

**Jefferson Elementary School District
BOARD ACTIONS**

Regular Governing Board Meeting

November 09, 2016, 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 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
Marie Brizuela
Rebecca Douglass
Clayton Koo
3. **Pledge of Allegiance**
 - A. **Daly City Host Lions Club 2016 Peace Poster Contest Winners**
HELD
4. **Review Board Meeting Guidelines**
HELD
5. **Approval of Agenda**
APPROVED
6. **SPECIAL PRESENTATIONS**
 - A. **Daly City Host Lions Club 2016 Peace Poster Contest Winners (15 min.)**

The Daly City Host Lions Club will present this year's poster contest award winners. Students from Benjamin Franklin, Fernando Rivera, Holy Angels, Our Lady of Perpetual Help, and Thomas R. Pollicita schools entered the contest.

INFORMATION
7. **COMMUNICATIONS (15 min.)**
 - A. **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 Board may not discuss or comment on any items in this section. The maximum time allowed for any speaker is usually three minutes.
 - B. **Administrator Comments**
 - C. **Board Member Acknowledgements and Commendations**
 - D. **Correspondence**
 - E. **Superintendent Comments**
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

B. * Approval of Minutes - ACTION

Minutes of Regular Governing Board Meetings September 28, 2016 and October 12, 2016.

APPROVED

C. * Contracted Services - Edgewood Community School - ACTION

The Administration recommends acceptance of a contract in the amount of \$121,142.70 with Edgewood Community School to provide education and mental health services to a Jefferson Elementary School District student. The education service will be funded through the Special Education Department's budget and the mental health service will be funded through SELPA.

APPROVED

D. * Contracted Services - Morgan Autism Center - ACTION

The Administration recommends acceptance of a contract in the amount of \$84,321.46 with Morgan Autism Center to provide educational services to a Jefferson Elementary School District student. The Board has already approved \$79,401.25 at its meeting of July 27, 2016. The increase of \$4,921.21 was due to the increase of services. The contract is to be funded through the Special Education budget.

APPROVED

E. * Mediated Agreement - ACTION

The Administration recommends acceptance of the Mediation Agreement in the amount of \$25,000 per year for 2016-2017 and 2017-2018. This agreement is to be funded through the Special Education budget.

APPROVED

F. Call for Nominations for CSBA Delegate Assembly - INFORMATION

The Administration recommends that the Board considers nominating local board members for CSBA Delegate Assembly.

INFORMATION (Packet due to Superintendent's office by 12/5/16)

G. Proposed Board Meeting Dates for 2017 (5 min.) - INFORMATION/DISCUSSION

The Board will review and discuss proposed Board Meeting dates for 2017 to be voted on at the December 14, 2016 meeting.

INFORMATION

H. CSBA Annual Conference - Ticketed Meal Functions and Scheduling Board Reports (10 min.) - DISCUSSION/ACTION

At the June 22, 2016 Board meeting, the Board approved sending five board members to the CSBA Annual Conference from December 1-3, 2016 in San Francisco. There will be discussion to determine whether Board members would like to also attend the Ticketed Meal Functions at the conference. The cost of attending a breakfast function is \$72 and luncheon is \$92. The Board will also schedule member reports of conference sessions.

DISCUSSED (Up to two Ticketed Meal Functions per person; Member reports schedule: Rebecca Douglass – 12/14/16, Shakeel Ali – 1/18/17, Clayton Koo and Marie Brizuela – 2/1/17, Manufou Liaiga-Anoa'i – 2/15/17)

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

A. * Acceptance of Donations - ACTION

The Administration recommends acceptance of the following donations:

Garden Village:

\$750.00 from Silicon Valley Community Foundation to be used for a Sacramento field trip by the fourth grade at the school.

George Washington:

\$600.01 from Lifetouch to be used for instructional materials at the school.

J.F. Kennedy:

\$1,000.00 from DoTopia to be used at the school

\$750.00 from Silicon Valley Community Foundation to be used at the school.

M. P. Brown:

\$750.00 from Silicon Valley Community Foundation to be used for a field trip at the school.

M.H. Tobias:

\$726.38 from Lifetouch to be used at the school.

\$500.00 from Masonic Lodge to be used for the gardening outdoor education program at the school.

Packs of seeds from Sloat Gardening Center to be used for the school's gardening program.

Thomas Edison:

\$760.00 from Philanthropic Ventures Foundation through the Geballe Family to be used at the school.

APPROVED

B. * Williams Uniform Complaints - Quarterly Report for July 1, 2016 through September 30, 2016 - ACTION

The Administration is required to report the number of complaints and whether the complaints have been resolved. For the quarter of July 1, 2016 through September 30, 2016, 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 showed there were no teacher vacancies and there were no teacher misassignments.

APPROVED

C. Special Education Department Updates and Special Day Class Curriculum Adoption - ACTION

Dr. James Adams, Director of Special Education, will share updates about the Special Education Department, review of curriculum pilot process and recommend the adoption of a Common Core aligned curriculum for Special Day Classes. Administration recommends approval of the adoption of the Unique Learning System published by n2y for Special Day Class (SDC) instruction for use in PreK-8th Special Day Classes.

APPROVED

10. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler

A. * Approval of Warrants - ACTION

Warrants totaling \$2,761,349.28.

APPROVED

B. * Approval of 2015-16 Developer Fee Compliance Pursuant to Government Code 66001 - ACTION

The Administration recommends that the Board finds the District compliant pursuant to Government Code 66001.

APPROVED

C. Contracted Services - Helmut Bugasky - ACTION

The Administration recommends approval of the contract with Helmut Bugasky for Inspector of Records Services for TRP Phase IIB and III in the amount not to exceed \$125,000.

APPROVED

D. Resolution No. 16-11-09, Adopting the Uniform Public Construction Cost Accounting Act (UPCCAA) - ACTION

The Administration recommends adoption of Resolution No.16-11-09, Uniform Public Construction Cost Accounting Act.

ADOPTED

E. Resolution No. 16-11-09A, Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (UPCCAA) - ACTION

The Administration recommends adoption of Resolution No. 16-11-09A, Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act.

ADOPTED

F. Resolution No. 16-11-09B, Emergency Construction Under the Uniform Public Construction Cost Accounting Act (UPCCAA) - ACTION

The Administration recommends adoption of Resolution No. 16-11-09B, Emergency Construction Under the Uniform Public Construction Cost Accounting Act.

ADOPTED

11. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. * Certificated Resignation 2016-2017 - ACTION

The Administration recommends acceptance of the following Certificated resignation: KATIE THI, TIG/EL teacher, DW, effective October 7, 2016. Ms. Thi has been employed by the District since January 12, 2016.

APPROVED

B. * Hire Certificated Substitute Teacher 2016-2017 - ACTION

The Administration recommends hiring the following Certificated substitute teacher at the rate of \$158 per day: REBECCA MICHAELSON.

APPROVED

C. * Certificated Family and Personal Leave of Absence 2016-2017 - ACTION

The Administration recommends approval of a request for a Paid Family Leave of Absence and Unpaid Personal Leave of Absence received from MOLLY ZARZAR, Kindergarten teacher, GV, Paid FMLA 11/16/16-2/3/17 and Unpaid PLOA 2/6/17-6/9/17.

APPROVED

12. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. * Employment - Classified Personnel - ACTION

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

(Prob.) Library Tech., \$19.80/hr., GW, 3 hrs./day, 10 mos./yr., effective 11/01/16: REGINA AGUIRRE-MYVETT;

(Sub.) Noonyard Supv., JFK, \$10.00/hr., as needed, effective 9/08/16: ESPERANZA BERNALES;

(Sub.) Noonyard Supv., JFK, \$10.00/hr., as needed, effective 9/12/16: ALEXANDRIA DELAZADA;

(Sub.) Office Asst., \$18.48/hr., School Admin. Asst., \$22.46/hr., Instructional Asst./ASP/P.E., \$16.77/hr., Campus Safety Asst., \$17.58/hr., Instructional Tech., \$18.48/hr., as needed, effective 10/17/16: ALISON CHAN;

(Sub.) Inst. Asst.-P.E., \$16.77/hr., effective 10/26/16: CELESTE GONZALEZ;

(Sub.) Office Asst., \$18.48/hr., Campus Safety Asst., \$17.58/hr., Instructional Asst. PS/ASP, \$16.77/hr., Library Tech., \$19.40/hr., as needed, effective 10/27/16: DORIS CRAWFORD.

APPROVED

B. Salary Recommendation for Classified Position of School Resource Coordinator - ACTION

The Administration recommends approval of the annual salary schedule for School Resource Coordinator at \$34.15/hr. (Step 1) through \$41.47/hr. (Step 5). The Personnel Commission approved the proposed salary at its October 11, 2016 meeting. The Governing Board approved the job description at its September 28, 2016 meeting.

APPROVED

13. BOARD POLICIES/ADMINISTRATIVE REGULATIONS - Bernie Vidales

A. Board Policies/Administrative Regulations: October 2015 CSBA Board Policy Revisions, BP 3512 Equipment, and BP/AR 5141.41 Students - First Reading (5 min.) - DISCUSSION/ACTION

The Board will review and revise Board Policies/Administrative Regulations and Minor Revisions from October 2015 CSBA Board Policy Revisions, BP 3512 Equipment (existing), and BP/AR 5141.41 Students (new) as stated in a first reading.

APPROVED

14. Board Member Comments, Reports and Reflection on Board Meeting Guidelines

HELD

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

HELD

16. Convene to Closed Session

8:54 p.m.

17. 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/Bernie Vidales, CSEA

NO ACTION

C. Unrepresented Classified and Certificated Employees

Conference with Labor Negotiators: Agency Designated Representative, Bernie Vidales

NO ACTION

18. Report Out of Closed Session

NONE

19. ADJOURN

9:37 p.m.