

**Jefferson Elementary School District
BOARD ACTIONS**

Regular Governing Board Meeting

December 12, 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/JESDDaly

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

7:09 p.m.

2. Members Present

Shakeel Ali

Marie Brizuela

Clayton Koo

Manufou Liaiga-Anoa'i

Maybelle Manio

3. Pledge of Allegiance

HELD

4. Installation of Board Members

HELD (Marie Brizuela, Clayton Koo, Maybelle Manio)

5. 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

6. Approval of Agenda

APPROVED as amended

7. Unfinished 2018 Business

A. Governing Board's Appointment to the Personnel Commission - ACTION

The Governing Board will consider action to name Mr. Ron Appel as its appointee to the JESD Personnel Commission for the three-year term beginning on December 1, 2018. On October 24, 2018, the Governing Board previously announced Mr. Appel as its intended appointee and held a public hearing on the appointment at the November 14, 2018 meeting.

TABLED (until Joint Study Session with Personnel Commission)

8. Governing Board Annual Reorganization - ACTION

The Board, each year, is required under Education Codes 35022 and 35143 to elect a President and Clerk. Board Bylaw 9100 also specifies that a Vice President shall be elected. The Board shall also elect a Representative (and alternate) for the County Committee on School District Organization (Education Code 35023).

APPROVED (Clayton Koo, President; Shakeel Ali, Vice President; Maybelle Manio, Clerk; Marie Brizuela, Representative on County Committee on School District Organization; Manufou Liaiga-Anoa'i, alternate for Representative on County Committee on School District Organization)

9. Recess

8:03

10. 8:00 p.m. Reconvene Meeting

8:37

11. 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

12. 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. * Appointment of Secretary to the Board - ACTION

In accordance with Education Code 35025 and Board Bylaw 9122, the Board shall recognize the appointment of Bernardo Vidales, Superintendent, as Secretary to the Board.

APPROVED

C. * Resolution No. 18-12-12A, Authorized Signatures - ACTION

The Administration recommends that the Board adopt Resolution No. 18-12-12A, authorizing signatories for the School District.

ADOPTED

D. * Governing Board Meeting Dates and Governance Calendar for 2019 - ACTION

The Board will approve proposed Board Meeting dates and Governance Calendar for 2019.

APPROVED as amended (changed 7/17/19 to 7/24/19)

E. Reorganization of District/Board Subcommittees (10 min.) – ACTION

The Board will consider the composition of existing subcommittees and appoint one-two Board members as representatives to the District/Board

Subcommittees:

Parent Involvement Advisory Committee (PIAC) (1)

Wellness (1)

City of Daly City/Colma and other Local Partnerships (2)

Jefferson Union High School District and Local Elementary School Districts (2)

Board Policies (2)

APPROVED (Parent Involvement Advisory Committee (PIAC): Clayton Koo; Wellness: Maybelle Manio; City of Daly City/Colma and other Local Partnerships: Shakeel Ali, Marie Brizuela; Jefferson Union High School District and Local Elementary School Districts: Shakeel Ali, Manufou Liaiga-Anoa'i; Board Policies: Clayton Koo, Manufou Liaiga-Anoa'i)

F. Superintendent Advisory Committees (10 min.) - INFORMATION

The Superintendent requests that the Board indicate willingness and interest to serve as advisors from time to time to Superintendent on issues relating to the areas below. These advisory committees serve as advisory alone and any matter requiring Board action or direction will be brought to the full Board.

Budget and Facilities (2)

Educational Services (2)

INFORMATION

G. * Approval of Minutes - ACTION

Minutes of Regular Governing Board Meeting October 10, 2018.

APPROVED

H. * 2019-2020 First and Last Day of School - ACTION

The Administration recommends the approval of the first and last days of school for the 2019-2020 school year. The first day of school will be on August 21, 2019 and the last day of school will be on June 12, 2020. The dates have been determined as part of the District Calendar Committee process.

APPROVED

I. Administrative Appointment 2018-2019 - ACTION

The Administration recommends approval of the following Administrative appointment: NUALA O'SULLIVAN HALEY, Principal, Garden Village School, effective January 7, 2019, 1MWMA, Step 2 Elementary Principal, pro-rated to start date, \$61,637.18.

APPROVED

J. Select Date for Joint Study Session on Board - Personnel Commission - ACTION

The Administration recommends the Board select a date for a joint Study Session on Governing Board - Personnel Commission Roles and Responsibilities. Available dates are February 12, 2019 and February 26, 2019.

APPROVED (2/12/19)

K. Resolution No. 18-12-12, Resolution of the Board of Trustees of the Jefferson Elementary School District Approving Second Amended and Restated Bylaws for the Jefferson Elementary School District Citizens' Oversight Committee - ACTION

The Administration recommends approval of Resolution No. 18-12-12, Resolution of the Board of Trustees of the Jefferson Elementary School District Approving Second Amended and Restated Bylaws for the Jefferson Elementary School District Citizens' Bond Oversight Committee. The new bylaws expand oversight to include for Measure U expenses.

APPROVED

13. EDUCATIONAL & STUDENT SERVICES - Sandy Mikulik

A. * Acceptance of Donations - ACTION

The Administration recommends acceptance of the following donations:

Fernando Rivera:

\$500.00 from University of Michigan to be used in Andrew Coblentz's science class.

Franklin D. Roosevelt:

\$1,000.00 from Californians Dedicated to Education to be used for family engagement activities.

M.H. Tobias:

\$672.10 from Dorian Artistry in Photography to be used at the school.

Thomas Edison:

\$1,000.00 from Californians Dedicated to Education to be used for family engagement activities.

Thomas R. Pollicita:

\$500.00 from Philanthropic Ventures Foundation to be used to purchase a new garden bed frame.

\$500.00 from Philanthropic Ventures Foundation to be used in the Science Lab.

Woodrow Wilson:

\$5,000.00 from the National Christian Foundation and the Thomas L. Thomas Family Foundation Fund to be used for instructional materials at the school.

\$2,823.19 from American Federation of Teachers, Local 1481 AFT 3267 & 1481 MCCSN Project to be used for chrome books at the school.

\$1,150.00 from Friends of Santa Cruz State Parks to be used for field trips.

\$365.97 from American Federation of Teachers, Local 1481 AFT 3267 & 1481 MCCSN Project to be used in the garden classroom in memory of Lynda Flynn-McNesby.

APPROVED

B. * Single Plan for Student Achievement 2018-2019 - ACTION

The Administration recommends approval of the Single Plan for Student Achievement Report for the following JESD schools: Daniel Webster, Garden Village, Margaret P. Brown, Marjorie H. Tobias, and Thomas Edison as developed by their School Site Council and school staff.

APPROVED

14. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler

A. * Approval of Warrants - ACTION

Warrants totaling \$1,664,735.33.

APPROVED

B. * Approval of 2017-18 Annual 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. * Procure and Install New Backflow Devices at Five (5) Different School Locations - ACTION

The Administration recommends approval of Ciari Plumbing & Heating, Inc.'s, proposals to procure and install new backflow devices at the following school locations: Daniel Webster, M.P. Brown, M.H. Tobias, Thomas Edison, and George Washington. The total price is for an amount not to exceed \$50,000.00. This will be funded by Fund 21.

APPROVED

D. * Provide and Install High Definition Security Camera System at District Office - ACTION

The Administration recommends approval of a contract with AVF Systems, Inc., for installation of high definition camera system at the District Office for an amount not to exceed \$23,000. This is part of the District's Safety Improvement Program and will be funded by Fund 21.

APPROVED

E. * Schematic Design of Parking and Drop Off Area for Garden Village Elementary School - ACTION

The Administration recommends approval of a contract with Weston Miles Architects for Master plan of parking and drop off areas at Garden Village Elementary School for an amount not to exceed \$9,000. This is part of the District's Safety Improvement Program and will be funded by Fund 21.

APPROVED

F. * New Fencing at Benjamin Franklin Intermediate School - ACTION

The Administration recommends the approval of a contract with Weston Miles Architects for Architectural Construction Documents and Construction Administration for fencing at Benjamin Franklin Intermediate School for an amount not to exceed \$22,000. This is part of the District's Safety Improvement Program and will be funded by Fund 21.

APPROVED

G. * Gardening Services for the District's Seventeen (17) Sites - Bid Acceptance - ACTION

A bid opening was held at 2:00 p.m. on November 13, 2018 for the Gardening Services at District's seventeen (17) sites. The Administration recommends the bid be awarded to the low bidder, Frank Grossman Landscape Contractors, Inc., in the amount of \$319,230 total per year for two and a half (2.5) years. The Bid Summary is attached. This project will be funded by General Fund.

APPROVED

H. * Contract Services - Helmut Bugasky - ACTION

The Administration recommends approval of a contract with Helmut Bugasky for Inspector of Records Services for Fernando Rivera School New Modular Classroom/Restroom Wing for an amount not to exceed \$22,000 and at Franklin D. Roosevelt School New Modular Classroom/Restroom Wing & Campus Improvement for an amount not to exceed \$22,000. The total price is an amount not to exceed \$44,000. Funded by Fund 21.

APPROVED

I. FY 2018-19 First Interim Budget Review (20 min.) - ACTION

Ms. Julie Kessler, Assistant Superintendent of Business Services, will present the 2018-19 First Interim Financial Report for period ended October 31, 2018. The Administration recommends that the Board of Trustees:

- a. Review the First Interim Financial Report;
- b. Approve the filing of the certification of financial condition; and
- c. Approve the revision of the adopted budget to correspond to the projected year totals for revenues and expenditures.

APPROVED

15. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. * Certificated Resignations 2018-2019 - ACTION

The Administration recommends acceptance of the following resignations: SHIKHA SHARMA, GV, 5th grade teacher, currently on unpaid LOA for 2018-2019, resignation effective November 28, 2019. Ms. Sharma has been employed by the District since August 18, 2014.

KATHRYN DOWN, SPED, School Psychologist, resignation effective November 16, 2018. Ms. Down has been employed by the District since November 27, 2017.

APPROVED

B. * Hire Certificated Personnel 2018-2019 - ACTION

The Administration recommends hiring the following Certificated personnel: OMAR CORTEZ, Temporary Status, FR, RSP teacher, CLS1A, Step 1, effective December 3, 2018, pro-rated to start date, \$34,189.74.

APPROVED

C. * Certificated Leave of Absence 2018-2019 - ACTION

The Administration recommends approval of the following Certificated leave requests:

ELAINE FRANCISCO, PhD, TE, PS SPED teacher, unpaid FMLA, 12/7/18-12/17/18.

CHRISTINA SANCHEZ, GW, 5th grade teacher, unpaid Child Care Leave of Absence, 12/17/18-12/20/18.

APPROVED

D. Education Specialist/CBEST Variable Term Waiver Request 2018-2019 - ACTION

The Administration recommends approval of the request for an Education Specialist/CBEST Exam Variable Term Waiver for Mr. Omar Cortez, Special Education teacher at Fernando Rivera School for the 2018-2019 school year.

The Waiver is required while Mr. Cortez completes his Education Specialist Credential Program at San Francisco State University and has had the opportunity to take and pass the CBEST Exam.

APPROVED

16. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. Retirement - Classified Personnel - ACTION

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

MORGAN EMLAY, Maintenance Tech., MN, effective October 27, 2018, date of hire: 7/17/1989;

JUDITH WHITE, Inst. Asst.-Sp. Ed., SBA, effective December 21, 2018, date of hire: 11/13/1980;

FRANCINE ULLRICH, Office Asst. II, JFK-ELD Dept., effective June 29, 2019, date of hire: 4/5/1989.

APPROVED

B. * Resignation - Classified Personnel - ACTION

The Administration recommends approval of the resignation from the following classified employee:

Senior Dept. Account Asst., CK, effective 11/28/18, date of hire: 7/17/18:

MARYANI SUKRI.

APPROVED

C. * Employment - Classified Personnel - ACTION

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

(Sub.) Inst. Asst.-P.E., \$17.10/hr., Noonyard Supv., \$11.00/hr., Spec. Circ. Inst. Asst., \$20.78/hr. Inst. Tech., \$18.86/hr., Inst. Asst.- Sp. Ed., \$17.93/hr., School Admin. Asst., \$22.91/hr., Inst. Asst., \$17.10/hr., as needed, effective 11/26/18: JENNIFER CAZARES;

(Sub.) Main. Utility Tech., \$21.81/hr., effective 11/19/18: XIAO JIANG YE;

(Sub.) Inst. Asst.-Preschool, \$17.10/hr., effective 11/13/18: MARINELLE S. VELASCO;

(Sub.) School Admin. Asst., \$22.91/hr., effective 11/13/18: SYLVIA HERNANDEZ-ARAMBURO;

(Sub.) Sr. Dept. Acct. Asst., \$24.65/hr., effective 11/13/18: VERONICA MASON;

(Sub.) Office Asst. I, \$18.86/hr., effective 11/6/18: ABEGAIL HAUTEA;

(Sub.) Inst. Asst.-Sp. Ed, \$17.93/hr., Warehouse Worker/Del. Driver, \$20.76/hr., Spec. Circ. Inst. Asst., \$20.78/hr., Inst. Asst.-P.E., \$17.10/hr., effective 11/07/18: ANDREW LLOREN;

(Sub.) Atten. Tech., \$21.29/hr., Office Asst. 1, \$18.86/hr., Sch. Admin. Asst., \$22.91/hr., effective 11/5/18: CONNIE DIJANICH;

(Sub.) Inst. Asst.-PE, \$17.10/hr., Inst. Asst.- ASP, \$17.10/hr., Spec. Circ. Inst. Asst., \$20.78/hr., Inst. Asst.-Sp. Ed., \$17.93/hr., Campus Safety, \$17.93/hr., effective 11/5/18: NORMA ENCISO LOPEZ;

(Sub.) School Admin. Asst., \$23.38/hr., effective 10/22/18: ZENAIDA CORONEL;

(Sub.) Inst. Asst.-ASP, \$17.10/hr., effective 10/10/18: NAY ZAR TUN KYAW;

(Sub.) Spec. Circ. Inst. Asst., \$20.78/hr., effective, 9/10/18: ROSE HUTCHINGS-PEREZ.

APPROVED

D. * Unpaid Leaves of Absence - Classified Personnel - ACTION

The Administration recommends approval of the unpaid leaves of absence for the following employees:

MARCO ANGULO, Custodian II, TE, from 12/24/18 through 4/01/2019;

LYNDA INNIS, Inst. Asst.-ASP, MPB, from 8/20/18 through 1/4/19.

APPROVED

17. REPORTS FROM BOARD MEMBERS ON PROFESSIONAL DEVELOPMENT

A. Board Study Session: CSBA 2018 Annual Education Conference (10 min.) - INFORMATION/DISCUSSION

Board Member Clayton Koo will highlight some of his learnings as well as give a report about his attendance at the California School Boards Association (CSBA) 2018 Annual Education Conference and Trade Show in San Francisco from November 29-December 1, 2018.

TABLED

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

HELD

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

NONE

20. Convene to Closed Session

10:40 p.m.

21. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release

NO ACTION

B. CSEA Negotiations

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

NO ACTION

C. Superintendent Evaluation

NO ACTION

22. Report Out of Closed Session

HELD (Board completed evaluation of Superintendent and signed off on completed evaluation.)

23. ADJOURN

10:51 p.m.