

**Jefferson Elementary School District  
BOARD ACTIONS**

**Regular Governing Board Meeting**

June 13, 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

\*\*\*NEW VIEWING OPTION\*\*\* LIVE STREAM: [www.youtube.com/user/JESDDalyCityCA](http://www.youtube.com/user/JESDDalyCityCA)

*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**

**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 as amended**

**6. PUBLIC HEARING**

**A. Public Hearing on 2018-2019 Local Control Accountability Plan**

The Governing Board of the Jefferson Elementary School District will hear public comments on the Local Control Accountability Plan (LCAP). The 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.

**HELD**

**B. Public Hearing on District Reserves in Excess of Minimum Requirements**

The Governing Board of the Jefferson Elementary School District will hear public comments on the District Reserves in Excess of Minimum Requirements.

**HELD**

**C. Public Hearing on FY 2018-19 Proposed Budget**

The Governing Board of the Jefferson Elementary School District will hear public comments on the FY 2018-19 proposed District budget.

**HELD**

**7. SPECIAL PRESENTATIONS**

**A. Recognition of Retiring Board Member: Rebecca Douglass**

**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 Meeting March 28, 2018.

**APPROVED**

**C. \* Contracted Services - Wings Learning Center - ACTION**

The Administration recommends acceptance of a contract in the amount of \$68,803.00 with Wings Learning Center to provide education to a Jefferson Elementary School District student. The education will be funded through the Special Education Department budget.

**APPROVED**

**D. \* Revised MOU with CAVA@San Mateo - ACTION**

The Administration recommends the Governing Board approve the attached revision to the Memorandum of Understanding between Jefferson Elementary School District and CAVA@San Mateo.

**APPROVED**

**E. Administrative Appointment 2018-2019 - ACTION**

The Administration recommends approval of the following Administrative appointment: ELIZABETH O'NEILL, Principal, Westlake Elementary School, effective July 17, 2018, 1MWMA, Step 3, \$123,950 plus \$1100 for MA degree.

**APPROVED**

**F. Ad Hoc Committee for Reviewing Eligibility of Board of Trustees Candidates (15 min.) - DISCUSSION/ACTION**

The Board decided on pursuing a provisional appointment to fill Dr. Rebecca Douglass' seat at its regular meeting of May 23, 2018. The Board will consider selecting two members to serve on an ad hoc committee to determine whether applicants meet eligibility criteria.

**APPROVED (Moving forward without ad hoc committee.)**

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

**A. \* State Preschool Agency Annual Report - ACTION**

The Administration recommends acknowledging the receipt of the State Preschool Agency Annual Report submitted for the Board's information, as directed by the California Department of Education.

**ACKNOWLEDGED**

**11. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler**

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

Warrants totaling \$3,915,369.67.

**APPROVED**

**B. Keygent Corporation Presentation on Possible Future District General Obligation Bonds (20 min.) - INFORMATION**

A representative from Keygent Corporation will provide a presentation on possible future General Obligation Bonds.

**INFORMATION**

**C. FY 2018-19 Budget Development Presentation (30 min.) - INFORMATION**

The Administration will present the FY 2018-19 Proposed Budget based on district 18-19 LCAP and preliminary multi-year financial projection for the District.

**INFORMATION**

**D. \* License Agreement - Daly City Public Library Associates at Colma ES Site - ACTION**

The Administration recommends approval of the renewal of the license agreement between the Daly City Public Library Associates and Jefferson Elementary School District for the use of a staff room at Colma ES site on a month-to-month basis from July 1, 2018 to June 30, 2019.

**APPROVED**

**E. \* License Agreement - James Feldman dba The Latchkey Alternative Center at Franklin D. Roosevelt School - ACTION**

The Administration recommends approval of the renewal of the license agreement between James Feldman dba The Latchkey Alternative Center and Jefferson Elementary School District for the use of two (2) portable classrooms at Franklin D. Roosevelt School site for three (3) years from July 1, 2018 through June 30, 2021.

**APPROVED**

**F. \* Benjamin Franklin Middle School Gas Pipe Replacement with Ciari Plumbing - Notice of Completion - ACTION**

The Administration recommends the Governing Board authorize the filing of the Notice of Completion for the Benjamin Franklin Middle School Gas Pipe Replacement. The contractor, Ciari Plumbing, has completed the work in accordance with contract documents.

**APPROVED**

**G. \* District Office Modernization Project with Rodan Builders, Inc. - Notice of Completion - ACTION**

The Administration recommends the Governing Board authorize the filing of the Notice of Completion for the District Office Modernization Project. The contractor, Rodan Builders, Inc., has completed the work in accordance with contract documents.

**APPROVED**

**H. \* Surplus Equipment - Franklin D. Roosevelt School - ACTION**

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

**APPROVED**

**I. \* Surplus Furniture - Fernando Rivera School - ACTION**

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

**APPROVED**

**J. \* Surplus Furniture - Thomas Edison School - ACTION**

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

**APPROVED**

**K. \* Surplus Vehicles - Maintenance Department - ACTION**

The Administration recommends the Board declare two vehicles from the Maintenance Department, having a total value of less than \$2500, as surplus and authorize disposal of said vehicles.

**APPROVED**

**L. \* Addendum to the 2018-19 Sodexo Contract for Management Consulting Services for Food Service Operation - ACTION**

The Board approved the 2018-19 contract with Sodexo at the May 23, 2018 board meeting. The CDE requires additional contract language addressing Professional Standards. District administration recommends the Board approve the additional language as attached.

**APPROVED**

**12. CERTIFICATED PERSONNEL - Brent Marquez-Valenti**

**A. Certificated Retirement 2017-2018 - ACTION**

The Administration recommends approval of the retirement request from APRIL REGALADO, 1st grade teacher, WE, effective June 16, 2018. Ms. Regalado has been employed by the District since August 25, 2005. The Administration also requests an appropriate resolution be prepared commending Ms. Regalado for her years of service with the District.

**APPROVED**

**B. \* Certificated Resignations 2017-2018 - ACTION**

The Administration recommends acceptance of the following resignations:

NICHOLAS OCCHIPINTI, RSP teacher, TRP, effective June 15, 2018. Mr. Occhipinti has been employed by the District since August 17, 2017.

AMANDA OVERMAN, 5th grade teacher, SBA, effective June 15, 2018. Ms. Overman has been employed by the District since August 13, 2015.

**APPROVED**

**C. \* Assignment of Certificated Personnel Outside Credential Authorization for 2017-2018 - ACTION**

To be in compliance with the California State Education Code, the Board of Trustees is required to approve the assignment of Certificated Personnel to teach outside their credential authorization. The District presently has 10 teachers who meet the criteria to teach subject areas outside of their credential authorization through the following Education Codes: #44256 (b) = 3, #44258.3 = 6, #44263 = 1. The Administration recommends approval of these assignments for the 2017-2018 school year.

**APPROVED**

**D. \* Certificated Leave of Absence 2018-2019 - ACTION**

The Administration recommends approval of the requests for Leave of Absence received from the following teachers for the 2018-2019 school year:

ELISABETH LONG, Kindergarten teacher, GW, Paid FMLA 10/22/2018-2/1/2019 and Unpaid Child Care Leave of Absence 2/4/2019-6/14/2019.

LOY LINEBARGER IV, Kindergarten teacher, FDR, Paid FMLA Paternity 8/20/2018-10/12/2018.

CATHERINE TOMPKINS, 4th grade teacher, GW, Unpaid Personal Leave of Absence, 2018-2019 school year.

**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:

FLORENCE WONG, Library Tech., TRP, effective June 16, 2018. Ms. Wong has been employed by the District since 9/19/2000;

CHRISTIANE CHIRAMBERRO, Office Asst. I, SPED, effective 6/30/2018. Ms. Chiramberro has been employed by the District since 9/04/1996.

**APPROVED**

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

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

(Prob.) Inst. Asst.-PE, SBA, Step 1, \$17.45/hr., 3 hrs./day, 10 mos./yr., effective 5/21/18: CELESTE GONZALEZ;

(Prob.) Inst. Asst.-PE, WE, Step 1, \$17.45/hr., 3 hrs./day, 10 mos./yr., effective 5/21/18: MONIKA FRANCO;

(Sub.) Inst. Asst.-SPED, \$17.93/hr., Food Svcs. Asst., \$16.68/hr., Office Asst. I, \$18.86/hr., Lib. Tech., \$19.80/hr., Attendance Tech., \$21.29/hr., SCIA, \$20.78/hr., as needed, effective 5/11/18: MARIA A.B. MABANAG;

(Sub.) Inst. Asst.-Preschool, \$17.10/hr., as needed, effective 5/16/18: MYLEEN S. RENEGADO;

(Sub.) Inst. Asst.-Preschool, \$17.10/hr., as needed, effective 5/17/18: OLIVIA LIM;

(Sub.) SCIA, \$23.38/hr., as needed, effective 5/11/18: ZENAIDA CORONEL;

(Sub.) Inst. Asst.- BIL., \$17.50/hr.; Inst. Asst.-Sp. Ed., \$17.93/hr., Attendance Tech., \$21.29/hr., School Admin. Assist., \$22.92/hr., as needed, effective 5/24/18: ROSY A. LEE-CHOO;

(Sub.) Inst. Asst.-ASP, \$17.10/hr.; SCIA, \$20.76/hr., Inst. Asst.- BIL., \$17.50/hr., as needed, effective 5/24/18: MARYANN FIEL MILBURN.

**APPROVED**

**14. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernie Vidales**

**A. Board Policies/Administrative Regulations - Second Reading - ACTION**

The Administration recommends updates to the attached Board Policies/Administrative Regulations as modified by County Counsel and stated in a second reading.

**APPROVED as amended**

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

**HELD**

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

**NONE**

**17. Convene to Closed Session**

**9:05 p.m.**

**18. CLOSED SESSION**

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

**REMOVED**

**B. Superintendent Contract**

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

**NO ACTION**

**19. Report Out of Closed Session**

**NO ACTION**

**20. Letter of Agreement Between JESD and Superintendent Rectifying Uncredited Vacation**

**TABLED**

**21. ADJOURN**

**10:08 p.m.**