

**Jefferson Elementary School District
BOARD ACTIONS**

Regular Governing Board Meeting

April 25, 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

7:02 p.m.

2. Members Present

Shakeel Ali (arrived at 7:03 p.m.)

Marie Brizuela

Rebecca Douglass

Clayton Koo

Manufou Liaiga-Anoa'i

3. Pledge of Allegiance

A. Benjamin Franklin Intermediate School's Leadership Class

HELD

4. 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. 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 \$3.79 per square foot and against new commercial or industrial construction at \$0.61 a square foot as approved by the State Allocation Board on January 24, 2018. The adoption of the study and the increase of the Level 1 Fee are necessary to fund the construction of needed school facilities to accommodate growth due to development.

HELD

7. SPECIAL PRESENTATIONS

A. Spelling Bee (15 min.)

Peter Clifford, Assistant Principal of Benjamin Franklin Intermediate School and District Facilitator for Spelling Bee, will introduce the 2018 Spelling Bee grade level winners and the District Spelling Bee champion.

INFORMATION

B. Leading in the Library at Benjamin Franklin Intermediate School (20 min.)

Ben Franklin Librarian Justine Kay and students will share how Ben Franklin's School Library programs connect students.

INFORMATION

8. 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

9. 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 Meetings January 17, 2018 and February 14, 2018 and Special Governing Board Meeting February 3, 2018.

APPROVED

C. Resolution No. 18-04-25A, Classified Administrative Professionals Day (5 min.) - ACTION

The Administration recommends adoption of Resolution No. 18-04-25A, designating April 25, 2018 as Classified Administrative Professionals Day.

ADOPTED

D. Resolution No. 18-04-25B, National and California Day of the Teacher (5 min.) - ACTION

The Administration recommends adoption of Resolution No. 18-04-25B, recognizing May 8, 2018 as National Teacher Appreciation Day and May 9, 2018 as California Day of the Teacher.

ADOPTED

E. Resolution No. 18-04-25C, National School Nurse Day (5 min.) - ACTION

The Administration recommends adoption of Resolution No. 18-04-25C, designating May 9, 2018 as National School Nurse Day.

ADOPTED

F. 2018-2019 AFT Contract Proposal Sunshine and Schedule of Public Hearing - ACTION

A Public Hearing will be held on May 9, 2018 on AFT, Local #3267, Contract Proposal for the 2018-2019 school year. AFT is proposing to open negotiations on Article II - Wages; Article III - Hours of Employment; Article VI - Health and Welfare; Article VII - Leave Provisions; Article X - Class Size; Article XII - Deductions; and update language to MOU on Avoiding Split Classes. The Administration recommends acknowledging the receipt of, and direct sunshining and distribution for public review, the Contract Proposal for 2018-2019 by AFT, Local #3267, as required by the Rhodda Act.

APPROVED

G. 2018-2019 JESD Counter Proposal to AFT, Local #3267 Sunshine and Schedule of Public Hearing - ACTION

A Public Hearing will be held on the JESD's Counter Proposal to AFT, Local #3267 for the 2018-2019 school year on May 9, 2018. JESD is proposing to re-open negotiations on Article II - Wages; Article III - Hours of Employment; Article VI - Health and Welfare; Article XIV - Early Retirement Incentives; and revising outdated language and terms throughout existing contract. The Administration recommends direct sunshining and time to receive public input, the JESD's Proposal to AFT, Local #3267, for the 2018-2019 school year, as required by the Rhodda Act.

APPROVED

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

A. * Acceptance of Donations - ACTION

The Administration recommends approval of the following donations:

John F. Kennedy:

\$500.00 from Philanthropic Ventures Foundation to be used by teacher, Ken Pace, to purchase math manipulatives for his PK classroom.

M.P. Brown:

\$347.83 from Dorian Artistry in Photography to be used at the school.

T.R. Pollicita:

\$2,000.00 from Whole Kids Foundation to be used for the school garden.

Westlake:

\$243.88 from Dorian Artistry in Photography to be used at the school.

\$200.00 from Melina Madrigal through YourCause, LLC Trustee for PG&E/Employee Giving to be used at the school.

\$153.84 from David Hung through YourCause, LLC Trustee for PG&E/Employee Giving to be used at the school.

APPROVED

B. * Williams Uniform Complaints - January 1, 2018 through March 31, 2018 - Quarter 3 - ACTION

The Administration is required to report the number of complaints and whether the complaints have been resolved. This Quarter, January 1, 2018 through March 31, 2018, the District did not receive any 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. Mathematics and English Language Arts/English Language Development Curriculum Adoption Process (10 min.) - INFORMATION

Trish Start and Jessica Pace, Math and English Language Arts Program Directors, will inform the Board and the public on the curriculum adoption process for TK-8 grade Mathematics curriculum and 6th-8th grade English Language Arts/English Language Development curriculum that included staff, parent, and student input through piloting publisher materials, informational meetings and curriculum displays.

INFORMATION

D. Mathematics Curriculum Adoption (10 min.) - ACTION

The Administration recommends adoption of the following mathematics instructional materials: Bridges (TK-5th grade) published by The Math Learning Center and Connected Mathematics Project 3 (6th-8th grade) published by Pearson.

APPROVED

E. English Language Arts/English Language Development Curriculum Adoption - ACTION

The Administration recommends adoption of the following English Language Arts/English Language Development instructional materials: StudySync (6th-8th grade) published by McGraw Hill Education.

APPROVED

F. * Second Addendum to Circle Up Education Contract - ACTION

The Administration recommends the Governing Board approve Circle Up Education to provide additional staff training services for Franklin D. Roosevelt School for the dollar amount not to exceed \$75,425 for the entire contract. The additional cost of services for Franklin D. Roosevelt School is \$3,050 above the board approved contract of \$72,375. The services in this addendum will be funded by site discretionary funds for Franklin D. Roosevelt.

APPROVED

G. JESD Educational Technology Plan 2018 (15 min.) - ACTION

The Administration recommends the approval of the JESD Educational Technology Plan 2018. Ms. Toni Barone, Director of Technology and Curriculum Integration, will provide an overview of the process utilized to develop the plan and highlight the recommended actions to advance technology use throughout JESD.

APPROVED

11. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler

A. * Approval of Warrants - ACTION

Warrants totaling \$1,302,966.88.

APPROVED

B. * 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

C. * Surplus Equipment - Maintenance Dept. - ACTION

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

APPROVED

D. * Thomas R. Pollicita Phase 2B Sitework Trades Package B with Teichert Construction - Revised Notice of Completion - ACTION

The Administration recommends the Governing Board authorize the filing of the Notice of Completion for the Thomas R. Pollicita Phase 2B Sitework Trades Package B. The contractor, Teichert Construction, has completed the work in accordance with contract documents.

APPROVED

E. Resolution No. 18-04-25, Adoption of School Facilities Fee - ACTION

The Administration recommends adoption of Board Resolution No. 18-04-25, Developer Fee Justification Study for the District and an increase in the statutory school facilities fee ("Level 1 Fee") on new residential construction and reconstruction at **\$3.79** per square foot and commercial/industrial development at **\$0.61** per square foot. The proposed fees are authorized by Education Code Section 17620 and Government Code Section 65995. The adoption of the Study and the increase of the Level 1 Fee are necessary to fund the construction of needed school facilities to accommodate growth due to development.

ADOPTED

F. Contracted Services - Sposeto Engineering, Inc. - ACTION

The Administration recommends approval of a contract with Sposeto Engineering, Inc., for needed ADA and safety work at Thomas R. Pollicita Middle School for an amount not to exceed \$102,381. This project will be funded by Fund 21 (Measure I).

APPROVED

G. * Amendment for Geotechnical Construction Observation and Testing Services for T.R. Pollicita - ACTION

The Administration recommends the approval of the February 15, 2018 and April 6, 2018 Amendment Letters No. 3 for \$2,650 and No. 4 for \$6,181 from BSK Associates for Geotechnical Construction Observation and Testing Services for the T.R. Pollicita Phase 2B and Phase 3 projects for a total amount on contract #G16-069-11L not to exceed \$69,8285.50. This work will be funded by Bond Measure "I".

APPROVED

12. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. Administrative Retirement 2017-2018 - ACTION

The Administration recommends approval of the retirement request from PATRICIA PAGE, School Psychologist, ESY, effective June 30, 2018, and requests an appropriate resolution be prepared commending her for her years of service with the District. Ms. Page has been employed by the District since August 25, 1995.

APPROVED

B. * Certificated Resignations 2017-2018 - ACTION

The Administration recommends acceptance of the following resignations:

ANDREW SPARKES, Tech. Integration teacher, DO, effective May 23, 2018.

Mr. Sparkes has been employed by the District since August 19, 2013.

RACHEL REVES, SDC teacher, JFK, effective June 15, 2018. Ms. Reves has been employed by the District since August 11, 2016.

SHIRLEY ZIELINSKI, TIG teacher, FDR, effective June 15, 2018. Ms. Zielinski has been employed by the District since August 11, 2016.

MARTHA YOUMAN, School Psychologist, SPED, effective June 25, 2018.

Ms. Youman has been employed by the District since August 10, 2015.

DANIEL BISHOP, 4th grade teacher, FDR, effective June 15, 2018. Mr. Bishop has been employed by the District since August 11, 2016.

APPROVED

C. * Hire Certificated Substitute Teacher for 2017-2018 School Year - ACTION

The Administration recommends hiring the following certificated substitute teacher for the 2017-2018 school year at the rate of \$162 per day: STEPHANIE JOE.

APPROVED

13. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. Retirement - Classified Personnel - ACTION

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

COLLEEN MEISENBACH, Snack Bar Operator, FR, effective February 28, 2018.

Ms. Meisenbach has been employed by the District since 6/01/1990;

CHERYL FOLSOM, Office Asst. I, JFK, effective June 16, 2018. Ms. Folsom has been employed by the District since 12/01/1999;

~~FRANCIS ROONEY, Maintenance Tech., MAINTENANCE DEPT., effective June 16, 2018. Mr. Rooney has been employed by the District since 07/08/1999;~~

MILDRED TABIOS, Inst. Asst.-BILINGUAL, TRP, effective June 16, 2018.

Ms. Tabios has been employed by the District since 4/17/2001.

APPROVED as amended

B. * Resignation - Classified Personnel - ACTION

The Administration recommends approval of the resignation from the following classified personnel: Sr. Dept. Account Asst., CK, effective ~~7/31/18~~ **8/1/18**, date of hire: 11/30/2015: TALIA KLEIN.

APPROVED as amended

C. * Employment - Classified Personnel - ACTION

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

(Sub.) Inst. Asst., \$17.10/hr., as needed, effective 3/14/18: ANGELA DE PILAR ESCOBEDO;

(Sub.) Inst. Asst., \$17.10/hr., as needed, effective 3/14/18: MARIA GARCIA-MARTINEZ;

(Sub.) Inst. Asst.-ASP, \$21.20/hr., as needed, effective 3/06/18: CRISTINA ANDAYA;

(Sub.) Campus Safety Asst., \$17.93/hr., as needed, effective 3/05/18: QUAYOSHIA EPPS;

(Sub.) Inst. Asst.-ASP, \$20.20/hr., as needed, effective 3/01/18: LAVERNE VILLALOBOS;

(Sub.) Inst. Asst.-PE, \$21.20/hr., as needed, effective 3/01/18: JEAN NG;

(Sub.) Inst. Asst.-PE, \$18.30/hr., Campus Safety Asst., \$18.30/hr., as needed, effective 2/09/18: JOHN ABELLANA;

(Sub.) Noonyard Supv., \$11.00/hr., as needed, effective 2/03/18: HILDA SARIPE.

APPROVED

D. * Increase in Work Hours - Classified Personnel - ACTION

The Administration recommends approval of an increase in hours for the following classified employee: BRANDON ZIMIGA, from Inst. Asst.-ASP, JFK, 3 hrs./day, 10 mos./yr., to Inst. Asst.-ASP, TE, 6 hrs./day, 10 mos./yr.

APPROVED

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

The Administration recommends approval of the unpaid extended leave of absence for the following employee: OFELIA CAICEDO, Campus Safety Asst., TRP, from 3/01/18 thru 6/15/18.

APPROVED

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

The Administration recommends approval for the following classified employee to work out of class from Food Services Asst., CK, \$17.86/hr., to Snack Bar Operator, FR, \$19.24/hr., effective on the dates of 2/6/18, 2/7/18, 2/12/18, 2/13/18, and 2/26/18: ANA MAGALLANES.

APPROVED

14. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernie Vidales

A. Board Policies/Administrative Regulations: December 2017 CSBA Board Policy Revisions - Second 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 second reading.

APPROVED

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

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

APPROVED as amended

15. Governance Team Member Comments, Reports and Reflection on Board Meeting Guidelines

A. General

B. Report Out on Jefferson Union High School District Equity Audit Session

HELD

16. Persons Wishing to Address the Board on Closed Session Items

NONE

17. Convene to Closed Session

9:21 p.m.

18. CLOSED SESSION

A. AFT Negotiations

Conference with Labor Negotiators: Agency Designated Representative, Brent Marquez-Valenti, AFT

NO ACTION

B. CSEA Negotiations

Conference with Labor Negotiators: Agency Designated Representative, Julie Kessler, CSEA

NO ACTION

C. Superintendent Contract

Conference with Labor Negotiators: Agency Designated Representatives, Manufou Liaiga-Anoa'i and Clayton Koo

NO ACTION

19. Report Out of Closed Session

NONE

20. ADJOURN

10:05 p.m.