

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 24, 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 7:40 p.m.

The flag salute was led by Tiffany Rudek, Assistant Superintendent of Instruction.

Trustees Present: Darin W. Barber, William A. Hinz, Brandon R. Jones, Fred W. Schambeck, and Anastasia M. Shackelford.

Trustees Absent: None.

Staff Present: Patricia A. Howell, Superintendent; Andrea Reynolds, Assistant Superintendent of Administrative Services; and Tiffany Rudek, Assistant Superintendent of Instruction

REPORTING OUT  
ACTION (IF ANY)  
TAKEN IN CLOSED  
SESSION

In closed session, the Board took action (5 – 0) to approve the following settlement agreement for Office of Administrative Hearings No. 201370466.

INTRODUCTION/  
WELCOME

President Hinz welcomed CSEA President Darleene Pullen, LJEA President Allison Fonti, and guests.

ACKNOWLEDGEMENT  
OF CORRESPONDENCE

None.

APPROVAL OF  
AGENDA

It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the September 24, 2013, agenda.

APPROVAL OF  
MINUTES

It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the minutes from the August 5, 2013, Board meeting.

TOPICS NOT ON THE  
AGENDA

None.

**TIMELY INFORMATION  
FROM THE BOARD  
AND  
SUPERINTENDENT**

Dr. Howell thanked Holly Wolfe, District Office Staff Member, for preparing the Bulletin Boards.

Dr. Howell shared that Mr. Patrick Rockenbach, parent, donated seven copies of his first novel, *Double A Blues*, for each school library.

Dr. Howell recognized Mr. Donny Van Hoogmoed for earning his Eagle Scout ranking. Dr. Howell shared that Donny received his Eagle Scout ranking by completing a planter project for the Special Day Classes and the Kindergarten playground at Olita Elementary School. Mr Hinz presented Mr. Van Hoogmoed with a certificate for his hard work. After the presentation, a recess was called to allow time for pictures to be taken with the Board Members.

**SCHOOL REPORTS**

Mrs. Shackelford shared Meadow Green's theme for the 2013/14 school year is, "Working Hard and Being Kind Matters" and the PTA theme is "Building a Better Tomorrow." Staff and students are gearing up for a year of continued growth in both academics and personal achievement. Two parent nights were held at Meadow Green during August. Parents of at-risk students were invited to a Lexia Parent Night held on August 28, and a school-wide ST Math Parent Night was held on August 29. Patriot Day was celebrated at Meadow Green on September 11, with students honoring our country's patriots by wearing red, white, and blue. A moment of silence was observed in their honor. Each teacher taught a lesson from their Patriotic Guide to their class. Constitution Week was observed during the week of September 16. Teachers used resources from their Patriotic Guide to plan lessons for their students. On September 17, all students and staff at Meadow Green met around the United States map by the lunch tables at 11:00 A.M. The Pledge of Allegiance was recited together. Thoughts on the pledge and our great country were shared. All students were encouraged to wear red, white, and blue.

Mr. Barber stated that on Wednesday, September 11, Jordan honored all American heroes for Patriot Day. Students wore red, white, and blue and had a moment of silence to honor all American heroes. Students wore red, white, and blue again on September 17 to honor Constitution Day. Jordan's PTA hosted Stoves on Strike at El Cholo restaurant in La Habra on Wednesday, September 11. The event was well attended and families enjoyed the delicious food. September 16, Jordan students were dressed to impress for their Fall pictures. The Jordan PTA hosted Movie Night on Friday, September 20. The movie "Epic" was shown.

SCHOOL REPORTS  
(Continued)

Mr. Hinz stated that on Friday, August 23, former Macy Alumni Mitch Callahan, who is now a player in the Detroit Red Wing Hockey Organization, visited Macy and after a short slideshow of Mitch on the ice; he spoke to the upper grade students about keeping focused in school and doing their best to reach the goals they set. Mitch gave away several signed hockey sticks to students. Patriot Day was honored at Macy on September 11. All students listened to a short remembrance of 9-11, followed by a 20 second moment of silence and a school-wide Pledge of Allegiance. Macy families enjoyed the Fall Family picnic held on Friday, September 20. The Macy PTA hosts a family picnic in the quad and upper field areas each year. The PTA provides desserts while families bring their own food, blankets, and chairs.

Mr. Schambeck reported that the school theme for this year at El Portal is: El Portal – Home of the Champions. Their Welcome Back Parent PTA meeting, Ice Cream Social, and Back-to-School Night were very well attended. El Portal's enrollment is up 20 students from last year. El Portal will participate in an opportunity to become pen pals with farm families in Nebraska. Carol Shaw, retired teacher, read about this program in her husband's hometown newspaper while she was traveling this summer. This is the only program of its kind in the U.S. The purpose is to connect students with the economics of our food producers and their lives. All grade levels have signed up and classrooms must decide if they prefer a farm family or a ranch family. This opportunity will address standards in ELA, social studies, and math. Students are very excited to get started. In honor of Patriot Day, on September 11, El Portal staff and students started the day in the quad together and recited the Pledge of Allegiance, shared a "Moment of Silence" and sang *God Bless America* together.

Mr. Jones shared that Olita's sixth grade students always look forward to their first music lesson with Mr. Fletcher. Band began on Thursday, September 12. There was a great turnout for the parent information night with many students anxious to get their hands on their own instruments. Olita PTA held their annual "Welcome Back Picnic" on Thursday, September 5. It was well-attended with many students and families enjoying the fun activities that PTA sponsored. There were delicious tacos and nachos, as well as thirst-quenching snow cones. Students competed in a pie eating contest, sack races, and horseshoes. A great time was had by all. On Wednesday, September 11, Olita held its first School Site Council Meeting for the year. There are many decisions to be made this year regarding best practices for intervention. Representatives from Study Island provided an in-service on their computer program.

**SCHOOL REPORTS  
(Continued)**

Mr. Hinz concluded that Rancho-Starbuck Intermediate School's Power Start & Power Finish has begun. It is great to see so many students seeking help and our dedicated staff there to help our kids succeed. On September 10 our first REACH assembly, Super Heroes, took place. Students were rewarded for CST scores, grades and their success on the magazine drive. It was fun for the kids to see teachers get a pie in the face! This month our new Dance Academy began and our dancers are busy on Monday afternoons getting ready to perform in October. Our canine assembly including drug awareness information took place on September 15<sup>th</sup>. This proactive approach helps our campus stay drug free! Flex classes began September 19. Students chose an enrichment class from a full menu of options or have the opportunity for intervention during the day to master content standards.

**UPDATED/REVISED  
BOARD POLICIES**

As the District updates current Board Policies and accompanying Administrative Regulations regarding Concepts and Roles (BP 6000) and Academic Standards (BP 6011) with current regulations and procedures, it is imperative to disseminate updated information. The proposed updated/revised Board Policies have been shared with representatives of the certificated and classified employee groups and administrators.

Further input is welcome and the revised Board Policies will be included on the October 14, 2013, Board agenda for second reading and approval.

**2012/13 DISTRICT  
ACCOMPLISHMENTS**

Dr. Howell shared a number of District accomplishments for the 2012/13 school year. The accomplishments were in the following areas: Academic Programs, Technology, Nutrition Services, and Maintenance of Facilities.

**RESOLUTION 2013/14  
No. 604 DETERMINING  
STEPS TO ENSURE  
AVAILABILITY OF  
TEXTBOOKS AND  
INSTRUCTIONAL  
MATERIALS FOR  
2013/14**

Pursuant to *Education Code* Section 60119, California school districts must adopt a resolution that determines steps to ensure availability of textbooks and instructional materials for the 2013/14 school year. State guidelines for adoption of the resolution include holding a Public Hearing. The District posted a "Notice of Public Hearing" from September 13, 2013, through September 24, 2013, at each of the school sites and at the Lowell Joint School District Office.

The Public Hearing was opened at 7:58 p.m., and after hearing no comment, the Public Hearing was closed at 7:59 p.m.

It was moved, seconded, and carried by unanimous roll call vote (5 – 0), to adopt Resolution 2013/14 No. 604, Determining Steps to Ensure Availability of Textbooks and Instructional Materials for 2013/14, and authorized the Superintendent or designee to execute the necessary documents.

**RESOLUTION 2013/14  
NO. 606 DESIGNATING  
OCTOBER 2013 AS  
“CHARACTER  
EDUCATION MONTH”**

Character Education month is to ensure that the development of strong and moral character and the promotion of responsible, ethical, civic-minded behavior are well and thoroughly integrated into the schools' curricula and instructional activities.

It was moved, seconded, and carried by unanimous roll call vote (5 – 0), to adopt Resolution 2013/14 No. 606 Designating October 2013 as “Character Education Month,” and authorized the Superintendent or designee to execute the necessary documents.

**LOCAL CONTROL AND  
ACCOUNTABILITY  
PLANS**

Dr. Howell provided the Board of Trustees an update on the Local Control and Accountability Plans (LCAP) as presented by Ron Wenkart, Legal Counsel of Orange County Department of Education. Dr. Howell shared that the LCAP must address eight state priorities and must be adopted by the Board prior to July 1, 2014.

**NOMINATION FOR  
MEMBERSHIP ON THE  
LOS ANGELES  
COUNTY COMMITTEE  
ON SCHOOL DISTRICT  
ORGANIZATION**

It was moved, seconded, and carried by unanimous vote (5 – 0) to select incumbents Maria Calix and Joan Jakubowski, Second Supervisorial District; and incumbent AJ Willmer, Third Supervisorial District, for membership to the Los Angeles County Committee on School District Organization, and authorized the Superintendent or designee to execute the necessary documents.

**APPROVAL OF 2012/13  
UNAUDITED ACTUALS  
AND CONCURRENT  
APPROVAL OF THE  
FUND BALANCE  
CHANGES TO THE  
DISTRICT'S 2013/14  
BEGINNING  
BUDGETED BALANCES**

According to Education Code 42100, the Governing Board of each school district shall approve an annual statement of receipts and expenditures of the District for the preceding fiscal year.

Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services, presented estimated income and expenditure figures when the 2013/14 Budget was presented on June 18, 2013.

It was moved, seconded, and carried by unanimous vote (5 – 0) to adopt the 2012/13 Unaudited Actuals and Fund Balance Changes as the District's 2013/14 Beginning Budgeted Balances, and authorized the Superintendent or designee to execute the necessary documents.

**2013 CALIFORNIA  
STANDARDS TEST  
RESULTS**

Mrs. Tiffany Rudek, Assistant Superintendent of Instruction, presented the 2013 California Standards Test Results for the District. The District achieved higher at every grade level in ELA and Math than Orange County, Los Angeles County, and the State.

**2013 GROWTH API AND AYP REPORT**

Mrs. Tiffany Rudek, Assistant Superintendent of Instruction, was proud to present the 2013 Academic Performance Index (API) and 2013 Adequate Yearly Progress (AYP) Reports for each of the schools and the District.

All six of the District's schools received an API over 859, which is over the State target of 800. The score for each school is as follows: El Portal, 869; Jordan, 866; Macy, 889; Meadow Green, 911; Olita, 858; and Rancho-Starbuck, 874. Mrs. Rudek also shared that the 2013 Adequate Yearly Progress (AYP) Report varies by site and District. Each site, including the District, must meet certain criteria. The criteria to meet the AYP varies by school, but includes participation rate of 95 percent, meet the proficient percentage established by NCLB, have an API of 800, and includes all students and significant subgroups.

**SELECTION OF 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE CORE LITERATURE NOVELS**

Mrs. Rudek shared the proposal to add to the District's English/Language Arts curriculum, as attached, for 7<sup>th</sup> and 8<sup>th</sup> grades for the 2013/14 school year.

The proposed basic core novels were on display in the Instructional Materials Center (IMC) at the District Office for Review by any interested persons.

It was moved, seconded, and carried by unanimous vote (5 – 0), to adopt the selection of 7<sup>th</sup> and 8<sup>th</sup> grade core literature novels, and authorized the Superintendent or designee to execute the necessary documents.

**CONSENT CALENDAR**

Purchase Order Report  
2013/14 #2

It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve/ratify the following items, under a consent procedure.

Approved Purchase Order Report 2013/14 #2, which lists all purchase orders issued June 5, 2013, through August 16, 2013.

Warrant Listing Report  
2013/14 #2

Approved Warrant Listing Report 2013/14 #2, which lists all warrants issued June 7, 2013, through September 5, 2013.

Approval of Agreement  
with Atkinson, Andelson,  
Loya, Rudd & Romo for  
Legal Services

Ratified agreement with Atkinson, Andelson, Loya, Rudd & Romo for Legal Services from August 1, 2013, through July 31, 2014, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Change  
Order #1 for District-  
Wide Telephone  
Replacement Project

Ratified the change order #1, in the amount of \$31,705 with Amtek Construction, for District-wide Telephone Replacement Project, and authorized the Superintendent or designee to execute the necessary documents.

Resolution 2013/14  
No. 608 Gann  
Amendment  
Appropriations Limit

Adopted Resolution 2013/14 No. 608 Gann Amendment Appropriations Limit, and authorized the Superintendent or designee to execute the necessary documents.

Approval of  
Sale/Disposal of Surplus  
District Personal  
Property

Ratified the sale/disposal of surplus District personal property, as attached, and authorized the Superintendent or designee to execute the necessary documents.

Approval of  
Establishment of Bank  
Accounts at Credit Union  
of Southern California  
for Additional Banking  
Services

Approved the establishment of the following bank accounts: Rancho-Starbuck Student Council; Revolving Cash; and Miscellaneous Receipts, at Credit Union of Southern California (CUSOCAL) effective September 25, 2013, for cost savings and operational efficiency, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Closure of  
Bank Accounts at Bank  
of America

Approved the closure of the following bank accounts: Rancho-Starbuck Student Council; Cash Revolving; and Miscellaneous Receipts, at Bank of America effective November 30, 2013, for cost savings and operational efficiency, and authorized the Superintendent or designee to execute the necessary documents.

Employer-Employee  
Relations/Personnel  
Report 2013/14 #2

Ratified Employer-Employee Relations/Personnel Report 2013/14 #2, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Resolution 2013/14  
No. 607 Implementing  
Education Code Section  
44256(b)

Adopted Resolution 2013/14 No. 607 implementing Education Code Section 44256(b), as attached, and authorized the Superintendent or designee to execute the necessary documents.

Acceptance of Gifts/  
Donations

Ratified the acceptance of gifts/donations as follows: SchoolsFirst Federal Credit Union, \$1,500.00 to support the District Orientation Meeting; and La Habra Rotary Club, donation of 125 backpacks filled with school supplies (approximate value \$3,125.00) and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant  
Agreement with Pacific  
Coast Speech Services,  
Inc., to Provide  
Speech/Language  
Services for the 2013/14  
School Year

Ratified the consultant agreement with Pacific Coast Speech Services, Inc., to provide speech/language pathology services for the 2013/14 school year, at a rate of \$82.00 per hour for a maximum of 8 hours per day for 182 days, not to exceed \$119,392.00, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant  
Agreement with  
EduCLIME to Provide  
Training Services for the  
2013/14 School Year

Ratified the consultant agreement with EduCLIME for the 2013/14 school year, at a rate of \$125.00 per hour and 56.5 cents per mile, not to exceed \$2,000, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Agreement with Olive Crest Academy/Canal Street Elementary and Junior High School, a Nonpublic Nonsectarian School, to Provide Special Education Services for the 2013/14 School Year

Approval of Consultant Agreement with Ms. Jennifer Church to Provide After-School Coaching Services for the 2013/14 School Year

Approval of Consultant Agreement with Ms. Sarah Rainey to Provide After-School Coaching Services for the 2013/14 School Year

Approval of Consultant Agreement with Ms. Ashlynn Carberry to Provide After-School Coaching Services for the 2013/14 School Year

**BOARD MEMBER/  
SUPERINTENDENT  
COMMENTS**

Ratified the agreement with Olive Crest Academy/Canal Street Elementary and Junior High School, a nonpublic nonsectarian school, to provide special education services for a District student, at the per-unit rate cost from July 1, 2013, to June 30, 2014, at a total cost of \$44,600.00, and authorized Superintendent or designee to execute the necessary documents.

Approved consultant agreement with Ms. Jennifer Church to provide after-school coaching services for the 2013/14 school year be approved at the amount of \$700.00 per sport, not to exceed \$700.00, 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.

Approved consultant agreement with Ms. Sarah Rainey to provide after-school coaching services for the 2013/14 school year be approved at the amount of \$700.00 per sport, not to exceed \$700.00, 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.

Approved consultant agreement with Ms. Ashlynn Carberry to provide after-school coaching services for the 2013/14 school year be approved at the amount of \$500.00 per sport, not to exceed \$500.00, 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.

Mrs. Shackelford commended the new night custodian at Olita Elementary School. He came out to introduce himself, requested to see the Facility Use Form from her as the youth team practiced, and stated if there was anything she needed he would be on campus. Mrs. Shackelford stated that he was very professional and courteous, and it is nice to see that the custodian was following protocol to ensure that the campus was being used by those who had permission.

Dr. Howell shared that although school started two weeks earlier, we are off to a good start. Each of the Back-to-School Nights were very successful and congratulations to the school sites and maintenance department for all their efforts.

ADJOURNMENT

President Hinz declared the meeting adjourned at 8:48 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