

**Jefferson School District**  
Official Minutes of the Regular Meeting  
Of the Board of Trustees  
December 12, 2011

Present: Dan Wells, President; Debbie Wingo, Vice-President; Brian Jackman, Clerk; Jacqueline Thomas and Pete Carlson, Members; Dana Eaton, Superintendent

In attendance: Mindy Maxedon, CBO; Carolyn Parker, H.R; Deanne Andrade, Curriculum; Helen Pursell, Special Ed. Director; Jim Bridges, Stephanie Gregson and Leslie Adair, Principals, Mary Evans, Vice-principal; Grace Merritt, Admin. Assistant

I. OPEN SESSION

- a. Call to Order at 5:40 P.M.
- b. Roll Call to Establish Quorum
- c. Pledge of Allegiance was led by Mrs. Wingo
- d. Approval of Agenda

MSA (Wells/Wingo) approve the agenda

Ayes - 5                      Nays - 0                      Absent - 0                      Abstain - 0

Carlson, Jackman

Thomas, Wells, Wingo

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 (c)

f. ADJOURN TO CLOSED SESSION

II. RETURN TO OPEN SESSION – 6:47 PM

Welcome – Mr. Carlson welcomed all in attendance

In closed session –

- The Board held a brief conference with legal counsel regarding potential litigation.
- MSA (Wingo/Jackman) approve classification change for employees #010981 & #010982, #010985 and #010986 and the salary schedule change for employees #010983, #010984, #010987, #010988

Ayes - 5                      Nays - 0                      Absent - 0                      Abstain - 0

Carlson, Jackman

Thomas, Wells, Wingo

Reorganization of the board –

MSA (Wingo/Jackman) nominate Dan Wells as president

Ayes - 5                      Nays - 0                      Absent - 0                      Abstain - 0

Carlson, Jackman,

Thomas, Wells, Wingo

MSA (Wells/Thomas) nominate Debbie Wingo as vice-president.

Ayes - 5                      Nays - 0                      Absent - 0                      Abstain - 0

Carlson, Jackman,

Thomas, Wells, Wingo

MSA (Wells/Wingo) nominate Brian Jackman as clerk

Ayes - 5                      Nays - 0                      Absent - 0                      Abstain - 0

Carlson, Jackman,

Thomas, Wells, Wingo

2012 Committee Representatives:

TAPFFA - Mrs. Wingo and Mr. Jackman

County School Boards Association - Mrs. Thomas

Little League - Mr. Carlson and Mr. Jackman

Technology - Mr. Jackman and Mr. Wells  
Tracy Parks & Recreation - Mrs. Thomas

Superintendent's report – Dr. Eaton congratulated Hawkins' student Vivek Venga, the winner of the San Joaquin County Spelling Bee for grades 4-6<sup>th</sup>. Credit goes to Mrs. Corbiser and Vivek's previous teachers, and his parents. He wished Carolyn Parker a happy birthday and gave special thanks to the Measure J committee members, and the Jefferson committee in particular, for the time invested in the site planning meetings.

Best wishes to Yolanda Placeres who will celebrate her 25<sup>th</sup> year with the district on December 15 and will be retiring on December 16. Yolanda was also a student at Jefferson School, so her time here is approximately 55 years! Hawkins and Jefferson winter concerts will take place this week. Traina and Monticello's programs last week were great!

### III. PUBLIC HEARING –

San J. Rosales – Concerning parent rights and responsibility regarding the snack, treats and celebration changes at Hawkins School.

Anne Kristensen – Concerning the food policy and the fast changes at Hawkins School. She would like more time for comment on policy changes and more notice for implementations. Open communication has been discussed at the site council meetings.

### IV. APPROVAL OF CONSENT AGENDA

4.1 Minutes, Regular Board Meeting, November 8, 2011

4.2 Warrants Dated December 1, 2011

4.3 Financials

4.4 Surplus

MSA (Jackman/Carlson) approve the consent agenda

Ayes - 5                      Nays -0                      Absent – 0                      Abstain – 0

Carlson, Jackman

Thomas, Wells, Wingo

### V. EDUCATIONAL SERVICES

5.1 Student Body Report – Alexa Johnson, ASB president, reported on Monticello activities. Kindergarten students are reviewing the alphabet and sight words. First graders are studying magnets. Third graders are sewing and learning multiplication. The winter programs were last week and the holiday gift shop opened today with gifts available for every member of the family, even pets!

Joshua Boehm, ASB president, shared what's happening at Hawkins School. On November 18, student participated in "crazy day". November 15-18 was parent/teacher conference week. He congratulated spelling bee winner Vivek Venga. Spin the Wheel for responsible students is a new way to reward students for good decision making and behavior. Students are busy rehearsing for this week's winter program. Doors open at 6:00. The first rally of the year is this Friday. He wishes everyone a nice winter break.

ASB vice-president Anna Pryor gave the Jefferson School report. The recent sock hop dance was great. The PLUS leadership forum took place and was very successful. ASB will plan another forum soon. Grade levels competed for the most donations to Brighter Christmas. Each grade level will perform songs and the band will perform at the winter program this Thursday.

5.2 November 30 Safety Drill Review – Deanne Andrade reported on the November 30 district-wide safety drill which was practiced to refine the district's emergency procedures. Administration and staff prepared for drill which was a shelter-in-place type drill. Ms. Andrade shared data in the following categories: Positives, Areas of Concern and Plan of Action.

5.3 Resolution Approving Extended Day Kindergarten at Tom Hawkins School, Resolution 2011-12-01

MSA (Jackman/Wingo) approve resolution 2011-12-01

Ayes - 5                      Nays -0                      Absent – 0                      Abstain – 0

Carlson, Jackman

Thomas, Wells, Wingo

5.4 Transitional Kindergarten – Details of the mandated program were provided by Dr. Eaton. There is strong support from principals and Kindergarten teachers for a stand-alone program, which is planned for the Hawkins campus. No curriculum or standards designed for transitional Kindergarten have been provided by the state.

Deanne Andrade will lead a group of Kindergarten teachers in planning the program’s curriculum. Transportation will be available to students for a fee. Following the transitional kindergarten year, students will return to their neighborhood school for their Kindergarten year.

Mrs. Wingo requested a review of the district’s promotion/acceleration policy.

5.5 Student Enrollment – The district is experiencing a slight decline from this time last year.

VI. PERSONNEL SERVICES

6.1 Resolution to Designate Senior Classified Management Positions and to Designate Classified Overtime Exempt Positions, Resolution 2011-12-02

MSA (Carlson/Wingo) approved resolution 2011-12-02

Ayes - 5                      Nays -0                      Absent – 0                      Abstain – 0

Carlson, Jackman

Thomas, Wells, Wingo

6.2 Revise Classified, Classified Management/Confidential and Certificated Management Salary Schedules

MSA (Jackman/Carlson) approve the revised salary schedules, as presented

Ayes - 5                      Nays -0                      Absent – 0                      Abstain – 0

Carlson, Jackman

Thomas, Wells, Wingo

6.3 Revise Job Descriptions: Administrative Assistant I, Business Services Specialist, Chief q Business Officer, Clerk I, Coordinator of Curriculum, Categoricals & Special Projects, Head Custodian, Landscaper-Groundskeeper, Mechanic, Secretary I, Student Information Systems Administrator and Approve New Descriptions: Food Services Clerk I and Food Services Clerk II

MSA (Wingo/Jackman) approved revised job descriptions and new job descriptions, as presented

Ayes - 5                      Nays -0                      Absent – 0                      Abstain – 0

Carlson, Jackman

Thomas, Wells, Wingo

VII. BUSINESS AND FACILITIES

7.1 Measure J Update – Char Yarnall and Bailey Giseriech from PJHM were present. The recent planning committee meeting at Jefferson School was very productive. Floor plans will be shared at the next board meeting. A December 13 meeting with San Joaquin County Planning Committee will discuss the off-site improvements for Jefferson School.

Current and upcoming projects were discussed. The Traina outdoor stage shade structure has been deleted from the shade structure project list due to the high cost of the fire sprinkler requirement. An Inspector Of Record recommendation will be provided at the January board meeting. Ms. Giseriech explained the firm’s ongoing effort to close the open DSA closeout projects, which began with thirteen uncertified district projects. Seven projects remain to be certified.

7.2 Lease/Lease Back Method for Construction – Anthony Continente discussed details and benefit of the Lease-Lease Back construction delivery method as well as Design – Bid-Build and Construction Manager – Multi-Prime methods. Traina School was built in the Lease-Lease Back method. RGM has extensive experience in all three methods and will lend its expertise to the district as it becomes necessary to make decisions on the method of construction of upcoming Measure J projects.

7.3 2011-2012 First Interim Report – Mrs. Maxedon’s presentation confirmed the assumptions incorporated into the First Interim Report, including the settlement cost associated with the health benefits cap increase and per ADA reserves of \$187.50 for revenue limit and \$23.25 for transportation reduction. Department of Finance released budget shortfall figures.

Based on this information, we anticipate an \$11 per student cut and the transportation cut, totaling approximately a \$40 per student cut. In addition there are anticipated cuts coming in January, based on triggers to be determined.

MSA (Carlson/Jackman) approve the 2011-12 first interim report

Ayes - 5                      Nays -0                      Absent – 0                      Abstain – 0

Carlson, Jackman

Thomas, Wells, Wingo

7.3      November 2011 Budget Adjustments

MSA (Wingo/Thomas) approve the November 2011 budget adjustments

Ayes - 5                      Nays -0                      Absent – 0                      Abstain – 0

Carlson, Jackman

Thomas, Wells, Wingo

7.5      Escape Program Conversion Update – In June, 2010, the Infinite Visions program was determined not to serve the needs of the county data processing JPA. Escape Online was selected by the DPJPA board in April 2011. The technology is an integrated system that incorporates finance, payroll, HR, position control, and budgeting.

All modules, with the exception of budgeting, will be online July 1, 2012. The district implementation team is comprised of Deana Hugen, Laura Berrien, Judene Violante, Carolyn Parker and Mindy Maxedon.

7.6      Public Notification of Water Consumer Confidence Report – The compliance report was presented to the board and community. Quality Services is the company that tests the Jefferson School well water and completed the required Consumer Confidence Report on behalf of the district.

#### VIII. BOARD DISCUSSION AND REPORTS

8.1      Items for Next Board Meeting –

- Physical Fitness test results

8.2      Possible January 2012 Board Workshop – Vision setting workshop – Dr. Eaton will coordinate the date for a Saturday in January.

8.3      CSBA Delegate Assembly Nomination – The Board nominated Mrs. Thomas for delegate assembly.

#### IX. CALENDAR OF UPCOMING EVENTS

X.      ADJOURNMENT – Wingo/Carlson 8:17 PM

Respectfully submitted,

Dana Eaton,  
Secretary to the Board