - Classified Personnel - ACTION**
The Administration recommends approval to extend the Unpaid Leave of Absence of the following employee: SYLVIA CEDILLOS, Office Assistant I, SBA, from 3/01/18-4/30/18.
APPROVED
- 13. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernie Vidales**
- A. Board Policies/Administrative Regulations: December 2017 CSBA Board Policy Revisions - First Reading (5 min.) - DISCUSSION/ACTION**
The Board will review and revise Board Policies/Administrative Regulations from December 2017 CSBA Board Policy Revisions as stated in a first reading.
APPROVED
- 14. Board Member Comments, Reports and Reflection on Board Meeting Guidelines**
- A. General**
HELD
- B. Report on City of Daly City and JESD Subcommittee Meeting**
Trustees Shakeel Ali and Marie Brizuela
INFORMATION
- 15. ADJOURN**
9:20 p.m.