

**Jamestown School District  
Board of Trustees Regular Meeting Minutes**

Jamestown School District Office  
18299 Fifth Avenue, Jamestown, CA. 95327  
Wednesday, December 12, 2018  
District Office  
6:00 pm

Note: Trustee Stone-Carlson will participate in the Board meeting via teleconference from Aston Waikiki Circle Hotel, 2464 Kalakaua Ave., Honolulu, HI 96815, room 1105. Phone Number: (808) 670-3995. This shall be considered a meeting place on this date and prescribed time and is open to the public and any member of the public has an opportunity to address the School Board from a teleconference location in the same manner as if that person attended the regular meeting location per Government Code § 54953(b).

**Regarding Public Comment:**

At regular Board meetings, members of the audience are welcome to address the Board on items not listed on this agenda when “Items from the Public” is announced by the chair. Trustees may ask questions but the Board cannot take action. Members of the audience will also be provided with the opportunity to comment during the Board’s consideration of each agenda item.

Individual speakers will be allowed three minutes to address the Board, and the Board shall limit the total time for public input on each agenda item to 20 minutes. In order that proper attention may be given to each item on the agenda, the chair may on occasion find it necessary to limit time allotted for comment. These proceedings may be recorded.

**1.0 CALL TO ORDER**

- 1.1 Establish Quorum – All present including Trustee Stone-Carlson via teleconference.
- 1.2 Pledge of Allegiance

**2.0 PRESENTATION - None**

**3.0 PUBLIC COMMENT** – Outgoing Board member, Misty Marquette Wilson, stated she was honored to serve on Jamestown School District’s Board and it was a privilege to be a part of such great events and programs that were developed during her tenure. She will continue to look for good things to come. Superintendent Pelfrey thanked her for her service.

**4.0 APPROVED AGENDA AS PRESENTED**

**Board Action:** A motion was made by Trustee Wilson and seconded by Trustee Simnitt to approve Item 4.0.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

**5.0 CONSENT AGENDA**

- 5.1 Ratify general, cafeteria and payroll warrants for the period ending 11-30-18.
- 5.2 Approve the Minutes of the November 14, 2018 Regular Board Meeting.
- 5.3 Revised 2018/2019 School Calendar.
- 5.4 Accept the resignation of Malena Hughes, Paraprofessional effective January 3, 2019.
- 5.5 Approve the employment of Jessica Fulton, Paraprofessional-Reflection Room, effective November 29, 2018 at Step 7, Range C.
- 5.6 Approve incoming Interdistrict Transfer Requests for the 18/19 school year as shown on List G-18-19.

**Public Comment:** None

**Board Action:** A motion was made by Trustee Wilson and seconded by Trustee Simnitt to approve the consent agenda as presented.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

## 6.0 REPORTS

### Trustee Items

*Trustee Barajas* - Stated she was happy to be here.

*Trustee Wilson* - Stated there was a very good turn-out for the Jamestown Promotion Club's Christmas Lighting in Rocca Park and thanked the Jamestown School Administration for getting the information out to families.

*Trustee Stone-Carlson* – Her son, Max Carlson with US Bank has acquired \$1, 500 to be donated to the Jamestown Family Resource Center.

### Superintendent's Report

- **Walking School Bus:** Informational flyers will be mailed in the next week. Registration forms will be distributed with our launch date as February 4<sup>th</sup>. We are coordinating with the Sheriff's Dept. who will provide Volunteer Security Officers with a car to escort those participants both to and from school.
- **School Resource Officer:** The Sheriff's Department confirmed that they have received grant funding for a second school resource officer. It is planned to be a shared resource with Columbia Elementary with an estimated start date in February.
- **Dashboard Release:** With the release of our Dashboard Data we have been identified for Differentiated Assistance and received a letter that is attached in correspondence. The Dashboard helps to identify and communicate the strengths and challenges through displaying data based on status and change. Our most identified challenge is our Homeless subgroup which has been identified as red in both chronic absenteeism and suspension. This is already an area of focus for us, and will continue to be as we pinpoint and address these achievement gaps. This is also the first year that the English Learner Progress is displayed. We are one of two other elementary schools in Tuolumne county to have enough of an EL population to record progress.
- **Save the Date for Brenda's Dedication:** April 26, 2019 at 3:30 pm. More information to follow.
- **Delivery Volunteers for Christmas Giving Program:** Volunteering will be Trustee Wilson, Trustee Simnitt, Trustee Stone-Carlson, and Misty Marquette Wilson. It was agreed that the meeting time will be 8:00 am on December 22, 2018.

### Principal's Report

- **Character Assembly:** Generosity – 24 students were recognized for modeling this trait in their classroom. Caring is the character trait for December
- **Attendance Reward Party:** Will take place on Thursday, December 13 – 167 students at JES and 17 students at CCSA
- **STEAM Museum:** New Assembly on the Schedule: A Hands-on Science Lab brought to School through Mobile Ed.

- **Interim Assessments:** Diana Harford with TCSOS came to the Grades 3-8 staff meeting to review Interim Assessments and how to use these practice tests to help students gain confidence on the process and procedures of CAASPP
- **TRAILS Program:** Brian Thomas with TCSOS came to the staff meeting to present on the new TRAILS Program. This is a new self-directed online professional learning program for students, staff, and teachers.
- **Dr. Seuss – A WHO-BILATION:** 6-8<sup>th</sup> grade school dance is Friday, December 21. The theme of this year is based upon Dr. Seuss – A WHO-BILATION. Students who wear an UGLY Christmas sweater will be entered into a special drawing.
- **The Antique Attic:** Has reached out to Jamestown Elementary as well as several schools in the area offering free dresses to girls. They have 500 dresses in their inventory to give away. We are so fortunate to have such positive and generous community members.
- Students are showing kindness and are caring to our new students who have joined us since Thanksgiving Break.

## 7.0 DISCUSSION/ACTION

### 7.1 Signature Authorization

The Board, annually, will take action to approve authorized signatories to sign on behalf of the district for financial records and documents related to school district operation as outlined in Education Code 42632 and 42633.

**Public Comment:** None

**Superintendent's Recommendation:** Superintendent Pelfrey recommended the Board approve Item 7.1.

**Board Action:** A motion was made by Trustee Simnitt and seconded by Trustee Wilson to approve Item 7.1

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

### 7.2 First Interim Financial Report for the 18/19 School Year

The Board will hear a presentation about the District's First Interim Financial Report from the Director of Business Services. The Board will consider taking action to receive and certify the district's financial position as of October 31<sup>st</sup>, 2018, in accordance with the requirements of Education Code Section 42130.

- Presentation by the Director of Business Services, Vonnie Butler gave a detailed overview report on the First Interim Financial report for the 18/19 school year.

**Public Comment:** None

**Superintendent's Recommendation:** Superintendent Pelfrey recommended the Board receive and approve Item 7.2.

**Board Action:** A motion was made by Trustee Stone-Carlson and seconded by Trustee Rown to receive and certify the First Interim Financial Report for 18/19 school year.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

### 7.3 Position Restructure

The Board will consider the dissolution of the After School Program Director position and creation of After School Program Manager to include the appointment of employment.

**Superintendent Overview:** The position restructuring was necessitated by the change of job duties due to the demands of the job. It also required the move of this position from a classified to a classified/management salary scale as the duties fall in the scope of a management position. CSEA has agreed with the restructure changes. This is a grant funded position.

7.3a Adopt Resolution #13-18-19; Elimination of a Classified position, After School Program Director.

7.3b Creation of Classified/Confidential Management position; After School Program Manager at 6.0 hours per day, 200 day contract.

7.3c Approve the job description of After School Program Manager.

7.3d Approve the Classified Salary Schedule with the deletion of After School Program Director and After School Program Leader positions.

7.3e Approve the Classified/Confidential Management Salary Schedule with the addition of After School Program Manager position.

7.3f Approve the employment of Daniel Harrison as After School Program Manager at Step 3 of the Classified/Confidential Management Salary Schedule, effective January 1, 2019.

**Public Comment:** None

**Superintendent's Recommendation:** Superintendent Pelfrey recommended the Board approve items as listed above.

**Board Action:** A motion was made by Trustee Wilson and seconded by Trustee Simnitt to approve items as listed above.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

#### **7.4 Local Control Accountability Plan (LCAP) Progress Update (Discussion Only)**

Superintendent Pelfrey updated the Board on the LCAP progress as it relates to goals and actions. She will begin working with stake holder groups to gather input.

#### **7.5 Approval of Bid for the Proposition 39 Energy Efficiency Project**

The Board will consider approval of the bid process for the Proposition 39 Energy Efficiency Amendment Project. The Board is required to approve the bid process prior to seeking competitive bids for any public project with expenditures over \$15,000.

**Superintendent's Overview:** The Proposition 39 amendment was approved for the lighting, insulation and replacement of ceiling tiles in the A building are now ready to move forward in the bid process. The project is projected for summer of 2019.

**Public Comment:** None

**Recommendation:** Superintendent Pelfrey recommended the Board approve Item 7.5.

**Board Action:** A motion was made by Trustee Rown and seconded by Trustee Wilson to approve Item 7.5

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

## **7.6 Board Policies – Minor Revisions**

The Board will do a first reading and consider adopting on a first reading of the following Board Policies and Administrative Regulations: BP 1312.3 Uniform Complaint Procedure; AR 1312.3 Uniform Complaint Procedures; BP 3516.5 Emergency Schedules; BP 4158, 4258, 4358 Employee Security; AR 4158, 4258, 4358 Employee Security; BP 4161, 4261, 4361 Personnel Leaves; AR 4161.1, 4361.1 Personal Illness; AR 4161.8, 4261.8, 4361.8 Family Care and Medical Leave; BP 6162.5 Student Assessment. *These are minor revisions to the above policies.*

**Public Comment:** None

**Superintendent's Recommendation:** Superintendent Pelfrey recommended the Board approve Item 7.6 on the first reading as the changes were not significant.

**Board Action:** A motion was made by Trustee Wilson and seconded by Trustee Simnitt to approve Item 7.6.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

## **7.7 Board Policies and Administrative Regulations – Major Revisions**

The Board will do a first reading of the following Board Policies and Administrative Regulations: BP 1100 Communication with the Public; BP 4114 Transfers; BP 6190 Evaluation of Instructional Program. *The following are continuing and on-going revisions/changes that reflect changes in the law. The Board may waive the first reading and approve the updated/revised policies or bring them back for a second reading.*

**Public Comment:** None

**Superintendent's Recommendation:** Superintendent Pelfrey recommended the Board consider approving Item 7.7 on the first reading as the changes were not significant..

**Board Action:** A motion was made by Trustee Wilson and seconded by Trustee Rown to approve Item 7.7.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

## **7.8 California School Employee Association (CSEA) AB 1808**

The Board will decide if the District will participate in AB 1808 which will allow CSEA members to participate in a match savings program if they are a 10-month employee electing a 12 month pay cycle.

**Superintendent Overview:** This is a district optional program and must be brought to the Board for discussion. It is the Board's decision whether or not to participate in this program. Employees are to be notified by January 1, 2019.

**Public Comment:** None

**Superintendent's Recommendation:** Superintendent Pelfrey recommended the Board not approve participation in this program at this time.

Trustee Barajas and Stone-Carlson both expressed opinion to decline this program at this time.

**Board Action:** A motion was made by Trustee Stone-Carlson and seconded by Trustee Rown to not approve Item 7.8.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

### **7.9 California School Board Association (CSBA) Governance Workshop**

The Board will decide if direction will be given to the Superintendent to schedule a School Board Governance Workshop.

**Superintendent Overview:** It has been a while since the district has held a Governance Workshop. The District, in light of changes to the Board, may want to plan a workshop.

**Public Comment:** None

**Superintendent's Recommendation:** Superintendent Pelfrey is open to the Board's preference as whether or not to move forward with scheduling the workshop.

Most of the Board members thought the program would be beneficial but the cost factor was too expensive (\$2,700). Trustee Stone-Carlson asked if the Superintendent to speak with Cathy Parker with TCSOS, to see if they may provide individualized training.

**Board Action:** A motion was made by Trustee Rown and seconded by Trustee Wilson to not approve Item 7.9.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

## **8.0 REPORTS AND CORRESPONDENCE RECEIVED**

Chronic Absenteeism-Attendance Rate

Enrollment as of December 6, 2018

Tuolumne County Superintendent of School Letter: Eligibility for Assistance

## **9.0 CLOSED SESSION**

**Public Comment:**

9.1 The Board will meet in Closed Session with the District's representatives in negotiations. (G.C. §54957.6)

9.2 The Board will meet in Closed Session to discuss progress on the Superintendent's goals. (G.C. §54957)

## **10.0 OPEN SESSION**

The Board will reconvene to Open Session at 8:23 pm.

10.1 Report of Closed Session action of Item 9.1 – Nothing to report

10.2 Report of Closed Session action of Item 9.2 – Nothing to report

## **11.0 ADJOURNMENT**

**Board Action:** A motion was made by Trustee Wilson and seconded by Trustee Simnitt to adjourn the meeting at 8:24 pm.

**Vote:** Trustee Stone-Carlson-Yes, Trustee Rown-Yes, Trustee Wilson-Yes, Trustee Simnitt-Yes, Trustee Barajas-Yes.

**Approve:** 5/0

*Any individual who requires disability related accommodations or modifications in order to participate in board meetings should contact the Superintendent in writing 48 hours in advance of the scheduled Board meeting.*

*Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 18299 Fifth Avenue, Jamestown, CA., 95237 during normal business hours.*

*In addition, such writings and documents may be posted on the District's website, [www.jespanthers.org](http://www.jespanthers.org).*

*Posted December 7, 2018*

Minutes Approved By:

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Kim Rown, Board Clerk

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Date