

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
February 4, 2013

CLOSED MEETING President Hinz called the meeting to order at 6:30 p.m. at the District Office, 11019 Valley Home Avenue, Whittier. President Hinz declared the meeting recessed to closed session at 6:31 p.m.

CALL TO ORDER President Hinz reconvened the meeting to open session at 7:30 p.m.

The flag salute was led by Mrs. Anastasia Shackelford, Clerk of the Board of Trustees.

Trustees Present: Darin W. Barber, Brandon R. Jones, 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.

REPORTING OUT ACTION (IF ANY) TAKEN IN CLOSED SESSION The Board took action (5 – 0) to approve the Resolution Settlement Agreements for OAH Cases #2012100911 and #2012110281.

INTRODUCTION/WELCOME President Hinz welcomed CSEA President Darleene Pullen, LJE Co-President Allison Fonti, guests, and staff members present.

ACKNOWLEDGEMENT OF CORRESPONDENCE None.

APPROVAL OF AGENDA It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the February 4, 2013, Board agenda.

APPROVAL OF MINUTES It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the minutes from the January 14, 2013, Board Meeting.

TOPICS NOT ON THE AGENDA None.

TIMELY INFORMATION
FROM THE BOARD
AND
SUPERINTENDENT

Dr. Howell stated that the “Heart to Heart” bulletin boards in the Board Room were prepared by Holly Wolfe, IMC Clerk. “Heart to Heart” is a student community service project led by Melanie Artz, Art teacher at Rancho-Starbuck Junior High School. “Heart to Heart” are ceramic lapel heart pins, charms, and magnets designed by the art students that are being sold at the all the school sites and District Office. All proceeds will go to Sandy Hook Elementary School in Newtown, Connecticut.

Dr. Howell also stated that Tom Torlakson, State Superintendent of Public Instruction, recognized the District with a certificate stating the District should be commended for all its efforts in ensuring that the District is tobacco free.

SCHOOL REPORTS

Mrs. Shackelford shared that Meadow Green Elementary School’s quarterly PRIDE assembly was held on February 1, to recognize Students of the Month for the character education trait of Gratitude, Kindness, and Goal Setting. PRIDE recipients from each class were also recognized for their efforts in developing and exhibiting these traits. The Character Education focus for the month of February is Honesty and Truthfulness. Students will be challenged to work on these traits by honoring commitments, doing the right thing, taking pride in reputation, citizenship, and patriotism. ASCIP is sponsoring an Anti-Bully assembly for all Meadow Green students on February 21, featuring Michael Pritchard. Assemblies will be held at 9:45 a.m. for upper grade and 11:00 a.m. for primary grades. Meadow Green PTA is sponsoring a Bingo Night on Friday, February 22, at 6:00 p.m. as well as a Dance-a-Thon fundraiser on March 1, 2013. Proceeds from the Dance-a-Thon will be designated for a technology/new computer lab at Meadow Green.

Mr. Barber stated Jordan’s Awards Assembly will be held on Friday, February 8, at 11:00 a.m. Jordan Elementary School will host “Career Day” on Friday, February 15. Each classroom will have a guest speaker to share their career with the students. The PTA is having their monthly meeting on Tuesday, February 19, at 7:00 p.m. Jordan is also delighted to have once again Michael Pritchard’s Anti Bullying Assembly on Wednesday, February 27.

Mr. Hinz reported Macy Elementary School had another successful year of high participation in the PTA Reflections Program. We had several finalists in different grades, who entered projects in a variety of categories. All Macy Reflection participants are treated to a culmination field trip every year. The students of Macy will visit the Huntington Museum to better gain an appreciation of the rich arts and cultures found in our local area. Michael Pritchard brings to Macy on February 22, a ‘Building Bully-Free Schools and Communities’ Assembly which is a “high-energy mix of music slapstick comedy, animated story-telling and spot-on application strategies that captivate both children and adults. This assembly empowers victim and bystander over bullying situations.” On Saturday, February 23, 18 Macy Science Olympians, in grades five and six, will compete at Occidental College in the Los Angeles County Elementary Science Olympiad competition. Events at the competition include: A is for Anatomy, Egg Drop, Name the Scientist, Pasta Mobile, and Weather or Not.

SCHOOL REPORTS
Continued

Mr. Schambeck stated El Portal Elementary School's Senior Friends' Day will be held on February 8. This year's theme will be a tribute to Walt Disney. Our halls have been filled with Disney music for the last month. El Portal's Drama Team has also worked hard after school on their presentation. Senior Friends' Day begins at 9:45 a.m. with classroom visitations and then the program. The next awards ceremony will be on February 14 at 10:30 a.m. We will honor and celebrate first semester's Safety Patrol and Student Council members, along with our Honor Roll, Perfect Attendance for Quarter 2, and our CARE awards. Our sixth grade Cheer Squad will also be part of the celebration. On February 22, the Student Council will hold a Top Hat/Cherry Pie Eating Contest during lunch and the entire school will wear Red/White/Blue in honor of Presidents' Day. The contest will be held after lunch and has been a lot of fun the last four years. El Portal is proud to end the month with a Michael Pritchard Anti-Bullying Assembly. The assembly scheduled on February 26 is called "Standing Up, Not Standing By" and all students will write their own pledge on what they will do to stop bullying.

Mr. Jones shared that Olita Elementary School's sixth grade students will take their annual trip to China Town on Wednesday, February 6. While there, they will experience the Chinese culture by eating traditional Chinese food and exploring the shops. Many of them return wearing traditional hats and carrying Chinese New Year dragons. This is a trip student's look forward to every year. Olita's third grade students will visit Heritage Park on Thursday, February 14. They will experience how life was from history, including trying on traditional clothes from that era, making butter from cream, and many other fun things. The Kindergartener's field trip to Centennial Farm in Costa Mesa is on Friday, February 15. They are always excited to see the newborn chicks, baby calves, and sheep. On Thursday evening, February 21, Aly Saieva and Carie Cruz will host the first of several parent nights. That night's topic will focus on "Homework Help." Many of Olita parents have expressed issues with motivating their children to complete homework. Another issue is helping them to complete it correctly. Mrs. Saieva and Mrs. Cruz will guide parents to resources that will benefit everyone.

SCHOOL REPORTS
Continued

Mr. Hinz stated that Rancho-Starbuck Intermediate School's Junior Achievement students will attend an all-day workshop on money management on February 5, at the Junior Achievement headquarters in Burbank. This wonderful event educates the students in finances. The next REACH assembly is planned for Friday, February 8. The theme, 'Fiesta! Go loco for good grades,' celebrates our students for their hard work. Our College Festival begins February 19 and ends February 22. We will have a wide variety of activities for students including college dress up days, fight song name that tune contests, teachers sharing about their colleges, and assemblies sharing with students the importance of preparing for college. During College Festival, we will also host College Parent Night on February 21, the second in our Parent Speaker Series. Science Olympiad competition is this month on Saturday, February 23. Twelve of our future scientists will be attending this all day event at Occidental College. Samples of the events they will participate in are: Rockets, Towers, Anatomy, Road Scholar, and Crime Busters. We are proud of these students for working hard after school for this competition.

DAUGHTERS OF THE
AMERICAN
REVOLUTION (DAR)
ESSAY CONTEST
WINNERS

Dr. Howell introduced Miles Wilson, fifth-grade student from Macy Elementary School, and Hannah Kotoff, eighth-grade student from Rancho-Starbuck Junior High School. Miles and Hannah each won the John Greenleaf Whittier Chapter Society Daughters of the American Revolution American History Essay Contest for their respective grade levels. They each read their "Forgotten Patriots Who Supported the American Struggle for Independence" essays and were awarded a Certificate of Outstanding Achievement by President Hinz.

RECOGNITION OF THE
DISTRICT'S 2013
CLASSIFIED
EMPLOYEE OF THE
YEAR

Dr. Howell acknowledged and congratulated Darlene Pullen, Instructional Aide at Meadow Green Elementary School, for being selected as the District's 2013 Classified Employee of the Year.

Ms. Pullen stated "Dear Dr. Howell, Lowell Joint Board Members, and audience. I want to thank you very much for having me here today. I am honored to stand before you today as the recipient of this illustrious award. Receiving the Classified Employee of the Year award is something I am very proud of. I have always set my sights on working in education and have set high goals for myself. I discovered my academic passion when I was just five years old. Since that time, I have enjoyed being a student in the classroom, peer tutoring other students, doing community service through service learning in the classroom, and on to college.

I continued to pursue my academic interest in business and education at California State University, Long Beach, and the University of Hawaii. I know that the field of education was for me. I worked in business for a while, but knew that my true passion was to be back in education. I came to Lowell Joint eighteen years ago to pursue my dreams. I have held various positions while working in Lowell Joint.

RECOGNITION OF THE
DISTRICT'S 2013
CLASSIFIED
EMPLOYEE OF THE
YEAR Continued

I have also continued my education to better serve the students and come to Meadow Green everyday with enthusiasm and delight. I take pride in doing my best to teach all the students I work with the importance of getting a good education, the rigorous skills they need to master, and how to become better citizens. In addition, I attend many functions and trainings to further my knowledge base and use those strategies in the classroom with the students. I am constantly inspired and motivated by watching the students of Meadow Green learn and achieve. I will continue to work hard and always do my best to make sure that the students of Lowell Joint are prepared and ready to take on new challenges.

As I continue here in Lowell Joint, I will carry on the tradition of setting and maintaining high standards for all Classified Employees and working well with our dedicated staff members. I once again, want to thank you for honoring me with the Classified Employee of the Year Award.”

Mr. Hinz awarded Ms. Pullen with a Certificate of Outstanding Achievement.

RECESS

Mr. Hinz declared a recess at 8:05 p.m., and dismissed himself from the Board meeting due to illness.

Mr. Schambeck reconvened the Board Meeting to Open Session at 8:10 p.m.

UPDATED/REVISED
BOARD POLICY –
UNIFORM COMPLAINT
PROCEDURES
(BP 1312.3)

Pursuant to changes in California law regarding bullying, certain changes must be made to the District's Uniform Complaint Procedures (BP 1312.3). The proposed policy addresses the requirements as provided by the Orange County Department of Education, and has been shared with representatives of the certificated and classified employee groups and administrators.

It was moved, seconded, and carried by unanimous vote (4 – 0) to adopt the updated/revised Board Policy 1312.3, Uniform Complaint Procedures, and authorized the Superintendent or designee to disseminate the information.

NEW BOARD POLICY –
FEES AND CHARGES
(BP 3260)

The District does not currently have a Board Policy regarding Fees and Charges (BP 3260). The proposed policy addresses the requirements as provided by the Orange County Department of Education, and has been shared with representatives of the certificated and classified employee groups, and administrators.

It was moved, seconded, and carried by unanimous vote (4 – 0) to adopt the new Board Policy 3260, Fees and Charges, and authorized the Superintendent or designee to disseminate the information.

PUBLIC HEARING:
INITIAL PROPOSAL
FROM THE LOWELL
JOINT EDUCATION
ASSOCIATION FOR A
SUCESSOR
AGREEMENT

Marikate Wissman, one of the co-chairs of the Lowell Joint Education Association Negotiating Team, presented to the Board of Trustees an initial proposal for a successor agreement, as attached, pursuant to the Rodda Act.

A public hearing was opened at 8:13 p.m. and no questions were asked by the members of the audience. The Public Hearing was closed at 8:14 p.m.

PUBLIC HEARING:
INITIAL
MANAGEMENT
PROPOSAL FOR A
SUCCESSOR
AGREEMENT WITH
LOWELL JOINT
EDUCATION
ASSOCIATION

Dr. Howell presented to the Board of Trustees an initial management proposal with the Lowell Joint Education Association for a successor agreement, as attached, pursuant to the Rodda Act.

A public hearing was opened at 8:17 p.m. and no questions were asked by the members of the audience. The Public Hearing was closed at 8:18 p.m.

APPROVAL OF
REVISED BOARD OF
TRUSTEES MEETINGS
FOR THE 2013
ORGANIZATIONAL
MEETING

Due to the 2013/14 school year starting in August, it was deemed necessary to hold a Board Meeting in August.

It was moved, seconded, and carried by unanimous vote (4-0) that the revised Board of Trustees meetings for the 2013 Organization Year be approved, as attached, and authorized the Superintendent or designee to execute the necessary documents.

KINDERGARTEN
SCHEDULE UPDATE

Dr. Howell shared that the Kindergarten schedule was reviewed and changed a year ago. At the request of the Board of Trustees a presentation regarding the Kindergarten schedule was provided.

The District's current schedule is 260 minutes per day. At the most recent Kindergarten Common Core meeting, the Kindergarten teachers and principals expressed that the longer 100-minute block allows enough time to ensure that the students have an understanding of the concepts being taught. The Kindergarten teachers and principals unanimously requested to continue with the current schedule for the 2013/14 school year.

2012/13 STATE BUDGET
UPDATE

Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services, presented the Governor's 2013/14 State Budget Proposal presentation from School Services of California, Inc. Ms. Reynolds shared that for the first time in five years, school districts will see an increase in per-student funding and a new formula for distributing funds. The revenue limit deficit continues to be more than 20%, but for the first time since 2007/08 does not grow, and the Governor continues to deal with the "wall of debt."

More information regarding the 2013/14 State Budget Proposal can be found at www.ljsd.org.

DISTRICT-WIDE
TELEPHONE
REPLACEMENT
PROJECT UPDATE

Mr. Ryan Gaviola, Director of Technology, and Jerry Vincent, Project Manager, presented to the Board of Trustees an update of more detailed plans for the District-wide Telephone Replacement Project. Mr. Gaviola reviewed 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. At the December 3, 2012, Board meeting, the Board of Trustees approved replacing the current telephone system with a Voice over Internet Protocol (VoIP) telephone system.

Mr. Gaviola and Mr. Vincent explained that the steps taking thus far provide a better estimate of the costs to replace the telephone system. The steps included site walks by an electrical engineer and with one communication installation vendor. A preliminary site visit report was received from the electrical engineer, which included the estimated infrastructure/construction budget. The updated infrastructure budget is \$604,475, compared to the \$606,000 estimated budget in December, 2012. The next steps will be as follows: finalize architect/engineering contracts; the Project Manager will compile a rough time line and/or schedule; coordinate any architect drawings and the electrical engineer's drawings; gather input on construction materials, specifications, and construction contracts; begin researching contractors who have performed similar work and begin informal reference checks; work with the E-rate consultant on E-rate forms and bids for equipment; and continue working with the County Offices of Education regarding contracts.

Mr. Vincent stated that as the replacement project proceeds the Board of Trustees will be kept informed.

CONSENT CALENDAR

It was moved, seconded, and carried by unanimous roll call vote, (4 – 0), to approve/ratify the following items, under a consent procedure.

Purchase Order Report
2012/13 #7

Approved Purchase Order Report 2012/13 #7, which lists all purchase orders issued December 28, 2012, through January 22, 2013.

Warrant Listing Report
2012/13 #7

Approved Warrant Listing Report 2012/13 #6, which lists all warrants issued January 10, 2013, through January 28, 2013.

Approval of Agreement
with Melissa Manning,
RD, to Provide
Consulting Services for
“6 Cent Reimbursement”

Ratified the agreement with Melissa Manning, RD, to provide consulting services for “6 Cent Reimbursement” at a total cost of \$1,995.00, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Agreement
with Flewelling &
Moody Architects to
Provide Architectural
Services

Ratified the agreement with Flewelling & Moody Architects to provide architectural services for various code compliance and safety projects, at the fee rate hourly ranging between \$50 to \$200, depending on the services rendered, and will not to exceed \$50,000, to be paid from the Special Reserve For Capital Outlay Fund (Fund 40), and authorized the Superintendent or designee to execute the necessary documents.

Approval of Agreement with Budlong & Associates, Inc., to Provide Services Related to the District-Wide Telephone Replacement Project	Ratified the agreement with Budlong & Associates, Inc., to provide services related to the District-wide Telephone Replacement Project, not limited to performing a telephone systems infrastructure study and prepare a project site visit report, per the agreements hourly rate fee, not to exceed \$11,000, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Interfund Transfer of \$85,000 in 2012/13 Fiscal Year from Fund 40 to Fund 14	Ratified the Interfund Transfer of \$85,000 in 2012/13 Fiscal Year from the Special Reserve Fund for Capital Outlay Projects to the Deferred Maintenance Fund (via the General Fund), and authorized the Superintendent or designee to execute the necessary documents
Approval of Amendment #1 to Independent Contractor Agreement with Gerald J. Vincent to Provide Special Services and Advice in the Areas of Maintenance, Operations and Facilities Services	Ratified Amendment #1 to Independent Contractor Agreement with Gerald J. Vincent to provide special services and advice in the areas of Maintenance, Operations and Facilities Services at the rate of \$55 per hour, for a total amount not to exceed \$46,750, beginning December 24, 2012, and ending no later than December 31, 2013, and authorized the Superintendent or designee to execute the necessary documents.
Employer-Employee Relations/Personnel Report 2012/13 #7	Ratified Employer-Employee Relations/Personnel Report 2012/13 #7 as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.
Approval of Contract with Inside the Outdoors, Orange County Department of Education, to Provide a Mount San Antonio College – Gabrielino Walk Field Trip for the Third Grade Students of Macy Elementary School	Approved the contract with Inside the Outdoors, Orange County Department of Education, to provide a Mount San Antonio College – Gabrielino Walk field trip for the third grade students of Macy Elementary School on February 22, 2013, at the cost of \$7.75 per student, not to exceed \$604.50 (78 students) to be paid from Inside the Outdoors grant funds, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Contract with Inside the Outdoors, Orange County Department of Education to Provide a Rancho-Sonado Field Trip for the Fifth Grade Students of Macy Elementary School	Approved the contract with Inside the Outdoors, Orange County Department of Education, to provide a Rancho-Sonado field trip for the fifth grade students of Macy Elementary School on April 5, 2013, at the cost of the field trip of \$32.50 per student, not to exceed \$2,925 (90 students) to be paid from Inside the Outdoors grant funds, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Contract with Inside the Outdoors, Orange County Department of Education, to Provide a Mount San Antonio College – Ecosystem Extravaganza Field Trip for the First Grade Students of Meadow Green Elementary School

Approved the contract with Inside the Outdoors, Orange County Department of Education, to provide a Mount San Antonio College – Ecosystem Extravaganza field trip for the first grade students of Meadow Green Elementary School on April 26, 2013, at the cost of \$6.25 per student, not to exceed \$406.25 (65 students) to be paid from Inside the Outdoors grant funds, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant Agreement with Mr. Lukas Lowery to Provide After-School Coaching Services for the 2012/13 School Year

Ratified the consultant agreement with Mr. Lukas Lowery to provide after-school coaching services for the 2012/13 school year, at the amount of \$700.00 per season, not to exceed \$1,400.00, to be paid from the monies secured by the Lowell Joint Education Foundation donation, and authorized the Superintendent or designee to execute the necessary documents.

BOARD MEMBER/
SUPERINTENDENT
COMMENTS

Mr. Barber shared that Mr. Anderson and Mr. Chittum are doing a great job with the after-school sports program.

ADJOURNMENT

Vice-President Schambeck declared the meeting adjourned at 8:55 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