

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

MINUTES OF THE REORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
December 14, 2015

- CLOSED MEETING** President Shackelford called the meeting to order at 6:30 p.m. at the District Office, 11019 Valley Home Avenue, Whittier. President Shackelford declared the meeting recessed to closed session at 6:31 p.m.
- CALL TO ORDER** President Shackelford reconvened the meeting to open session at 7:30 p.m.
- A moment of silence was held for the recent tragedy at the Inland Regional Center in San Bernardino, California.
- The flag salute was led by Mr. Brandon Jones, Board Vice President.
- Trustees Present: Darin W. Barber, William A. Hinz, Brandon R. Jones, Fred W. Schambeck, and Anastasia M. Shackelford.
- Trustees Absent: None.
- Staff Present: Bonnie Bell, Superintendent; Sheri McDonald, Assistant Superintendent of Instruction; and Andrea Reynolds, Administrative Assistant of Administrative Services.
- INTRODUCTION/
WELCOME** President Shackelford welcomed guests and staff members present.
- REPORTING OUT
ACTION (IF ANY)
TAKEN IN CLOSED
SESSION** None.
- ACKNOWLEDGEMENT
OF CORRESPONDENCE** Mr. Schambeck thanked the Board of Trustees and Dr. Bell for a beautiful flower arrangement that was delivered right before Thanksgiving.
- APPROVAL OF
AGENDA** It was moved, seconded, and carried by unanimous vote, (5-0) to move item V-C, Approval of the Technology Vision Statement, to Item IV-C. The Technology Vision Statement will be heard prior to the School Reports.
- It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the December 14, 2015, Organizational Board agenda, as amended.
- APPROVAL OF
MINUTES** It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the minutes from the November 2, 2015, Board Meeting.

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. Brandon Jones to serve as President of the Board of Trustees for the 2016 organizational year.

President Shackelford expressed it was a pleasure serving as President and thanked everyone for their support.

Mr. Jones accepted the gavel from Mrs. Shackelford.

Election of Vice-
President

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mr. Darin Barber to serve as Vice-President of the Board of Trustees for the 2016 organizational year.

Election of Clerk

It was moved, seconded, and carried by unanimous vote, (5 – 0) for Mr. William Hinz to serve as Clerk of the Board of Trustees for the 2016 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. Bonnie Bell to serve as Secretary to the Board of Trustees for the 2015 organizational year.

Adoption of Schedule
of Regular Meetings of
the Board of Trustees
of the Lowell Joint
School District, 2016
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 2016 organizational year, as attached.

Election of Member to
Serve 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 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.

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.

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 2015 organizational 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.”

TOPICS NOT ON THE AGENDA

None.

TIMELY INFORMATION FROM THE BOARD AND SUPERINTENDENT

Dr. Bell congratulated Mr. Brandon Jones on his new appointment as President of the Board of Trustees and stated how good it is to see Mr. Schambeck here tonight after his third back surgery. Dr. Bell stated “I hope all of you had a wonderful Thanksgiving and were able to spend time with loved ones. Since our meeting in November, there have been many exciting events happening across the District.

First, I would love to publically thank our wonderful Education Foundation headed by President, Marty Tourville. They collaboratively organized another 5K Turkey Trot on November 7; to raise funds for both our after-school sports program and technology. They garnered over 300 runners and received more donors than ever before. I know that you join me in thanking our generous community sponsors.

**TIMELY INFORMATION
FROM THE BOARD AND
SUPERINTENDENT**

Continued

Probably the most thrilling news was from Supervisor Don Knabe's office. He has donated \$10,000 to our band program. As a result, Rancho-Starbuck Intermediate School has a fully operational drumline and will be able to compete this winter! It was like Christmas morning when the new vibraphone and marimba and other drumline equipment arrived at school last week. I'd like to suggest we invite both Supervisor Knabe and Mrs. Jane Williams, who worked behind the scenes, to a future Board meeting, so that we may publically acknowledge this gift to our district.

On November 10, several District personnel attended the annual Teacher of the Year Banquet to celebrate all of Orange County's Teachers of the Year – including our very own Rhonda Esparza! We had a marvelous time and a great dinner with Rhonda and her family at the Disneyland Hotel.

Adequate Yearly Progress results were released this month. I am so pleased to announce that Olita Elementary School has exited Program Improvement. They have met all of their schoolwide and subgroup targets for two consecutive testing cycles. Dr. McDonald and Mrs. Van Hoogmoed are working together to plan a celebration for the staff.

Parent conferences were also held at all our schools the past month. It is truly remarkable that we have 90% or more of our parents attend. It shows they value education.

We also held our first District English Language Advisory Council meeting. Stacy Stewart, Director of Educational Services, reviewed roles and responsibilities, English learner reclassification processes and English learner test results with the group. I had the opportunity to review the LCAP and share the actions specifically directed to our English learner students and parents had an opportunity to provide us with input.

Finally, I had the opportunity to conduct two separate speaking engagements over the last several weeks, one for the La Habra Republican Women's Federation and the other for educators at the national Learning Forward conference in Washington D.C."

**INTRODUCTION OF THE
DIRECTOR OF
MAINTENANCE,
OPERATIONS, AND
FACILITIES**

Ms. Reynolds introduced Mr. Anthony "Tony" Collaso as the new Director of Maintenance, Operations, and Facilities to the Board of Trustees.

Mr. Collaso shared that prior to becoming part of the Lowell Joint Family; he worked with the North Orange County Transit Department for two years, and was a government employee with Camp Pendleton after being honorably discharged from the United States Air Force after four years.

Tony introduced his wife, Shanna, and their four children who are all under the age of five. Mr. and Mrs. Collaso currently reside in Oceanside, and plan to relocate to either Orange or Los Angeles County. Mr. Collaso is also obtaining his Bachelor's degree in Engineering Management.

RECESS

Mr. Jones declared a recess at 8:00 p.m. Mr. Jones reopened the meeting at 8:05 p.m.

SCHOOL REPORTS

Mr. Hinz reported that Macy Elementary School held its monthly awards assemblies for the November Character Education theme of Gratitude on December 4. Macy second-graders visited Knott's Berry Farm on December 11 in preparation for their upcoming Ancestry Report. The second-graders rotated through colonial stations of candle making, knitting and sewing. Macy families will enjoy holiday song performances and skits from grades 4 – 6, on December 16 at 6:00 p.m. and grades K – 3 will perform on Thursday, December 17, at the same start time. Every class will enjoy small holiday parties in their room; as the students await their time to go out and sing for families, friends, and loved ones.

Mr. Barber stated that Rancho Starbuck Intermediate School's band on Monday, December 7, played their holiday concert in a new venue at Whittier High School's auditorium. They performed in conjunction with La Habra High School, the band played beautifully. Rancho's third intervention and enrichment or "Flex" session began earlier this month. Rancho offers support services for students during the day and a wonderful list of enrichment opportunities. Students in the Reach Circle program met again this month and are doing a wonderful holiday project. They are filling Christmas bags with needed items for the homeless in Whittier. The National Junior Honor Society held an induction ceremony for the new seventh and eighth grade inductees on the evening of December 8. The National Junior Honor Society helps student get ready for their future steps in life and furthering each student's service, leadership, character, and citizenship. After school sports continues this month with girls' soccer and boys' basketball games starting off the winter sports season.

Mr. Jones stated that Olita Elementary School's Student Council sponsored "Super Hero Day" spirit day on Friday, December 4. Students came to school wearing their favorite superhero gear. Superheroes are part of Olita's theme this year as "Owls Never Give Up!" Also, the Student Council began selling personalized Olita Christmas tree ornaments for \$5 each. Olita held its monthly Citizenship Assembly on Monday, December 7. Students who earned the Student of the Month or Citizen of the Month awards were recognized as well as the students with Perfect Attendance. Olita's little angels will sing holiday tunes at their Christmas Program on Thursday, December 17, at 6:00 PM. Trina Dunford, music consultant, has been working with the students all year in preparation for this event. She is truly inspirational in teaching the students to sing! Olita's PTA will be selling hot cocoa and cookies to keep the audience warm the evening of the holiday performance.

SCHOOL REPORTS

Continued

Mr. Schambeck reported that El Portal Elementary School's month of November ended with a "Potlash Festival" for Kindergarten, first, and second grade students. At the festival, the second grade students performed a Reader's Theater about this Northwestern tradition. After the performances, all the students went out to the blacktop area, and sat by their classes' tribal poster. They exchanged friendship necklaces, made butter for their corn muffins, and then joined hands to give thanks for all their blessings. El Portal's Holiday Program was held on December 10. It was a perfect way to begin the holiday season. Costco Wholesale has again been partnering with El Portal in a before school Volunteer Reading Program. Costco Volunteers have read and worked on comprehension for an hour each week with our students. Costco has invited all students that participated and their parents to tour various departments, including the bakery, and will be treated to a pizza party at the conclusion of the visit. We are grateful for the support this business partner provides El Portal School.

Mrs. Shackelford shared that Meadow Green Elementary School held PRIDE Assemblies on December 4, to recognize the Citizens of the Month and PRIDE recipients. Meadow Green's Cheesecake Fundraiser was a sweet success. The proceeds from the fundraiser will fund online intervention and support programs such as: ST Math, Accelerated Reader, and Reading Plus. A Dance-A-Thon was held on Friday, December 11. Donations from the Dance-A-Thon are being directed toward purchasing playground equipment for the students. Meadow Green is excited to announce that the school will be adding a STEM Lab beginning in January. Funds for this lab came from a Lowell Joint Education Foundation grant and from Meadow Green's school donation account.

Finally, Mr. Jones reported that Jordan Elementary School Leadership team collected canned goods and other non-perishable food items for local families in need, during the weeks leading up to Thanksgiving. The school was able to donate seven large boxes of food. Also, in November students raised \$1,400 through the sale of Marie Callender's Pie Certificates. Monies raised from this event are earmarked for after school programs. December brings an array of events at Jordan Elementary School. These include: A Citizenship Assembly and a holiday program both of which were held last week; "Stoves on Strike," (a family dinner fundraiser) will be held this Wednesday, December 16, at the Habit in the Whitwood Mall; and the students' favorite...class holiday parties will be held on Friday, December 18.

APPROVAL OF THE
TECHNOLOGY VISION
STATEMENT

Dr. Bell shared that the District Technology Committee is developing plans and making decisions for the enhancement of technology throughout the District. The first two meetings, the District Technology Committee were mapping out the direction they wanted to go in, when it was realized that a very important constituent was not included. By the suggestion of Ms. Reynolds, two students from Rancho Starbuck Intermediate School were invited to part of the District Technology Committee. The Technology Committee now consists of one K – 3 grade teacher, one 4 – 6 grade teacher, one 7 – 8 grade teacher, one special education teacher, the Assistant Superintendent of Administrative Services, the Assistant Superintendent of Curriculum, the Teacher on Special Assignment: Technology Coach, two students, the Director of Technology, and a System Analyst.

Dr. Bell introduced Rancho Starbuck Intermediate School Social Studies teacher David Galli, and students Emily Arce, eighth grade, and Ryan Esquivel, seventh grade, to share the Technology Vision Statement.

The students from the committee shared that the committee collaborated to create this vision statement and it reads as follows:

The Lowell Joint School District envisions a culture where technology empowers all members of the school community to achieve success and expand learning beyond the walls of the classroom. All stakeholders will utilize technology to become highly competent in a technological world through continuous improvement in academics, career, and life.

It was moved, seconded, and carried by unanimous vote (5 – 0) to adopt the Technology Vision Statement, and authorized the Superintendent or designee to execute the necessary documents.

PUBLIC RELATIONS

Dr. Bell shared that Mr. Hinz had requested that the surrounding communities learn more about the district. Dr. Bell drafted a public relations PowerPoint presentation and handout that could be used.

Mrs. Shackelford thanked Dr. Bell for a beautiful presentation that followed the Board adopted Mission Statement and the flyer was outstanding for a first draft.

The Board of Trustees concurred to attend along with Dr. Bell the Whittier City Council, La Habra Heights Council, and City of La Habra Council Meetings, as well as the Whittier and La Habra Chamber of Commerce Meetings.

Dr. Bell also shared that she is going to organize a Real Estate Gathering for all local realtors to share the presentation and flyer as well.

UPDATED/REVISED
BOARD POLICY

In order to keep Board Policies in compliance with applicable Government and Education Codes, as well as current practices, Board Policy 5116.1, Intradistrict Open Enrollment, was presented for first reading. Proposed revisions are struck out and/or bold/underlined.

Board Policy 5116.1, Intradistrict Open Enrollment, will be presented for second reading/approval at the January 11, 2016, Board Meeting.

PRESENTATION OF
FIRST INTERIM REPORT
2015/16

Andrea Reynolds, Assistant Superintendent of Administrative Services, presented the First Interim Financial Report. Ms. Reynolds shared that in accordance with Education Code Sections 35035(g), 42130, and 42131 require Board approval of the District First Interim Report 2015/16 as to whether or not the District will maintain positive cash and fund balances for the current and subsequent two fiscal years. The Interim Report is due to the Los Angeles County Office of Education by December 15, 2015.

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

CAPITAL FACILITIES
REPORT

Mr. Tony Collaso 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).

NEW BOARD POLICY –
HEALTHY
WORKPLACES,
HEALTHY FAMILIES ACT
2014 (BP 4050)

Ms. Reynolds explained that Assembly Bill 1522, Healthy Workplace, Healthy Families Act of 2014, entitles employees, who on or after July 1, 2015, who work in California for 30 or more days within a year from the beginning of employment are entitled to paid sick leave.

It was moved, seconded, and carried by unanimous vote (5 – 0) to adopt new Board Policy – Healthy Workplaces, Healthy Families Act (BP 4050), and authorized the Superintendent or designee to execute the necessary documents.

APPROVAL OF
DIRECTOR OF
PERSONNEL AND
STUDENT SERVICES JOB
DESCRIPTION

Dr. Bell explained there was a need to create a job description for this new position. Currently, the duties of HR duties are fragmented between two departments and we have had to hire outside consultants to do other duties of these departments to help.

It was moved, seconded, and carried by unanimous vote (5 – 0) to adopt the Director of Personnel and Student Services job description, and authorized the Superintendent or designee to execute the necessary documents.

APPROVAL OF
INSTRUCTIONAL
ASSISTANT –
INTERVENTION JOB
DESCRIPTION

Dr. McDonald explained that some of the District Schools Single Plans for Student Achievement include assistance provided by an instructional aide for interventions during the school day; there was a need to create a job description for this new position.

It was moved, seconded, and carried by unanimous vote (5 – 0) to adopt the Instructional Assistant – Intervention job description, and authorized the Superintendent or designee to execute the necessary documents.

APPROVAL OF
SCHOOLWIDE TITLE I
PROGRAMS FOR EL
PORTAL, JORDAN, AND
OLITA ELEMENTARY
SCHOOLS

Dr. McDonald shared that El Portal, Jordan, and Olita Elementary Schools have been operating as Targeted Assistance Programs under Title I, which only allows funds to be expended on identified Title I students.

It was moved, seconded, and carried by unanimous vote (5 – 0) to identify El Portal, Jordan, and Olita Elementary Schools as Schoolwide Title I Programs, allowing funds to be distributed for the benefit of all students, 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
2015/16 #5

Approved Purchase Order Report 2015/16 #5, which lists all purchase orders issued October 20, 2015, through November 20, 2015.

Warrant Listing Report
2015/16 #5

Approved Warrant Listing Report 2015/16 #5, which lists all warrants issued October 27, 2015, through November 19, 2015.

Approval of Resolution
2015/16 BGT/1 #1 – 6 for
Budget Adjustment

Adopted Resolution 2015/16 BGT/1 #1 – 6 for Budget Adjustment, as attached, and authorized the Superintendent or designee to execute the necessary documents.

Acceptance of
Gift/Donation

Ratified the acceptance of Jerry Vincent donation of \$6,821.25 to support facilities, and authorized the Superintendent or designee to execute the necessary documents and send a letter of appreciation to the donor.

Employer-Employee
Relations/Personnel Report
2105/16 #5

Ratified Employer-Employee Relations/Personnel Report 2015/16 #5, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Resolution 2015/16
No. 654 Regarding Layoff
and Reduction of Hours of
Classified Personnel

Adopted Resolution 2015/16 No. 654 Regarding Layoff and Reduction of Hours of Classified Personnel, which will allow the elimination of one (1) Special Education Support Aide position due to a lack of work and/or lack of funds, authorized the Superintendent or designee to execute the necessary documents.

Resolution 2015/16 No. 655 Implementing Education Code 44256(b)	Adopted Resolution 2015/16 No. 655 Implementing Education Code 44256(b), authorizing Melissa Oke to teach Physical Education at Rancho-Starbuck Intermediate School, and authorized the Superintendent or designee to execute the necessary documents.
Resolution 2015/16 No. 656 Implementing Education Code 44258.2	Adopted Resolution 2015/16 No. 656 Implementing Education Code 44258.2, authorizing Kenneth Huff to teach Audio Engineer – Elective at Rancho-Starbuck Intermediate School, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Student Teaching Agreement with Azusa Pacific University	Ratified the master student teaching agreement with Azusa Pacific University effective July 1, 2015, through June 30, 2020, and authorized the Superintendent or designee to execute the agreement.
Approval of Independent Contractor Agreement with Kimberly J. Hiddleson, Hiddleson Listening, Language, and Speech Center, to Provide Auditory-Verbal Therapy (AVT) Services and Consultation with Staff for the 2015/16 School Year	Ratified the Independent Contractor Agreement with Kimberly J. Hiddleson, Hiddleson Listening, Language, and Speech Center, to provide Auditory-Verbal Therapy (AVT) services and consultation with staff for the 2015/16 school year, for an estimated cost not to exceed \$15,000.00 to be budgeted through LEA Medi-Cal Billing Program funds, and authorized the Superintendent or designee to execute the agreements.
Approval of Revisions to the Agreement with Approach Learning and Assessment Centers, Inc., dba Olive Crest Academy, a Nonpublic Nonsectarian School, to Provide Extended School Year for the 2014/15 School Year	Ratified the revisions to the agreement with Approach Learning and Assessment Centers, Inc., dba Olive Crest Academy, a nonpublic nonsectarian school, to provide Extended School year services for a District student, for a total of 6 days at an increase cost to the District of \$1,430.00, and authorized the Superintendent or designee to execute the agreement.
Approval of Contract with Connie Kamm from Kamm Solutions for Professional Development during the 2015/16 School Year	Ratified the contract with Connie Kamm from Kamm Solutions, for professional development for six full-day workshops titled “Learning for the Future: The Creative Curriculum, at \$1,800.00 per day plus expenses, to be paid from Title II and/or Teacher Effectiveness Grant, for the 2015/16 school year, and authorized the Superintendent or designee to execute the agreement.
Approval of Consultant Agreement with Christy Lane Enterprises to Provide Dare to Dance Assembly at Meadow Green Elementary School on December 11, 2015	Ratified the consultant agreement with Christy Lane Enterprises to provide Dare to Dance assembly on December 11, 2015, for Meadow Green Elementary School students at a total cost of \$550.00, and authorized the Superintendent or designee to execute the agreement.

Approval of Consultant Agreement with Trina Dunford to Provide Musical Keyboard Instruction at Jordan Elementary School for the 2015/16 School Year

Ratified the consultant agreement with Trina Dunford to provide musical keyboard instruction at Jordan Elementary School for the 2015/16 school year, at an hourly rate of \$15.00, and not to exceed \$3,000.00, and authorized the Superintendent or designee to execute the necessary documents.

BOARD MEMBER/
SUPERINTENDENT
COMMENTS

Mrs. Shackelford shared that during the Rancho Starbuck Intermediate School band performance at Whittier High School; students from the STEM class of Audio Engineering recorded the performance and are selling CD's for \$10.00.

The Board of Trustees wished everyone a Merry Christmas.

ADJOURNMENT

President Jones declared the meeting adjourned at 9:15 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:
