

Jefferson Elementary School District
BOARD ACTIONS

Regular Governing Board Meeting
09/14/2022 07:00 PM
Jefferson Elementary School District
101 Lincoln Avenue, Daly City, CA 94015
Watch meeting live stream on YouTube:
https://youtu.be/0oYhC1H_gI4

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 (arrived at 7:04 p.m.)
Marie Brizuela (absent)
Andrea Jordan
Clayton Koo
Manufou Liaiga-Anoa'i

3. **Pledge of Allegiance**
HELD

4. **Approval of Agenda**
APPROVED

5. **SPECIAL PRESENTATIONS**

- A. **Bay Ed Fund (15 min.)**

Representatives from Bay Ed Fund will present on their organization's mission, hopes of partnering with JESD and ways it can support the District achieving its desired outcomes.

INFORMATION

6. **COMMUNICATIONS (15 min.)**

- A. **Board Member Acknowledgements and Commendations**
HELD

- B. **Superintendent Comments**
HELD

7. GENERAL FUNCTIONS - Bernardo Vidales

A. Consent Agenda - ACTION

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

APPROVED

B. *Approval of Minutes - ACTION

Minutes of Regular Governing Board Meetings June 22, 2022 and August 24, 2022.

APPROVED

C. *MOU Between San Francisco Unified School District and Jefferson Elementary School District - ACTION

The Administration recommends acceptance of an MOU between SFUSD and JESD in the amount of \$69,155 to provide educational and related services to a Jefferson Elementary School District student. The cost is for the full academic year of 2022-23. The agreement is to be funded through the Special Education budget.

APPROVED

D. *Amended Contracted Services - CSD Autism Services - ACTION

The Administration recommends acceptance of a contract in the amount of \$354,502.75 with CSD Autism Services to provide behavioral and consultation services to Jefferson Elementary School District students. The Board has already approved \$191,944.25 at its regular meeting on August 24, 2022. The difference of \$162,558.50 is due to additional behavioral and consultation services. The contract is to be funded through the Special Education budget.

APPROVED

E. Educational Housing Corporation (501c3 Non-profit) Board of Directors Composition and Bylaws - ACTION

The Administration seeks direction from the Board on the composition of the Board of Directors for the JESD Educational Housing non-profit based on the draft Bylaws. The Board will review recommended Bylaws for the JESD Housing Non-profit. The Administration recommends approval of the JESD Housing Corporation Bylaws.

APPROVED (Composition of no more than 9 Directors that represent AFT, CSEA, JESD Governing Board, Superintendent's Office, and community members.)

8. EDUCATIONAL & STUDENT SERVICES - Pamela Scott

A. *Acceptance of Donations - ACTION

The Administration recommends approval of the following donations:
District:

\$120.00 from The Blackbaud Giving Fund and Pacific Gas and Electric Company to be used in the district.

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

Fernando Rivera:

\$1,875.00 in parent donations from Fernando Rivera parents: Isis Castillo, Steven Chan, Chester Chow, Sandra Chow, Edward Lee, Surrine Leung, Matt Li, Wei Lien Liang, Kyi Lwin, Kendra Richard, Lanie Sio, and Sandy Wong to be used at the school.

George Washington:

\$123.93 from Dorian to be used at the school.

APPROVED

B. *Contracted Services - Daly City Partnership - ACTION

The Administration recommends acceptance of a contract for a total amount of \$72,000 with Daly City Partnership for Mental Health Services for students and families at all JESD preschool sites. This contract will be funded by the Big Lift Initiative program.

APPROVED

9. BUSINESS & FINANCIAL PROCEDURES - Michael Lauro

A. *Approval of Warrants - ACTION

Warrants totaling \$2,123,960.37.

APPROVED

B. *FY2022-23 Adopted Budget for CAVA @ San Mateo - ACTION

The Administration recommends the Governing Board acknowledge receipt of the CAVA @ San Mateo FY 2022-23 Adopted Budget report. CAVA @ San Mateo's 2022-23 Adopted Budget is being provided to the Board for information. This budget has been reviewed by District staff. The report has been approved by CAVA Board of Trustees and submitted to SMCOE for review and approval.

APPROVED

C. *Surplus Vehicles - Maintenance Department - ACTION

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

APPROVED

D. *Fire Sprinkler and Traffic Control Plan Permit Fees for JESD Faculty and Staff Housing Project - ACTION

The Administration recommends the Governing Board approve the payment of two reimbursable expenses to C. Overaa & Co. for the following: (1) fire sprinkler permit fees per Daly City Fire Department/North County Fire

Authority in the amount of \$4,535.00 and (2) Casa Avenue traffic control plan permit in the amount of \$9,791.20 per City of Daly City Engineering Department. These reimbursements are related to the JESD Faculty and Staff Housing project and pertinent documents are attached. These will be funded by Fund 40.

APPROVED

E. *Access Control and Surveillance for New Entry - ACTION

The Administration recommends approval of a contract with AVF Systems, Inc., for access control and surveillance for new entry at Marjorie H. Tobias Elementary School, for an amount of \$37,250 plus a 10% contingency to cover unforeseen conditions to be approved by the District as part of the Safety Improvement Program. This will be funded by Fund 21, Measure U.

APPROVED

F. Board Resolution No. 22-09-14, Adoption of Annual Appropriation "GANN" Limit - ACTION

The Administration recommends approval of Resolution No. 22-09-14 for the annual Appropriations "GANN" Limit for fiscal year 2021-22 actuals and fiscal year 2022-23 estimate.

APPROVED

G. Resolution No. 22-09-14A, Resolution Committing Funds Held in Fund 01, General Fund - ACTION

The Administration recommends approval of Resolution No. 22-09-14A, Resolution Committing Funds Held in Fund 01, General Fund.

APPROVED

H. FY 2021-22 Unaudited Actuals (20 min.) - ACTION

Mr. Michael Lauro, Assistant Superintendent of Business Services/CBO, will present the District's Unaudited Actuals financial statement. The Administration recommends approval of the Unaudited Actuals for fiscal year 2021-22.

APPROVED

10. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. Certificated Retirement 2021-2022 - ACTION

The Administration recommends acceptance of the retirement request from MARY ECHO, ELA/SS teacher at TRP, effective 6/11/2022, and requests an appropriate resolution be prepared commending her for her years of service with the District. Ms. Echo has been employed by the District since 8/30/2000.

APPROVED

B. *Hire Certificated Personnel for 2022-2023 School Year - ACTION

The Administration recommends hiring the following Certificated Personnel for 2022-2023:

CHRISTELLE MARCELO, Temporary Status, Speech Pathologist, WE/WW, effective 8/22/2022, CLS2B, Step 1;

VIOLETTA MURRIETA, Temporary Status, Counselor, .6 FTE, MPB, effective 8/29/22, CLS3B, Step 10;

JOSEPH CACHEPERO, Temporary Status, Speech Pathologist, BF/GW, effective 8/30/2022, CLS3B, Step 1.

APPROVED

C. *Hire Certificated Substitute Teachers 2022-2023 - ACTION

The Administration recommends hiring the following Certificated substitute teachers at the rate of \$200 per day: ABIGAIL HEREDIA, CARMEN AYALA, and MARIA BIANCA MAGSAYSAY.

APPROVED

D. *Certificated Leave of Absence 2022-2023 - ACTION

The Administration recommends approval of a request for a Leave of Absence received from: ISABELLA CHAN, Kindergarten teacher, TE, FMLA Child Bonding 9/6/22-10/22/22 and Unpaid LOA 10/24/22-12/2/22.

APPROVED

E. Administrative Appointment 2022-2023 - ACTION

The Administration recommends approval of the following Administrative appointment: BRIAN BETHEL, Dean of Academics, TRP Middle School, effective 9/26/2022, 1MWMA, Step 2.

APPROVED

F. Administrative Waiver 2022-2023 - ACTION

An Administrative Waiver is required for BRIAN BETHEL, Dean of Academics, T.R. Pollicita Middle School, for the 2022-2023 school year, in order for Mr. Bethel to complete Cycle 2 and Cycle 3 of the Administrative Services Program.

APPROVED

11. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. Resignations - Classified Personnel - ACTION

The Administration recommends approval of the resignations of the following classified employees and requests an appropriate resolution be prepared commending those with 10 or more years of service with the District:

OFELIA CAICEDO, Campus Safety Asst., TRP, DOH 11/10/2014, effective 8/15/2022;

CARL JOHN GASCON, Inst. Asst.-PE, JFK, DOH 11/03/2008, effective

8/15/2022;

MARIE SOCHAYSENG, Inst. Asst.-ASP, TE, DOH 5/05/2003, effective 8/15/2022;

LUCIE BRAUN, School Admin. Asst., TRP, DOH 8/10/2017, effective 9/13/2022.

APPROVED

B. *Employment - Classified Personnel - ACTION

The Administration recommends approval of employment of the following classified employees as detailed in the attached documentation: EMMANUEL PASCUAL, LUISABEL CHOW, ROSA TORRES, JUAN VELASCO, JUDITH ESPEJO PALALAY, HAZEL MARIA TIJERINO, GENESIS RECINOS PALMA, OLIVIA LIM, ZEE BREWER-WILLIAMSON, AE RHEE HWANG KIM, and JEREMY M. WONG.

APPROVED

C. *Leaves of Absences - Classified Personnel - ACTION

The Administration recommends approval of the Leave of Absence requests from the following classified employees:

NUHA HANNA, Inst. Asst.-ASP, FDR, unpaid leave, effective 8/16/2022-10/30/2022;

SOPHIA RODRIGUEZ, Library Tech., JFK, FMLA leave, effective 8/16/2022-9/11/2022;

EDNA GABRILLO, Inst. Asst.-PS, GP, FMLA leave, effective 8/16/2022-10/30/2022;

INEZ SANTIAGO, Inst. Asst.-PS, GP, FMLA leave, effective 8/16/2022-12/04/2022.

APPROVED

12. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernardo Vidales

A. Board Policies/Administrative Regulations: March 2022 CSBA Board Policy Updates - Second Reading (5 min.) - DISCUSSION/ACTION

The Board will review and revise Board Policies/Administrative Regulations from March 2022 CSBA Board Policy Updates as stated in a second reading.

APPROVED

13. BOARD GOVERNANCE MATTERS

A. Leadership Transition Planning - DISCUSSION/ACTION

Board members will review their options for selecting the next JESD Superintendent. They will discuss and decide whether the Board will consider pursuing the interview of internal district administrator candidates or whether to engage in a wider search, with the support of a search firm's consulting services, and a timeline by which either might be conducted in order to make

their selection.

APPROVED (Pursuing internal district administrator candidates.)

B. District Superintendent Job Specifications - ACTION

The Administration recommends approval of the updated District Superintendent Job Specifications to be used in the recruitment of candidates for the position of District Superintendent.

APPROVED (as amended)

14. 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

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

HELD

16. ADJOURN

9:13 p.m.