Jefferson School District

Official Minutes of the Regular Meeting
Of the Board of Trustees
March 10, 2020

Present: Debbie Wingo, President; Phil Raya, Vice President; Pete Carlson, Member; Brian Jackman, Member; Jim Bridges, Superintendent

In attendance: Dena Whittington, Chief Business Officer; Nancie Castro, Director of Human Resources and Curriculum; Sarah Steen, Curriculum Coordinator; Emily Stroup, Ken Silman, Alyssa Wooten, Christina Orsi, Principals; Celli Coeville, Administrative Assistant

I. OPEN SESSION

a. Call to Order at 5:37 PM
b. Roll Call to Establish Quorum – Mr. Wells was absent
c. Approval of Change to Agenda- no changes were made to the agenda
d. Public Hearing

MSA (Jackman/Raya) – Approve the Agenda as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

e. Closed Session Adjourn to Closed Session for the purpose of discussing matters expressly authorized by Government Codes 3549.1, 54956.7, 54956.8, 54956.9, 54956.95,54957, 54957.8, Education Codes 49079(c), 48912, 48918

f. ADJOURN TO CLOSED SESSION

II. RETURN TO OPEN SESSION – 6:46 PM

Welcome from Board President Mrs. Wingo
Pledge of Allegiance
Superintendent's Report – Dr. Bridges updated the Board and the public regarding the coronavirus. We continue to work closely with San Joaquin County Public Health Services (SJCPHS) as well as follow California Department of Public Health (CDPH) and Centers for Disease Control and Prevention (CDC) guidance for schools. The CDPH continues to determine that the health risk to the general public in California remains low. As of 3:00 pm today, there is one confirmed case of COVID-19 in San Joaquin County. At this time, the San Joaquin County Public Health Officers and the CDPH have not recommended the cancellation of public events, field trips or school closures. San Joaquin County District Superintendents will meet tomorrow with San Joaquin County Public Health Officer, Dr. Maggie Park, to discuss this crisis.

Our focus continues to be on prevention and preparation. We have posted reminders throughout our JSD campuses on handwashing, covering your mouth when you cough, and staying home when you feel ill. JSD staff are routinely cleaning highly touched surfaces, such as door handles, faucets, light switches, handrails, shared desks, push bars, drinking fountains, school busses, playgrounds and other surfaces. Dr. Bridges learned this evening that we should be cleaning our PE equipment as well, and the District will put a plan together to accomplish this requirement. Office staff have been provided a screening checklist to use to determine if a student is sick, when to isolate them, and when to send them home.

We have been working with SJCOE to update our Communicable Disease/Pandemic Preparedness Plan for the District. We will be working with Jefferson Teacher's Association this week to develop a plan for continuing students' education in the event of school closures. This afternoon we provided new guidelines on field trips, attendance awards, and awards assemblies. Per guidelines issued by the California Department of Public Health, we are restricting or cancelling all non-essential, previously approved out-of-county or state field trips to locations that have confirmed community spread cases

DRAFT

of coronavirus (i.e., counties of Santa Clara/Solano/San Francisco; Seattle, WA, etc.). Dr. Bridges noted that for a county to be listed as community spread there must be 2 or more confirmed cases. The CDPH list of locations experiencing community spread will be reviewed daily. At this time, schools should suspend all positive attendance awards. Attendance awards have been a big thing at JSD but for the third trimester we want to ensure that students will not come to school ill in order to maintain their positive attendance.

This week our sites are holding their honor roll assemblies. The assemblies are still scheduled to happen but precautions will be put in place to prevent the spread of illness. There will be no hand shaking, the number of grades attending the assembly will be limited where possible, and signs will be put up at parent sign in sheets asking people not to attend if they are ill.

In other District news, on February 19th, Debbi Rogers our Director of Food Services, Dena Whittington our CBO, along with PJHM Architects and our kitchen consultant went to Dublin Unified S.D. Dr. Bridges expressed his thanks to Nancie Castro's husband, Frank Castro, who kindly hosted the group and allowed them to visit their K-8 school kitchens. This visit gave the group great ideas to plan for our new kitchens as we move forward with our upcoming new schools. March 6th, the District had a professional development day with teachers and administrators. We continued our work on Essential Standards Plans and assessments as part of our Professional Learning Community Process.

In Closed Session, the Board approved the new hire for certificated employees 11999 - 12004; approved the retirement of employee 12005; the resignations of employees 12006, 12007, 12008, 12009, 12010 and 12011. The Board also approved the resignation of classified employee 12012, and the rehire of employee 12013.

The Board also discussed the evaluation of the Superintendent.

The Board voted 4-0 with one member absent to join other school districts and public entities in litigation against Juul to obtain monetary damages for the financial harm suffered by the District as a result of the student vaping crisis.

MSA (Carlson/Jackman)

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

III. PUBLIC HEARING – Tom Hawkins School teacher, Mrs. Deanna Kitchuck, presented a yellow card for public comment. Mrs. Kitchuck wanted the Board to hear her perspective as a teacher, and also how much she appreciated the P.D. this past Friday. After working with kids on learning assessments and targets, teachers are seeing the results and it has been an amazing. Mrs. Kitchuck noted that she also works with a Delta/Sierra STEM collaboration group with Region 6 schools in different districts. They have been working on math and science and Mrs. Kitchuck had to present a lesson study. The teachers in the group asked her how she gets her district to support her? It was eye opening for her to hear that other districts do not have the support that we do. Mrs. Kitchuck said that she was standing up today to thank the Board for their support.

IV. APPROVAL OF THE CONSENT AGENDA

4.1 Minutes – Regular Board Meeting February 11, 2020
4.2 Warrants – February 2020
4.3 Financials – February 2020
4.4 Haggerty Construction, Inc. Change Order Request #'s

MSA (Raya/Jackman) approve the consent agenda as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0

Carlson, Jackman, Wells
Raya, Wingo

V. EDUCATIONAL SERVICES

5.1 Student Body Reports –

Tom Hawkins School - Tom Hawkins' ASB President reported on the events at Hawkins School this past month. Tom Hawkins School will be a busy place! The annual Hawkins Parent Faculty Club (HPFC) See's Candy sales have started. Last week was Read Across America week and there were fun days all week. Monday was Mix & Match Day, Tuesday was Top Hat Tuesday, Wednesday was Wacky Sock Wednesday and Thursday students could dress as a Dr. Seuss character. Last week girls' basketball started. Students at Hawkins are working on improving understanding lessons by doing "I can" statements such as "I can solve equations using fractions" or "I can understand the importance of our forefathers". This Friday HFPC is hosting a movie night with "The Sandlot" as the featured movie. Tom Hawkins has an Instagram account, @TomHawkinsElementary. On St. Patrick's Day the second trimester awards assemblies will be held. On March 27th there will be a Chess Tournament and on April 1st the Spring band concert will be held.

Jefferson School – The ASB President of Jefferson School shared the events from her school. It was an eventful February and beginning of March. In February, the Monticello Jefferson Parent Faculty Association (MJPFA) held Candygram sales. On Valentine's Day there was a Red & Pink Spirit Day which went very well. Last Thursday was Throwback Thursday with throwback music playing at both lunch breaks. Next Friday is last rally of the school year with a Wildcat Spirit Day and Extreme Green and Gold Day. This week students started being extra germ free by washing hands, using hand sanitizer and wiping down Chromebooks before and after each use. MJPFA is hosting a paper drive and the winners will win gift cards.

Anthony Traina School – Anthony Traina School's ASB President shared that this month a lot going on and a lot of fun events are planned at Traina School. At the end of February there was an "I Can Help" rally to help students learn how to manage social media, and how to be aware of the dangers of social media. Students learned that they can use "# I can help" when they see cyber bullying. The last week of February, Traina had their annual book fair. The book fair was a great way for the school to raise money and was a success. Read Across America week followed and students and staff dressed up every day. Students could dress up as Dr. Seuss characters, wear a hat for "The Cat in the Hat"; wear green for "Green Eggs and Ham"; and wear something to show where they've been for "Oh the Places You Will Go". 7-8th grade students went to Delta College and performed which was a wonderful way to highlight the band. Girls' basketball practice has started for 5th -8th graders. The Math Olympiad group has been meeting each and every Wednesday to prep for the upcoming competition in April. The annual Traina's Got Talent show is upcoming where Traina students can showcase their talent.

Monticello School – Monticello School's ASB President reported on this month's updates from her site. 4th grade students enjoyed their field trip to the Gallo Theater where they sang and played recorders with the Modesto Symphony. The 3rd grade students had Pioneer School from 2/25-2/28. They also had their field trip to the old Lammersville School on March 3rd. Third grade students also had a trout release field trip this month. Monticello School celebrated Read Across America week, and students celebrated Dr. Seuss with a number of dress up days. Students will come in colorful outfits for Tie Dye Day on March 27th. The school book sale was held from Friday, February 28th through Thursday, March 5th and it was a big success. Family Night was also a success. Students decorated and painted rocks to put out on the campus to promote positivity and encourage students. They call it there "Pawsativity" campaign. Monticello also had a Hollywood Red Carpet Dance where all students got to walk a red carpet into the dance.

5.2 Student Enrollment- enrollment is maintaining

DRAFT

VI. PERSONNEL SERVICES

6.1 2019-2020 Title 5 Athletic Coach Certification Form

MSA (Jackman/Carlson) approve the 2019-2020 Title 5 Athletic Coach Certification Form as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

6.2 Revised Job Description, Intervention Specialist

MSA (Raya/Jackman) approve the Revised Job Description, Intervention Specialist as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

VII. BUSINESS AND FACILTIES

7.1 February 2020 Budget Adjustments -

MSA (Carlson/Raya) approve the February 2020 Budget Adjustments as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

7.2 2019-2020 Second Interim Report- CBO Dena Whittington reported on the Second Interim report. This is the second update for the school year and it will be the last financial report until we do unaudited actuals at the end of the year. We had an increase in local revenue for preschool. There were some minor adjustments for the LCFF. Our P1 ADA is up by 11 which increases our projections a little bit for the following year. We did have a revision to prior year ADA which was an increase as well. There are two ways that we look at the funding streams. One of them is money coming in, which includes funds from the state, Education Protection Act (EPA) and property taxes. Our outgoing money is in two pots, we have our base funding and our supplemental funds. The majority of our funding is unrestricted. The majority of our money is for certificated employee's salaries and benefits. The District reserves were presented. The major change to the reserves from 1st Interim and 2nd Interim is that the raises and one time funds that we had set aside are now allocated as expenditures. Next steps are that we are regrouping, and starting to analyze what we've done this year and to start planning for next year.

MSA (Carlson/Jackman) approve the 2019-2020 Second Interim Report as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

7.3 2018-19 Every Student Succeeds Act (ESSA) Pure Pupil Expenditure – Dena Whittington shared a presentation for the Board and indicated that this is new to our district. Dr. Bridges noted that the District is required to report out by school site how much we are spending on each student in our district. We have to publicly report this, send the information to the state, and then the state will eventually post the information on our website. Dr. Bridges indicated that when he got the data, he was surprised when he saw the expenditures per school site. He and Mrs. Whittington went over the data and confirmed that it was correct. Total expenditures per site included school expenditures plus central expenditures per pupil. Dr. Bridges thought that a Title I school would have the highest expenditures but Jefferson School had the highest, followed by Monticello School, Traina School and then Tom Hawkins School. The biggest difference was in classified staffing. Some of the areas of difference were that some sites two office staff members in a smaller school and two and three-quarters staffed in the office of a bigger school. Intervention Specialists, Special Education staff, EL specialists, Para-Professionals play a role as well. This is good information for us to look at to be aware of. Mr. Raya asked if there was any there any way to see how we compare to other similar districts? Dr. Bridges indicated that when the data is available, smaller districts such as Ripon, will

DRAFT

be a great comparison for us. Mrs. Wingo asked if fund-raising dollars factor in at all and Dr. Bridges commented that they don't currently.

7.4 2020-2021 Budget Adoption Calendar
MSA (Carlson/ Raya) approve the 2019-2020 Budget Adoption Calendar as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

7.5 RFQ # JSD-0220-01, 2019/20 Windows Laptops/Desktops Bid Award
MSA (Jackman/Carlson) approve the RFQ # JSD-0220-01, 2019/20 Windows Laptops/Desktops Bid Award as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

7.6 Notice of Completion, Tom Hawkins Elementary School Administration Modernization, Resolution 2020-03-01. Dr. Bridges indicated that after Saturday we will truly be finished.
MSA (Jackman/Raya) approve the Notice of Completion, Tom Hawkins Elementary School Administration Modernization, Resolution 2020-03-01 as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Raya, Wingo		Wells	

VIII. BOARD DISCUSSION AND REPORTS

8.1 Revised Administrative Regulation, AR 3320, Claims & Actions Against the District, Consider for Adoption
MSA (Raya/Jackman) approve AR 3320 Claims & Actions Against the District, as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Wingo, Wells		Raya	

8.2 Revised Administrative Regulation & Exhibit, AR/E 4161.9/4261.9/4361.9 Catastrophic Leave, Consider for Adoption. Dr. Bridges indicated that this has been revised to benefit employees who need catastrophic leave if they are not going to be off for 45 consecutive days. His example was that if a cancer patient needed to be off for 1 day a week for treatment, in the old policy they were unable to use catastrophic leave. The only change was to change the language to state intermittent leave under the extended leave section. The new forms show the changes as well.
MSA (Raya/Jackman) approve AR/E 4161.9/4261.9/4361.9 Catastrophic Leave, as presented

Ayes – 4	Nays – 0	Absent – 1	Abstain – 0
Carlson, Jackman, Wingo, Wells		Raya	

8.3 Items for Next Board Meeting - Employee recognition next month

ADJOURNMENT – MSA (Carlson/Raya) 7:24 PM

Respectfully submitted,

James W. Bridges
Secretary to the Board

DRAFT