

Jefferson Elementary School District
BOARD ACTIONS

Regular Governing Board Meeting

December 14, 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**
7:00 p.m.
2. **Members Present**
Shakeel Ali
Marie Brizuela
Rebecca Douglass
Clayton Koo
Manufou Liaiga-Anoa'i
3. **Pledge of Allegiance**
A. Eden Magbilang, student at Marjorie H. Tobias Elementary School, and
"Voice of Measure T" will lead the pledge.
HELD
4. **Review Board Meeting Guidelines**
HELD
5. **Approval of Agenda**
APPROVED
6. **SPECIAL PRESENTATIONS**
A. **Acknowledging Success of Measure T Campaign Steering Committee**
(15 min.)
The District will acknowledge the successful efforts of the Measure T Campaign
Officers and Steering Committee.
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. Governing Board Annual Reorganization - ACTION

The Board, each year, is required under Education Codes 35143, 35105, and 35022, to elect officers, including a County Representative on School District Organization (Education Code Section 35032). The officers to be elected are President, Vice President, Clerk, and Representative on County Committee on School District Organization.

APPROVED (Marie Brizuela, President; Clayton Koo, Vice President; Manufou Liaiga-Anoa'i, Clerk; Rebecca Douglass, Representative on County Committee on School District Organization; Shakeel Ali, Member)

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 November 9, 2016.

APPROVED

C. * Resolution No. 16-12-14 to Excuse Manufou Liaiga-Anoa'i from Regular Board Meeting November 9, 2016 - ACTION

Pursuant to Education Code 35120 (9)(c), the Board will consider passage of a resolution to excuse Manufou Liaiga-Anoa'i's absence on November 9, 2016, due to illness.

APPROVED

D. * Contracted Services - Edgewood Community School - ACTION

The Administration recommends acceptance of a contract in the amount of \$242,285.40 with Edgewood Community School to provide education and mental health services to two Jefferson Elementary School District students. The Board has already approved \$121,142.70 at its regular meeting of November 9, 2016. The increase of \$121,142.70 is due to the additional student. The education services will be funded through the Special Education Department's budget and the mental health services will be funded through the SELPA.

APPROVED

E. * Appointment of Secretary to the Board - ACTION

It is recommended to appoint Bernardo Vidales, Superintendent, as Secretary to the Board.

APPROVED

F. * Board Resolution No. 16-12-14A, Authorized Signatures - ACTION

The Administration recommends that the Board adopt Resolution No. 16-12-14A, authorizing Bernardo Vidales, Julie Kessler, Brent Marquez-Valenti, Sandy Mikulik, and Abhay Chand to sign orders drawn on District funds.

ADOPTED

G. * Governing Board Meeting Dates for 2017 - ACTION

The Board will approve proposed Board Meeting dates for 2017.

APPROVED

H. Reorganization of District Subcommittees (10 min.) - ACTION

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

Board Policies (2)

Budget and Facilities (2)

City of Daly City/Colma (2)

Curriculum and Instruction (2)

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

Parent Involvement Advisory Committee (PIAC) (1)

Wellness (1)

Community Partnerships (New) (2)

APPROVED (Board Policies: Clayton Koo, Rebecca Douglass; Budget and Facilities: Shakeel Ali, Manufou Liaiga-Anoa'i; City of Daly City/Colma: Rebecca Douglass, Manufou Liaiga-Anoa'i; Curriculum and Instruction: Rebecca Douglass, Manufou Liaiga-Anoa'i; Jefferson Union High School District and Local Elementary School Districts & Community Partnerships: Shakeel Ali, Marie Brizuela; Parent Involvement Advisory Committee (PIAC): Clayton Koo; Wellness: Marie Brizuela)

I. Resolution Commending Mayor Gonzalo "Sal" Torres of City of Daly City - ACTION

The Administration recommends an appropriate resolution be prepared commending Mayor Gonzalo "Sal" Torres of the City of Daly City for his years of dedicated service on the City Council and to the students and community of Daly City and on the occasion of his retirement.

APPROVED

J. Resolution Commending Vice Mayor David J. Canepa of City of Daly City - ACTION

The Administration recommends an appropriate resolution be prepared commending Vice Mayor David J. Canepa of the City of Daly City for his years of dedicated service on the City Council and to the students and community of Daly City and on the occasion of his installation as County Supervisor.

APPROVED

K. * AFT, Local 3267, and the Jefferson Elementary School District Tentative Agreement for 2016-2017 School Year – ACTION

Administration recommends approval of Tentative Agreement pending AB 1200 approval and unit ratification. The agreement will provide a one-time improvement of district contributions for Kaiser +1 and Kaiser +2/Family covered employees until June 30, 2017; and approval of a side letter describing the piloting of an evaluation tool for school counselors.

APPROVED

L. * CSEA, Chapter #233, and the Jefferson Elementary School District Tentative Agreement for 2016-2017 School Year - ACTION

Administration recommends approval of Tentative Agreement pending AB 1200 approval and unit ratification. The agreement will provide a one-time improvement of district contributions for Kaiser +1 and Kaiser +2/Family covered employees until June 30, 2017.

APPROVED

M. * Health Benefits Contribution for Governing Board and Personnel Commission Members - ACTION

Pending AB 1200 approval, the Administration recommends approval of a one-time improvement (similar to bargaining units) to district contributions for Kaiser +1 and Kaiser +2/Family covered employees until June 30, 2017.

APPROVED

N. * Health Benefits Contribution for Unrepresented Certificated and Classified Employees - ACTION

Pending AB 1200 approval, the Administration recommends approval of a one-time improvement (similar to bargaining units) to district contributions for Kaiser +1 and Kaiser +2/Family covered employees until June 30, 2017.

APPROVED

O. * Health Benefits Contribution for Unrepresented Management, Assistant Superintendents and Superintendent - ACTION

Pending AB 1200 approval, the Administration recommends the continuation of District health benefit contribution for Kaiser Employee only and a one-time improvement for Kaiser and Anthem +1 and +2/Family covered employees through June 30, 2017.

APPROVED

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

A. * Acceptance of Donations - ACTION

The Administration recommends acceptance of the following donations:

F.D. Roosevelt:

\$2,000.00 from Mission Lodge #169 to be used at the school.

\$1,000.00 from Philanthropic Ventures Foundation to be used for Ms. Carrie Centeno's fifth grade IFly field trip.

\$421.13 from Lifetouch to be used at the school.

\$50.00 from Eyling Colomer towards the cost of a trombone.

\$50.00 from Robert F. Sanchez towards the cost of a trumpet.

M.H. Tobias:

\$300.00 from Eunice Li to be used at the school.

\$88.83 from Wells Fargo Community Support Campaign and DoTopia to be used at the school.

\$59.04 from Wells Fargo Community Support Campaign and DoTopia to be used at the school.

\$30.00 from Norman Jay to be used at the school.

Thomas Edison:

\$750.00 from Silicon Valley Community Foundation School Excursion Fund at the recommendation of Lisa Fremont and in memory of Bette Moorman to be used for a field trip.

APPROVED

11. BUSINESS & FINANCIAL PROCEDURES - Julie Kessler

A. * Approval of Warrants - ACTION

Warrants totaling \$2,705,192.31.

APPROVED

B. * AB 1200 - Disclosure of Collective Bargaining Agreement with AFT Chapter #3267, CSEA Chapter #233, Unrepresented Confidential Classified Employees, and Unrepresented Certificated and Classified Management for the 2016-17 School Year - ACTION

As required by AB 1200, the District is providing public disclosure of the costs of the Collective Bargaining Agreement, regarding the increase in the cost of employee benefits, with AFT Chapter #3267, CSEA Chapter #233, Unrepresented Confidential Classified Employees, and Unrepresented Certificated and Classified Management for the 2016-17 school year. Agreement costs are also available to the public.

APPROVED

C. * T.R. Pollicita Phase III Construction Electrical Project - Bid Acceptance - ACTION

The bid opening was held at 2:00 p.m. on November 10, 2016 for the T.R. Pollicita Middle School Main Campus Improvements, Phase III project. The Administration recommends the project be awarded to the lowest responsible bidder, A.S.F. Electric, Inc., in the amount of \$499,488.00. The recommended contractor has submitted the lowest valid bid. The bid results are attached. This project will be funded by Measure I funds held in Fund 21.

APPROVED

D. * T.R. Pollicita Phase III Construction General Trades Project - Bid Acceptance - ACTION

The bid opening was held at 2:00 p.m. on November 10, 2016 for the T.R. Pollicita Middle School Main Campus Improvements, Phase III project. The Administration recommends the project be awarded to the lowest bidder, Beals Martin & Associates, in the amount of \$1,593,464.00. The recommended contractor has submitted the lowest valid bid. The bid results are attached. This project will be funded with Measure I funds held in Fund 21.

APPROVED

E. FY 2016-17 First Interim Budget Review (20 min.) - ACTION

Ms. Julie Kessler, Assistant Superintendent of Business Services, will present the 2016-17 First Interim Financial Report ending October 31, 2016. 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

12. CERTIFICATED PERSONNEL - Brent Marquez-Valenti

A. * Certificated Resignation 2016-2017 - ACTION

The Administration recommends acceptance of the following Certificated resignation: PEGGY YANG, K-2 SDC teacher, GW, effective November 18, 2016. Ms. Yang has been employed in the District since August 11, 2016.

APPROVED

B. * Hire Certificated Teacher 2016-2017 - ACTION

The Administration recommends hiring the following Certificated teacher for the 2016-2017 school year: JESS L. ROAT, DW, TIG/EL teacher, effective November 16, 2016, CLS2A, Step 5, \$61,291 pro-rated to start date.

APPROVED

C. * Hire Certificated Substitute Teachers 2016-2017 - ACTION

The Administration recommends hiring the following Certificated substitute teachers for the 2016-2017 school year at the rate of \$158 per day: MANUEL ZARATE JR., EMILY HOLTZCLAW, MAURA JULIANO, and PEGGY YANG.

APPROVED

D. * Certificated Unpaid Personal Leave of Absence 2016-2017 - ACTION

The Administration recommends approval of a request for Unpaid Personal Leave of Absence received from:

MOLLY ZARZAR, Unpaid Personal Leave of Absence (revised), November 17-18, 2016 and March 13 - June 9, 2017.

MARTHA YOUMAN, Unpaid Personal Leave of Absence, December 8-9, 2016.

APPROVED

E. * Certificated Paid Family Leave of Absence Request 2016-2017 - ACTION

The Administration recommends approval of a request for Paid Family Leave of Absence received from:

MARTHA YOUMAN, Special Ed Office, School Psychologist, 12/12/16-12/16/16, 1/3/17-2/17/17 and 5/22/17-6/16/17.

MOLLY ZARZAR, Garden Village, Kindergarten, 11/28/16-12/16/16, 1/3/17-2/17/17 and 2/27/17-3/10/17.

APPROVED

13. CLASSIFIED PERSONNEL - Brent Marquez-Valenti

A. Retirement - Classified Personnel - ACTION

The Administration recommends approval of the retirement request from ROSE INNES, Special Circumstance Inst. Asst., FDR, effective December 30, 2016, and requests an appropriate resolution be prepared commending her for her years of service with the District. Ms. Innes has been employed by the District since January 29, 2003.

APPROVED

B. * Resignation - Classified Personnel - ACTION

The Administration recommends approval of the resignation of the following employee: RICHARD WONG, Payroll Tech, DO, effective 11/5/16. Mr. Wong was hired on September 29, 2014.

APPROVED

C. * Employment - Classified Personnel - ACTION

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

(Prob.) Spec. Cir. Inst. Asst., \$18.41/hr., JFK, 5 hrs./day, 10 mos./yr., effective 12/01/16: VANESSA ALVAREZ;

(Prob.) Spec. Cir. Inst. Asst., \$18.41/hr., JFK, 5 hrs./day, 10 mos./yr., effective 12/01/16: AVDIELL GUZMAN;

(Prob.) Inst. Asst.-P.E., \$17.11/hr., GV, 3 hrs./day, 10 mos./yr., effective 11/28/16: LOLY ANARIBA;

(Prob.) Library Technician, \$19.80/hr., MPB, 3 hrs./day, 10 mos./yr., effective 11/28/16: KAREN CHIN;

(Prob.) Food Services Asst., \$16.69/hr., FR, 3.75 hrs./day, 10 mos./yr., effective 11/28/16: JAKEH LANDAYAN;

(Prob.) Spec. Cir. Inst. Asst., \$18.41/hr., GW, 5 hrs./day, 10 mos./yr., effective 11/14/16: MARITES MOUNGEY;

(Sub.) Spec. Cir. Inst. Asst., \$18.04/hr., Inst. Asst.-SPED., \$17.58/hr., Inst. Asst.-ASP, \$16.77/hr., as needed, effective 11/21/16: LOLITA ESPLANA;

(Sub.) Spec. Cir. Inst. Asst., \$18.04/hr., as needed, effective 11/15/16: KATIE THI;

(Sub.) Inst. Asst.-ASP, \$18.41/hr., as needed, effective 11/14/16: ZENAIDA CORONEL;

(Sub.) Noonyard Supv., \$10.00/hr., Inst. Asst.-PE, \$16.77/hr., Inst. Asst.-SPED., \$17.58/hr., Office Asst. I, \$18.48/hr., as needed, effective 11/14/16: MICHELLE CHAVEZ;

(Sub.) Campus Safety Asst., \$17.58/hr., Inst. Asst.-PE, \$16.77/hr., Food Services Asst., \$16.36/hr., as needed, effective 11/14/16: MARYANN LANOZA;

(Sub.) Inst. Asst.-PS, \$19.80/hr., as needed, effective 11/14/16: RYAN LINN;

(Sub.) Campus Safety Asst., \$17.58/hr., as needed, effective 11/08/16: INANAMA CHRISTENSON;

(Sub.) Campus Safety Asst., \$17.58/hr., as needed, effective 11/08/16: MICHELLE HENG;

(Sub.) Inst. Asst.-ASP, \$16.77/hr., as needed, effective 11/03/16: VICTORIA DELOS REYES;

(Sub.) Noonyard Supv., \$10.00/hr., GV, as needed, effective 10/17/16: MEI TJOE LIE;

(Sub.) Campus Safety Asst., \$17.58/hr., as needed, effective 10/05/16: STEPHEN NOCITA;

(Sub.) Inst. Asst.-ASP, \$20.78/hr., as needed, effective 10/03/16: CARL JOHN GASCON;

(Sub.) School Admin. Asst., \$22.46/hr., as needed, effective 9/27/16: JAMES KWOK;

(Sub.) Noonyard Supv., \$10.00/hr., JFK, effective 9/20/16: DAVE PAGUIA;

(Sub.) School Admin. Asst., \$22.46/hr., as needed, effective 9/14/16: LUCIA VERONICA RODRIGUEZ;

(Sub.) Inst. Asst.-ASP, \$16.77/hr., as needed, effective 9/2/16: ANA MAGALLANES.

APPROVED

D. * Working Out of Class - Classified Personnel - ACTION

The Administration recommends approval of the following employees to work out of class from Custodian I, FR (\$21.81/hr.) to Custodian III (\$22.92/hr.), effective 9/01/16 through 12/30/2016, or until as needed: FRANCISCO MANZANARES.

APPROVED

E. * Family Medical Leave of Absence - Classified Personnel - ACTION

The Administration recommends approval of the requests for Family Leave of Absence from:

GREGORY BRAND, Warehouse Worker-Delivery Driver, CK, effective November 1, 2016 through December 16, 2016;

LUIS A. GOMEZ, Custodian II, JFK, effective November 21, 2016 through February 10, 2017.

APPROVED

F. * Unpaid Leave of Absence - Classified Personnel - ACTION

The Administration recommends approval of an unpaid leave of absence for MILDRED TABIOS, Inst. Asst.-Bilingual, TRP, for October 28, 2016.

APPROVED

14. 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 - Second 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 second reading.

APPROVED

15. REPORTS FROM BOARD MEMBERS ON PROFESSIONAL DEVELOPMENT

A. Board Study Session: 2016 CSBA Conference (10 min.) - INFORMATION/DISCUSSION

Board Member Rebecca Douglass will highlight some of her learnings as well as give a report about her attendance at the California School Boards Association (CSBA) 2016 Annual Education Conference and Trade Show in San Francisco from December 1-3, 2016.

INFORMATION

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

HELD

17. ADJOURN

8:52 p.m.