

LOWELL JOINT SCHOOL DISTRICT
11019 Valley Home Avenue, Whittier, CA 90603

MINUTES OF THE REORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
December 3, 2012

- CLOSED MEETING** President Barber called the meeting to order at 6:00 p.m. at the District Office, 11019 Valley Home Avenue, Whittier. President Barber declared the meeting recessed to closed session at 6:01 p.m.
- CALL TO ORDER** President Barber reconvened the meeting to open session at 7:30 p.m.
- The flag salute was led by Mr. Dick Jones, previous member on the Board of Trustees.
- Trustees Present: Darin W. Barber, William A. Hinz, Fred W. Schambeck, and Anastasia M. Shackelford.
- Trustees Absent: None.
- Staff Present: Patricia A. Howell, Superintendent; Tiffany Rudek, Assistant Superintendent of Instruction; and Andrea Reynolds, Administrative Assistant of Administrative Services.
- INTRODUCTION/WELCOME** President Barber welcomed CSEA President Darleene Pullen, LJEA Co-President Allison Fonti, guests, and staff members present.
- REPORTING OUT ACTION (IF ANY) TAKEN IN CLOSED SESSION** The Board took formal action to adopt Resolution 2012/13 No. 588 concerning Employee Number TW2700397 and Employee Number GM5790219 with the following roll call vote, (3 – 0 – 1) and authorized the Superintendent or designee to execute the necessary documents.
- ACKNOWLEDGEMENT OF CORRESPONDENCE** Mr. Schambeck thanked those individuals who phoned or wrote letters to congratulate him on his recent reelection to the Board of Trustees. He appreciated the sentiments.
- APPROVAL OF AGENDA** It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the December 3, 2012, Organizational Board agenda.
- APPROVAL OF MINUTES** It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the minutes from the November 5, 2012, Board Meeting.
- ADMINISTRATION OF OATH OF OFFICE FOR NEWLY ELECTED BOARD OF TRUSTEES MEMBERS** Mr. Barber administered the Oath of Office to Mr. Brandon R. Jones and Mr. Fred W. Schambeck for the next four years as members of the Lowell Joint School District Board of Trustees.

ORGANIZATION OF
THE BOARD OF
TRUSTEES

Every December an organization meeting is held to establish the upcoming year.

Election of President

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mr. William Hinz to serve as President of the Board of Trustees for the 2013 organizational year.

President Barber expressed it was a pleasure serving as President and thanked everyone for their support and he was happy to pass the gavel to the new President.

Mr. Hinz accepted the gavel from Mr. Barber and stated “I look forward to the next year serving as your President together with the challenges and opportunities during this next school year. It is certainly my goal to continue the positive traditions of this District including our history of sustained student advancement, as well as being receptive to all the many parts that make up this community known as the Lowell Joint School District. This includes students, parents, staff members - both certificated and classified, and all of the citizens of this great school district.”

Election of Vice-
President

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mr. Fred Schambeck to serve as Vice-President of the Board of Trustees for the 2013 organizational year.

Election of Clerk

It was moved, seconded, and carried by unanimous vote, (5 – 0) for Mrs. Anastasia Shackelford to serve as Clerk of the Board of Trustees for the 2013 organizational year.

Appointment of the
Superintendent as
Secretary to the Board
of Trustees

Per Education Code 35025 and Board Bylaw 9122, it was moved, seconded, and carried by unanimous vote, (5 – 0), for Dr. Patricia A. Howell to serve as Secretary to the Board of Trustees for the 2013 organizational year.

Adoption of Schedule
of Regular Meetings of
the Board of Trustees
of the Lowell Joint
School District, 2013
Organizational Year

It was moved, seconded, and carried by unanimous vote, (5 – 0), to adopt the schedule of regular meetings of the Board of Trustees for the 2013 organization year, as attached.

Election of Member to
Serve on Nominating
Committee for the
Los Angeles County
Committee on School
District Organization
for One Year

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mr. Darin W. Barber to serve on the Nominating Committee for the Los Angeles County Committee on School District Organization for one year.

Election of Member to Serve as an Alternate Member on the Nominating Committee for the Los Angeles County Committee on School District Organization for One Year

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mrs. Anastasia Shackelford to serve as an alternate on the Nominating Committee for the Los Angeles County Committee on School District Organization for one year.

Approval of “Certification of Signatures”

In accordance with the provisions of Education Code Sections 35143, 42632, and 42633, it was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the “Certification of Signatures.”

Election of Two Members to Serve on the Board of Directors of the Lowell Joint Education Foundation

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mr. Brandon Jones and Mrs. Anastasia Shackelford to serve as the two members on the Board of Directors of the Lowell Joint Education Foundation.

Mrs. Shackelford stated that it would be a pleasure to serve on the Foundation and is willing to serve for as long as her tenure on the Board.

Election of a Member to Serve on the Los Angeles County School Trustees Association

It was moved, seconded, and carried by unanimous vote (5 – 0) for Mr. William Hinz to serve on the Los Angeles County School Trustees Association for the 2013 organizational year.

Election of a Member to Serve on the Whittier Area School Trustees Association

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mr. William Hinz to serve on the Whittier Area School Trustees Association for the 2013 organizational year.

TOPICS NOT ON THE AGENDA

Two teachers shared their concerns about implementing the Common Core Standards.

TIMELY INFORMATION FROM THE BOARD AND SUPERINTENDENT

Dr. Howell shared that the bulletin boards in the Board Room were prepared by Leslie Mangold and Laurie McGuyre, third grade teachers, from Meadow Green Elementary School.

SCHOOL REPORTS

Mrs. Shackelford shared that Meadow Green Elementary School students participated in a canned food drive during the month of November. The food collected went to a local food pantry for distribution to families in need. Leadership Teams assisted with the publicity and collection of the food items. The collection will continue through the month of December. On Friday, December 7, the PTA is hosting a movie night for the families. The movie that will be featured is "Polar Express." Our Meadow Green Holiday Program will take place on Tuesday, December 18, at 9:00 a.m. and again that same evening at 6:00 p.m. Please join us for some festive holiday cheer.

Mr. Barber stated that on Friday, December 7, Jordan Elementary School is holding its monthly awards assembly for the month of November. The assembly will recognize those who best exhibited the Character Education theme of Gratitude. Jordan's annual Holiday Program will be on Thursday, December 13 at 6:30 p.m. in the quad area. The PTA is having their annual, Santa's Secret Workshop, beginning December 17 and concluding December 21. Students will be able to peruse the workshop and purchase items for their family.

Mr. Hinz reported that Macy Elementary School's fourth-grade students will take a field trip on Thursday, December 6, to the San Gabriel Canyon Education Center to learn about the world of the Tonga (Gabrielino) Native Americans. On Friday, December 7, Macy will be holding their monthly award assemblies for the November Character Education theme of Gratitude. On Wednesday, December 19, the second graders will visit Knott's Berry Farm in preparation for their upcoming Ancestry Report. The second graders will rotate through Colonial stations of candle making, knitting and sewing. On Thursday, December 20, at 6:00 p.m., Macy families will enjoy grade-level holiday song performances and skits! Every class enjoys small holiday parties in their rooms; and the children anxiously await their time to go out and sing for families, friends, and loved ones. The encore holiday performance will be on Friday morning at 9:45 a.m.

Mr. Schambeck stated that El Portal had 31 sixth-grade students and 25 fifth-grade students enter the Daughters of the American Revolution Essay Contest this year. On November 16, El Portal had its annual "Dance a Thon" and it was a huge success. One of the Dads was the DJ, the PTA decorated the multiuse and the dancing began. It was a great fundraiser and the students loved it. The school was decorated today, Monday December 3, for the annual Holiday Program to be held on Tuesday, December 11, at 6:00 p.m.

SCHOOL REPORTS
Continued

Mr. Jones shared that Olita Elementary School's Special Day Classes were presented with raised garden planters on Wednesday, November 28, by Donny Van Hoogmoed. Donny built the raised garden planters as his Eagle Scout Project. Donny knows the importance of instilling healthy eating habits and is excited to give the students an opportunity to grow their own healthy foods. Olita's fifth-grade students are taking a field trip to Riley's Farm in December. This is a tradition in fifth grade as they learn about life during the Revolutionary War. There are many things to see and experience and all students truly enjoy their visit. On December 20, the upper grade students will perform the Holiday Program outside on the blacktop. Mrs. Dunford has been working hard with the students to prepare them for a wonderful, festive program.

Mr. Hinz stated that Rancho's holiday choir concert will take place on December 6 at 6:30 p.m. this time at a new venue, the Southern California University of Health Sciences. The band performance will also be there on December 12. Rancho's show choir will perform for a student assembly on December 21. Rancho-Starbuck students will be participating in Science Olympiad and teams are now being formed for this great opportunity. Future Olympiad competitors have been practicing during Flex classes. Rancho will hold its first dance of the year on December 19 for qualifying students.

PRESENTATION OF
FIRST INTERIM
REPORT 2012/13

Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services, reported to the Board of Trustees that a "Positive Certification" was required to be submitted per Education Code Sections 35035(g), 42130, and 42131, to the Los Angeles County Office of Education (LACOE) for the reporting period. A "Positive Certification" certifies that the District will be able to meet its financial obligations for the current fiscal year and subsequent two fiscal years.

As a part of the First Interim Report, the following assumptions are reflected:

- No COLA (Cost Of Living Adjustment) is budgeted for 2012/13, 2013/14, or 2014/15.
- The ADA (Average Daily Attendance) is projected to stay flat for the three year period.
- State Categoricals are "flexed" and added to the General Fund Balance and remain reduced 20% below the 2008/09 award amounts.
- Lease income is budgeted in the Special Reserve For Capital Outlay Fund (Fund 40). High cash reserves allow payroll loans to the General Fund (\$2 million this year and last year due to state deferrals).

PRESENTATION OF
FIRST INTERIM
REPORT 2012/13
Continued

A “Positive” First Interim Financial Report means that at the time of the report, the District is able to maintain the required three percent reserve for the current fiscal year and for 2013/14 and 2014/15. However, the major concern is that the District continues to deficit spend in each of the three fiscal years. The deficit spending increases exponentially in 2013/14 and 2014/15 due to the expiration of the LJE and CSEA contracts on June 30, 2013. This deficit spending will need to be addressed during negotiations with LJE and CSEA this spring.

It was moved, seconded, and carried by unanimous vote (5 – 0), to submit a “Positive Certification” to Los Angeles County Office of Education, and authorized the Superintendent or designee to execute the necessary documents.

CAPITAL FACILITIES
REPORT
PRESENTATION

Ms. Reynolds shared that pursuant to Government Code Section 66006(b), for Capital Facility fees collected, it is required to report a description of the fee and use; amount of current fees; beginning and ending balances; fees, interest and other income; date project will be completed (if applicable); description of inter-fund transfer loan (if applicable); refunds issued (if applicable).

PROPOSAL FOR
EMERGENCY
TELEPHONE UPGRADE

Mr. Ryan Gaviola, Director of Technology, presented to the Board of Trustees that the District-wide telephone system has recently become very problematic and is plagued with extended periods of being inoperable. Recently, the community could not reach the District Office at the main telephone number for over two weeks, Olita Elementary School telephones were out for six school days, and the Maintenance and Operations telephones were also out for several days.

Mr. Gaviola explained that the current District telephone system is over 15 years old and is the old copper T1 line system through Verizon. Due to the age of the system, it is no longer under warranty and the original service contract through Verizon cannot be renewed. In order to address the telephone needs, District staff is recommending replacement of the current telephone system with a Voice over Internet Protocol (VoIP) telephone system.

Board Members were presented with three scenarios, each of which would address the needed upgrade to the cabling infrastructure and the replacement of the telephone equipment. Special Reserve for Capital Outlay (Fund 40) funds would be used to pay for the upgrade.

PROPOSAL FOR
EMERGENCY
TELEPHONE UPGRADE
Continued

Scenario 1: Fastest, Easiest, and Least Expensive (3-5 Year Plan) Timeline: 2 to 3 months

Option A: Administrative Offices Only - Two phone systems would need to be maintained: the new system in the offices and the old system in the classrooms. Estimated Cost: \$174,000

Option B: Administrative Offices and Classrooms - One phone system and old T1 lines are disabled. Estimated Cost: \$414,000 (Wireless Option)

Scenario 2: Standard Setup and Middle of the Road Cost (10-15 Year Plan) Timeline: 1 to 1.5 years (2 to 3 months per site)

Option A: Administration Offices Only—Two phone systems would need to be maintained: the new system in the offices and the old system in the classrooms. Estimated Cost: \$246,000

Option B: Administrative Offices and Classrooms - One phone system and old T1 lines are disabled. Estimated Cost: \$606,000 (Surface-mounted Cabling Option)

Scenario 3: Slowest, Most Expensive, Built to Last (40 Year Plan) Timeline: 3 to 4 years (2 schools each summer as work can only be completed during non-student time due to the amount of underground trenching needed)

One Option Only: Implements a first-rate phone system in offices and classrooms. All cabling is buried underground. Estimated Cost: \$2,574,000

It was moved, seconded, and carried by unanimous vote (5 – 0), to approve Scenario 2 with new phones in the administrative offices and the classrooms as the best option for the District at this time, and authorized the Superintendent or designee to execute the necessary documents. The Board Members also requested that District staff members begin working to develop detailed plans and determine more exact costs and report back the progress at the Board meeting in February.

RESOLUTION 2012/13
NO. 589 DECLARATION
OF EMERGENCY
RESOLUTION – PUBLIC
PROJECT

It was moved, seconded, and carried by unanimous roll call vote (5 – 0) to that Resolution 2012/13 No. 589 Declaration of Emergency Resolution – Public Project, be adopted, and authorized the Superintendent or designee to execute the necessary documents.

CONSENT CALENDAR	It was moved, seconded, and carried by unanimous roll call vote, (5 – 0), to approve/ratify the following items, under a consent procedure.
Purchase Order Report 2012/13 #5	Approved Purchase Order Report 2012/13 #5, which lists all purchase orders issued October 26, 2012, through November 16, 2012.
Warrant Listing Report 2012/13 #5	Approved Warrant Listing Report 2012/13 #5, which lists all warrants issued October 29, 2012, through November 20, 2012.
Approval of Resolution 2012/13 BGT #1 – 6 for Budget Adjustments	Adopted Resolution 2012/13 BGT #1 – 6 for Budget Adjustments, and authorized the Superintendent or designee to execute the necessary documents.
Employer-Employee Relations/Personnel Report 2012/13 #5	Ratified Employer-Employee Relations/Personnel Report 2012/13 #5, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.
Approval of Independent Consultant Agreement with Mrs. Carolyn Bainer to Provide Consultation for Distinguished School Application Process	Ratified the Independent Consultant Agreement with Mrs. Carolyn Bainer to provide consultation for the Distinguished School Application process to Rancho-Starbuck Intermediate School, at a total cost of \$1,000.00, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Independent Consultant Agreement Between Bridgette A. Klaus and Lowell Joint School District for the Provision of Deaf and Hard of Hearing Consultation and Collaboration Services for the 2012/13 School Year	Ratified the Independent Consultant Agreement with Bridgette A. Klaus and Lowell Joint School District for the provision of Deaf and Hard of Hearing consultation and collaboration services for the 2012/13 school year, at a rate of \$150 per hour, plus mileage reimbursement at the State-approved rate, not to exceed \$2,700, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Amendment of Independent Consultant Agreement Between Rossier Educational and Mental Health Enterprises, Lowell Joint School District, and the Orange County Department of Education for the Provision of School-based Mental Health Services for the Period of November 5, 2012, through June 14, 2013

Ratified the amendment of the Independent Consultant Agreement between Rossier Educational and Mental Health Enterprises, Lowell Joint School District, and Orange County Department of Education to provide school-based mental health services, at the rate of \$80 per hour, not to exceed \$80,000 during the additional period of December 3, 2012, through June 14, 2013, and authorized the Superintendent of designee to execute the necessary documents.

BOARD MEMBER/
SUPERINTENDENT
COMMENTS

Mr. Jones introduced his wife, Mindy, and his mother. He stated that his father, stepmother, and aunt were also present but had another engagement that they had to leave for.

Mr. Schambeck stated that his wife, Beverly, was able to attend the meeting as well, but had to leave at 8:30 p.m. for another engagement as well.

ADJOURNMENT

President Hinz declared the meeting adjourned at 8:53 p.m. in accordance with Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

Clerk/President/Secretary to the Board of Trustees

Date Approved:

_____, 2013