

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
January 14, 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, a moment of silence was observed for the Sandy Hook Elementary School students, staff members, and families.
- 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.
- INTRODUCTION/
WELCOME** President Hinz welcomed CSEA President Darleene Pullen, LJEACo-President Allison Fonti, guests, and staff members present.
- REPORTING OUT
ACTION (IF ANY)
TAKEN IN CLOSED
SESSION** None.
- ACKNOWLEDGEMENT
OF CORRESPONDENCE** Mr. Schambeck stated he received late letters to congratulate him on his recent reelection to the Board of Trustees. He appreciated the sentiments and thanked those for sending.
- Mr. Jones stated he also received letters to congratulate him on his recent election to the Board of Trustees.
- APPROVAL OF
AGENDA** It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the January 14, 2013, Board agenda.
- APPROVAL OF
MINUTES** It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the minutes from the December 3, 2012, Board Meeting.

TOPICS NOT ON THE
AGENDA

None.

TIMELY INFORMATION
FROM THE BOARD
AND
SUPERINTENDENT

Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services, introduced John Binchi, the new Director of Maintenance, Operations, and Facilities. Ms. Reynolds shared that Mr. Binchi comes with 23 years of experience with United Parcel Service as a Facilities Plant Manager and is looking forward to working with the District.

Dr. Howell stated that the bulletin boards in the Board Room were prepared by Laurie Kudler, Independent Study Teacher, from Jordan Elementary School.

Dr. Howell shared that Melanie Artz, Art teacher at Rancho-Starbuck Junior High School, and the art students have began a community service project called "Heart to Heart." Heart to Heart are ceramic lapel heart pins, charms, and magnets designed by the art students that will be sold at \$4.00 a piece. All proceeds will go to Sandy Hook Elementary School in Newtown, Connecticut.

Dr. Howell also shared that Governor Brown released his 2013/14 Proposed State Budget. Darleene Pullen, CSEA President; Allison Fonti and Teresa Herman, LJEA Co-Presidents; Andrea Reynolds, Assistant Superintendent of Administrative Services; and the Superintendent will attend the Governor's Budget Workshop presented by School Services of California, Inc.

Some of the highlights of the proposed budget are a proposal of 1.65% COLA, fewer deferrals, and a new weighted student formula. The new weighted student formula would give an increase for those districts that have at least 51 percent of English Learners or students receiving Free/Reduced Lunch. The District would not receive an increase as it does not have that high of a percentage of English Learners or students receiving Free/Reduced Lunch, but still needs to provide those services. With the new weighted student formula, the categorical funds will no longer be restricted and could be used for whatever the district chooses.

Dr. Howell stated that at the February Board Meeting, Ms. Reynolds will provide a presentation regarding the Governor's Proposed Budget. Dr. Howell also stated that although this is proposed budget, nothing really happens until Governor Brown releases the May Revised Budget.

SCHOOL REPORTS

Mrs. Shackelford shared that Meadow Green Elementary School's annual Moms and Muffins Breakfast was held January 8, in the multi-use room. The breakfast began at 7:45 a.m. Moms and other special adults were invited to share a muffin with their student before school began. A Meadow Green School Site Council meeting will be held in the office on January 16, at 2:00 p.m. Council members will discuss school programs, goals, safety, and upcoming events. The Meadow Green PTA is sponsoring a *Science on the Go* Magnetism Assembly for students on January 18, as well as a Talent Show on Friday, January 25, at 6:00 p.m. in the multi-use. All are invited to attend and support our students as they perform. Our quarterly PRIDE assembly will be held on February 1, to recognize Students of the Month for the character education traits of gratitude and kindness. PRIDE recipients from each class will be recognized for their efforts in developing and exhibiting responsibility. Our focus for the month of January is goal setting. Students will be challenged to set a personal goal to track for the rest of the school year.

Mr. Barber stated that on Friday, January 18, at 11:00 a.m., Jordan Elementary School will have their Citizenship Assembly for the month of December. On Tuesday, January 15, is the PTA's monthly meeting. "College Day" will arrive at Jordan on Friday, January 25. Each class will have two speakers to share the benefits of going to college.

Mr. Hinz reported that Macy Elementary School's students were treated to the TNT Dunk Team on Monday, January 7. The TNT Dunk Team are performing artists and motivational speakers. The basketball performers kicked-off our MARS (Macy Awesome Reading Stars) Reading Program and encouraged kids to read-read-read, do their best in school, and work hard to accomplish their goals. The first-grade students will explore Powder Canyon as part of their Science curriculum. Students will learn about habitats, plant and animal life cycles, food chains, and co-existing wildlife on Thursday, January 18. Students always look forward to *Science on the Go* assemblies. The next assembly is scheduled for Friday, January 25, where students will learn about Amphibians.

Mr. Schambeck stated that El Portal Elementary School's first grade students have had two lectures about the Mt. Conservancy from the ranger. After the lectures the students visited Mt. Conservatory, Powder Canyon, on Friday, January 11, in La Habra Heights and hiked the canyon. We have nine SOAR intervention programs running. All students are focusing on mastering the skills from first quarter and the classes will conclude on February 6. Our last session of afterschool classes for the school year will be formed after the Mid-Year results and begin February 26 through March 27. Where in El Portal is Ben Franklin? will be celebrated on Thursday, January 17. We will have a reader's theater and of course spend the week looking for Ben Franklin. All prizes will be given out at recess.

SCHOOL REPORTS

Continued

Mr. Jones shared that Olita Elementary School students who sold at least 10 items in our fundraiser were invited to the DJ party on Friday afternoon, January 11. Kids were entertained with games, appropriate music, and food as a thank you for their efforts in helping the PTA. The money raised will go towards paying for all of the activities our students are provided. On Thursday, January 17, we will be inundated with hundreds of insects! Well, at least on display. *Science on the Go* will be at Olita to teach students all about insects. Students get to see, touch and feel many different things that they may never have experienced. The fourth graders will be taking their annual trip to visit the mission in San Juan Capistrano on Wednesday, January 30. As students learn about mission life and the impact that they had on California history, they will get to visit an actual mission.

Mr. Hinz stated that Rancho-Starbuck Intermediate School focusing on continuing to encourage a safe environment will again have TeenTruth on campus with an assembly focusing on school violence issues and bullying. A parent night on January 15 will be followed by our student assembly on January 16. Following the student assembly our presenter will be working with our ASB students to train them on follow up activities for the campus. Junior Achievement concludes this month with the last class on Friday, January 25. The culminating field trip takes place next month. Our first semester Drama students present their play, *Walk on the Wild Side*, January 23 at 7:00 p.m. A student assembly follows the next day. This is a culminating event for drama students before the semester changes.

SUBMISSION OF
WILLIAMS LITIGATION
SETTLEMENT –
QUARTERLY UNIFORM
COMPLAINT REPORT
FOR QUARTER
OCTOBER 1 –
DECEMBER 31, 2012

It was moved, seconded, and carried by unanimous vote (5-0) to approve the submission of the Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter October 1 – December 31, 2012, reflecting zero complaints to the Los Angeles County Office of Education and the Orange County Department of Education.

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 California School Boards Association, and has been shared with representatives of the certificated and classified employee groups and administrators.

Board Policy 1312.3, Uniform Complaint Procedures, was presented for first reading/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 California School Boards Association, and has been shared with representatives of the certificated and classified employee groups, and administrators.

Board Policy 3260, Fees and Charges, was presented for first reading/information.

SCHOL SECURITY UPDATE – Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services, presented information on the District’s School Security Measures. The schools currently have a visitor identification procedure, conduct fire drills and lock-down drills during the year, emergency notification system to parents via ConnectEd, and a close working relationship with local enforcement agencies (La Habra Police Department, Whittier Police Department, and Los Angeles County Sheriff’s Department.)

The District will continue to work with ASCIP, the District’s liability insurance carrier, to advise of best fencing placement and other safety issues.

PRESENTATION OF AUDIT REPORT 2011/12 – *Education Code* Section 41020.3 requires that by January 31 of each year, the governing body of each local education agency shall review, at a public meeting, the annual audit of the local education agency for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of corrections or plans to correct any exceptions.

Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services, presented the annual audit of the Lowell Joint School District for the 2011/12. The audit was conducted by the firm of Quezada & Company and revealed no findings.

PHYSICAL FITNESS RESULTS – Mrs. Tiffany Rudek, Assistant Superintendent of Instruction, presented the District’s Physical Fitness Test results for 2012 for fifth and seventh graders. Per *California Education Code* Section 60800, each school district must administer a physical fitness test annually to all students in grades five, seven, and nine.

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 #6 – Approved Purchase Order Report 2012/13 #6, which lists all purchase orders issued November 19, 2012, through December 27, 2012.

Warrant Listing Report 2012/13 #6 – Approved Warrant Listing Report 2012/13 #6, which lists all warrants issued November 26, 2012, through January 7, 2013.

Employer-Employee Relations/Personnel Report 2012/13 #6	Ratified Employer-Employee Relations/Personnel Report 2012/13 #6, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.
Approval of Independent Contractor Agreement for Supplemental Education Services (SES) and Individual Services Agreement (ISA) with SES Provider: Advanced Learning Solutions, LLC dba UROK Learning Institute	Approved the independent contractor agreement for supplemental education services (SES) and individual services agreement (ISA) with Advanced Learning Solutions, LLC, dba UROK Learning Institute, to provide tutoring for eligible students at Olita Elementary School for the 2012/13 school year, at an hourly rate of \$45.41, and a total not exceed \$716.89 per student, to be funded by Title I, Part A, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Independent Contractor Agreement for Supplemental Education Services (SES) and Individual Services Agreement (ISA) with SES Provider: Club Z! In-Home Tutoring dba Grandara Educational Services, LLC	Approved the independent contractor agreement for supplemental education services (SES) and individual services agreement (ISA) with Club Z! In-Home Tutoring dba Grandara Educational Services, LLC, to provide tutoring for eligible students at Olita Elementary School for the 2012/13 school year, at an hourly rate of \$65.00, and a total not exceed \$716.89 per student, to be funded by Title I, Part A, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Independent Contractor Agreement for Supplemental Education Services (SES) and Individual Services Agreement (ISA) with SES Provider: Professional Tutors of America, Inc.	Approved the independent contractor agreement for supplemental education services (SES) and individual services agreement (ISA) with Professional Tutors of America, Inc, to provide tutoring for eligible students at Olita Elementary School for the 2012/13 school year, at an hourly rate of \$68.00, and a total not exceed \$716.89 per student, to be funded by Title I, Part A, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Services Agreement with Horizon Intertainment, LLC, to Provide Teen Truth Live Bully and School Violence Presentation at Rancho-Starbuck Intermediate School	Approved the services agreement with Horizon Intertainment, LLC, to provide Teen Truth Live Bully and School Violence presentation at Rancho-Starbuck Intermediate School, at a district total cost of \$3,900.00, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant Agreement with Mr. Justin Caines to Provide After-School Coaching Services for the 2012/13 School Year	Ratified the consultant agreement with Mr. Justin Caines 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.
Approval of Consultant Agreement with Mr. Will Peppard to Provide After-School Coaching Services for the 2012/13 School Year	Ratified the consultant agreement with Mr. Will Peppard 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.
Approval of Consultant Agreement with Mr. Roman Pagano to Provide After-School Coaching Services for the 2012/13 School Year	Ratified the consultant agreement with Mr. Roman Pagano 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.
Approval of Consultant Agreement with Mr. Justin Luzzi to Provide After-School Coaching Services for the 2012/13 School Year	Ratified the consultant agreement with Mr. Justin Luzzi 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.
Acceptance of Gift/Donations	Accepted the following gift/donation: JoJo's Pizza, donation of three large pizzas for Rancho-Starbuck California Distinguished School Writing Team; and authorized the Superintendent or designee to write a letter of appreciation.
BOARD MEMBER/ SUPERINTENDENT COMMENTS	<p>Mr. Barber wanted to thank everyone who donated to his daughter's 13th birthday charity fundraiser. The amount raised was approximately \$1,800.00. All proceeds will go to a charity that fills and sends backpacks for those less fortunate all over the world.</p> <p>Mrs. Shackelford shared with her high school students what Mr. Barber's seventh-grade daughter did for her birthday and challenged each and everyone of those students' to be the difference.</p> <p>Mr. Schambeck noted that the coaches who are coaching the after-school sports program at Rancho-Starbuck Intermediate School are former students of Rancho and he is very pleased that they have returned to coach.</p>

ADJOURNMENT

President Hinz declared the meeting adjourned at 8:10 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