

**Jefferson Elementary School District  
BOARD ACTIONS**

**Regular Governing Board Meeting**

July 19, 2017, 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 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**

**Marie Brizuela**

**Clayton Koo**

**Manufou Liaiga-Anoa'i**

**3. Pledge of Allegiance**

**HELD**

**4. Review Board Meeting Guidelines**

Board members will silently 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. 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**

**7. GENERAL FUNCTIONS - Bernie Vidales**

**A. Consent Agenda - ACTION**

The Administration recommends approval of the starred (\*) items on the rest of the agenda.

**APPROVED**

**B. Update on Workforce Housing Effort (20 min.)-INFORMATION/DISCUSSION**

Alexandra Daum from Employee Housing Partners will provide an update on efforts to pursue an employee workforce housing project in the Jefferson Elementary School District including results from the 2017 Employee Housing Survey, site selection considerations, and next steps.

**INFORMATION**

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

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

The Administration recommends acceptance of the following donations:

Garden Village:

\$100.00 from Elaine Casey and Peter Casey to be used for student activities at the school.

\$100.00 from Peter Finch, Alice Finch and Davis Finch to be used for student activities at the school.

**APPROVED**

**B. \* Williams Uniform Complaints - Quarterly Report April through June 2017 - ACTION**

The Administration is required to report the number of complaints and whether the complaints have been resolved. This quarter, April through June 2017, the District received zero complaints. The District is also required to report any teacher misassignments and teacher vacancies if a review is conducted in the quarter. The review conducted for this quarter, April through June 2017, showed there were zero teacher vacancies and no teacher misassignments.

**APPROVED**

**C. \* Approval of Contract Between Daly City Peninsula Partnership and Jefferson Elementary School District for Mental Health/Counseling Services - ACTION**

The Administration recommends the approval of the contract for counseling services through DCP's Licensed Marriage and Family Counselor for students experiencing adverse childhood experiences or behavior challenges that have not been addressed through therapy outside of the school system or through counseling on-site at various Jefferson Elementary School District elementary and middle schools for the 2017-2018 school year as specified in the 2017-2020 LCAP. The amount of the contract not to exceed \$34,000.

**APPROVED**

**D. \* Approval of Contract Between Soul Shoppe and Jefferson Elementary School District for Positive School Climate Support - ACTION**

The Administration recommends the approval of the contract for providing workshops, staff trainings, and parent nights in all Jefferson Elementary School District elementary and middle schools for the 2017-2018 school year as specified in the 2017-2020 LCAP. Additional site agreements for more services will be developed independently. The entire contract with Soul Shoppe for all district and school site agreements shall not exceed \$140,000 for the 2017-18 school year.

**APPROVED**

**E. Contracted Services Agreement - Latino Film Institute Youth Cinema Pilot Project - ACTION**

The Administration recommends the approval of a contract not to exceed \$80,000 with Latino Film Institute Youth Cinema Project. Latino Film Institute Youth Cinema Project will provide instructional services in cinematic film making including: screenwriting, storyboarding, casting, directing, production, editing, sound recording/engineering, and other post production skills. The services will be offered at one (1) elementary school class, specifically one fourth (4th) grade class at the Margaret P. Brown Elementary School. This contract is funded from Local Funding Initiative Measure T.

**APPROVED**

**F. \* Contracted Services Agreement - Education Outside Pilot - ACTION**

The Administration recommends acceptance of four contracts with Education Outside each for \$15,000 for a total of \$60,000 to provide educational services integrating Science instruction with garden experiences at F.D. Roosevelt, George Washington, J.F. Kennedy, and Westlake schools. These contracts will be funded by site and matched by district funds.

**APPROVED**

**G. \* 2017-2018 Professional Development Plan for Jefferson Elementary School District Staff - INFORMATION**

Jefferson Elementary School District's Curriculum and Instruction Department has calendared professional development opportunities for teachers and administrators. The professional development reflects the Local Control Accountability Plan action items.

**INFORMATION**

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

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

Warrants totaling \$2,444,619.14.

**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. \* FY 2017-18 Adopted Budget and Local Control Accountability (LCAP) for CAVA@San Mateo - ACTION**

CAVA@San Mateo's 2017-18 Adopted Budget and LCAP are being provided to the Board for information. This Budget and the LCAP have been reviewed by District staff. These reports have been approved by CAVA Board of Trustees and submitted to SMCOE for review and approval. The Administration recommends the Governing Board acknowledge receipt of these reports.

**APPROVED**

**D. \* FY 2017-18 Transportation Services Agreement for Special Education Students - ACTION**

The Administration recommends approval of the FY 2017-18 Transportation Services Agreement between Jefferson Elementary School District and San Mateo County Office of Education, Special Education Transportation Department through Durham School Services. Current estimated ridership is over 100 students and estimated cost is \$802,000. Actual costs will be determined based on actual number of students transported. This contract is funded through the Special Education budget.

**APPROVED**

**E. \* Contracted Services Agreement with BSK Associates for In-Depth Sub Surface Geotechnical Investigation and Geologic Hazards Assessment at F.D. Roosevelt School - ACTION**

The Administration recommends the approval of a contract with BSK Associates for the In-Depth Sub Surface Geotechnical Investigation and Geologic Hazard Assessment at F.D. Roosevelt School in the amount not to exceed \$65,000. This work will be funded by Bond Measure "I".

**APPROVED**

**F. \* Contracted Services Agreement with BSK Associates for Geotechnical Investigation and Geologic Hazards Assessment at Fernando Rivera School - ACTION**

The Administration recommends approval of a contract with BSK Associates in the amount of \$25,400 for Geotechnical Investigation and Geologic Hazards Assessment at Fernando Rivera School. This project will be funded by Bond Fund Measure "I".

**APPROVED**

**G. Presentation by RGM on the Thomas R. Pollicita Middle School Improvement Project (20 min.) - INFORMATION**

A representative from RGM will give a presentation on the Thomas R. Pollicita Middle School Improvement Project.

**INFORMATION**

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

**A. Certificated Resignations 2016-2017 - ACTION**

The Administration recommends acceptance of the following Certificated resignations and appropriate resolutions be prepared commending those with 10 or more years of service with the District:

ROBERT GRIFFITHS, 7th grade Social Science teacher, Ben Franklin School, resignation effective June 9, 2017. Mr. Griffiths has been employed by the District since August 13, 2015.

SAMANTHA DELAMERE, 6th grade Social Science teacher, Ben Franklin School, resignation effective June 9, 2017. Ms. DeLaMere has been employed by the District since August 19, 2013.

DIANNE LAKATTA, Principal, F.D. Roosevelt School, resignation effective June 30, 2017. Ms. Lakatta has been employed by the District since August 30, 2000.

**APPROVED**

**B. \* Memorandum of Understanding Student Placement Agreement Between Saint Mary's College and Jefferson Elementary School District - ACTION**

The Administration recommends approval of the Memorandum of Understanding between Saint Mary's College and Jefferson Elementary School District for Student Placements.

**APPROVED**

**C. \* Memorandum of Understanding Between Saint Mary's College and Jefferson Elementary School District - ACTION**

The Administration recommends approval of the Memorandum of Understanding between Saint Mary's College and Jefferson Elementary School District for qualified Saint Mary's students to provide intern services to Jefferson Elementary School District.

**APPROVED**

**11. CLASSIFIED PERSONNEL - Brent Marquez-Valenti**

**A. Retirement - Classified Personnel - ACTION**

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

JERRY SPOONER, Custodian II, GV, effective August 1, 2017. Mr. Spooner has been employed by the District since October 26, 1987;

RONALD E. LEW, Custodian II, MPB, effective September 1, 2017. Mr. Lew has been employed by the District since July 5, 1994.

**APPROVED**

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

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

(Sub.) Custodian I, \$19.40/hr., Custodian II, \$20.36/hr., Custodian III, \$21.37/hr., effective 6/29/17: LAZARO GONZALEZ;

(Sub.) Custodian I, \$19.40/hr., Custodian II, \$20.36/hr., Custodian III, \$21.37/hr., effective 6/28/17: GARY MAGDAET;

(Sub.) School Parent Liaison, \$17.58/hr., as needed, effective 4/19/17: KRISTINE ESPINOLA.

**APPROVED**

**C. \* Employment - Summer 2017 Work Crew - Classified Personnel - ACTION**

The Administration recommends approval of employment for the following classified personnel for Summer Work Crew:

(New Members, \$10.50/hr.) effective 7/17/17: MYRABELLE ORJALO; effective 6/28/17: GARY MAGDAET; effective 6/26/17: NICHOLAS MADERA, MA

TERESA SAMSON; effective 6/22/17: JACOB LAM; effective 6/20/17: EVAN BRUNI, CHRISTOPHER LOUIE; effective 6/19/17: ALEXIS ANGULO, JOSHUA RAMOS; effective 6/12/17: FRANCES SEMIEN, KEVIN SANTIZO-GALINDO, MICHAEL WALLIS;

(Returning Members, \$11:50/hr.) effective 6/12/17: ALVIN VINCENT ANIMO; effective 6/1/17: ANDREW NORRIS.

**APPROVED**

**D. \* Unpaid Leave of Absence - Classified Personnel - ACTION**

The Administration recommends approval of an unpaid leave of absence for JERRY SPOONER, Custodian II, GV, from 7/25/17 through 7/31/17.

**APPROVED**

**12. REPORTS FROM BOARD MEMBERS ON PROFESSIONAL DEVELOPMENT**

**A. Board Study Session: MIG Course 5: Community Relations and Advocacy/Governance Integration (10 min.) - INFORMATION/DISCUSSION**

Board Member Manufou Liaiga-Anoa'i will highlight some of her learnings as well as give a report about her attendance at the California School Boards Association (CSBA) Masters in Governance Course 5: Community Relations and Advocacy/Governance Integration in San Rafael on May 20, 2017.

**INFORMATION**

**13. Board Member Comments, Reports and Reflection on Board Meeting Guidelines**

**HELD**

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

**NONE**

**15. Convene to Closed Session**

**8:53 p.m.**

**16. CLOSED SESSION**

**A. Superintendent Evaluation**

**NO ACTION**

**17. Report Out of Closed Session**

**NONE**

**18. ADJOURN**

**9:07 p.m.**