

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 6, 2017

CLOSED MEETING	President Barber called the meeting to order at 6:30 p.m. at the District Office, 11019 Valley Home Avenue, Whittier. President Barber declared the meeting recessed to closed session at 6:31 p.m.
CALL TO ORDER	<p>President Barber reconvened the meeting to open session at 7:30 p.m.</p> <p>The flag salute was led by Mrs. Liz Kaneshiro, Meadow Green Elementary School Principal.</p> <p>Trustees Present:     Darin W. Barber, William A. Hinz, Fred W. Schambeck, and Anastasia M. Shackelford.</p> <p>Trustees Absent:     None.</p> <p>Staff Present:         Jim Coombs, Superintendent; Andrea Reynolds, Assistant Superintendent of Administrative Services, and Sheri McDonald, Assistant Superintendent of Instruction.</p>
INTRODUCTION/ WELCOME	President Barber welcomed CSEA President Darleene Pullen, LJEA President Allison Fonti, guests, and staff members present.
REPORTING OUT ACTION (IF ANY) TAKEN IN CLOSED SESSION	This evening in closed session, the Board took action (4 – 0) to accept a claim for damages from Employee Identification Numbers: XB8259019 and SQ7684312, and authorized the Superintendent or designee to execute the documents.
ACKNOWLEDGEMENT OF CORRESPONDENCE	Mr. Barber stated he received a letter regarding the selection process for the vacant Board Member position.
APPROVAL OF AGENDA	It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the February 6, 2017, Board agenda.
APPROVAL OF MINUTES	It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the minutes from the January 10, 2017, Board Meeting.
TOPICS NOT ON THE AGENDA	None.

TIMELY INFORMATION FROM THE BOARD AND SUPERINTENDENT Mr. Coombs shared and thanked that the Bulletin Board was decorated by Meadow Green Elementary School teachers.

SCHOOL REPORTS Each Board Member shared highlights of their respective school.

RECOGNITION OF THE JOHN GREENLEAF WHITTIER CHAPTER DAUGHTERS OF THE AMERICAN REVOLUTION ESSAY CONTEST WINNER Mr. Coombs introduced Anne Oakes, eighth grade student from Rancho-Starbuck Intermediate School; Samuel Orzaybel, sixth grade student from El Portal Elementary School; Lauren Krynen, seventh grade student from Rancho-Starbuck Junior High School; and Zachary Tanabe, fifth grade student from . Zachary, Samuel, Lauren, and Anne 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 “National Park” essays and were awarded a Certificate of Outstanding Achievement by President Barber.

\*\*\*\* RECESS\*\*\*\* President Barber declared a recess at 8:08 p.m. President Barber reopened the meeting at 8:18 p.m.

APPROVAL OF THE 2017/18 STUDENT ATTENDANCE CALENDAR It was moved, seconded, and carried by unanimous vote (4 – 0) to adopt the 2017/18 Student Attendance Calendar, as attached, and authorized the Superintendent or designee to execute the necessary documents.

APPROVAL TO AMEND THE SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT, 2017 ORGANIZATIONAL YEAR, ADDING FEBRUARY 16, 2017, AS A REGULAR BOARD MEETING It was moved, seconded, and carried by unanimous vote (4 – 0) to add February 16, 2017, Regular Board Meeting to the Lowell Joint School District 2017 Organizational Year, and authorized the Superintendent or designee to execute the necessary documents.

SUBMISSION OF WILLIAMS LITIGATION SETTLEMENT – QUARTERLY UNIFORM COMPLAINT REPORT FOR QUARTER OCTOBER 1 – DECEMBER 31, 2016 It was moved, seconded, and carried by unanimous vote (4 – 0) to submit the Williams Litigation Settlement – Quarterly Uniform Complaint Report for quarter October 1 – December 31, 2016, with zero number of complaints, and authorized the Superintendent or designee to execute the necessary documents.

2017/18 STATE BUDGET  
UPDATE

Andrea Reynolds, Assistant Superintendent of Administrative Services, presented the Governor's 2017/18 State Budget Update. Ms. Reynolds shared that the Second Interim will be presented at the March 6 Board Meeting, then we will see what updates are made to the state budget for the May Revision and the approvals of the state and district budgets in June.

APPROVAL OF THE  
COMPREHENSIVE  
SCHOOL SAFETY PLAN  
FOR THE 2016/17  
SCHOOL YEAR

Dr. McDonald shared that California Education Code 35294.6 and 32282 requires each school to maintain a comprehensive school safety plan including specific elements such as emergency numbers, ingress and egress, practice drills, evacuation procedures, campus maps, etc.

The District schools had their school safety plans reviewed and approved by their respective School Site Council to ensure policies and procedures are current, prior to being submitted to the Board for approval.

It was moved, seconded, and carried by unanimous vote (4 – 0) to approve the comprehensive school safety plans for the 2016/17 school year, and authorized the Superintendent or designee to execute the necessary documents.

CONSENT CALENDAR

It was moved, seconded, and carried by unanimous vote, (4 – 0) to remove agenda item IX-A3, Independent Contract with Administrative Services, Inc, to provide transportation for a District Student for the 2016/17 school year, from the consent calendar and vote on separately.

It was moved, seconded, and carried by unanimous vote (4 – 0) to approve the amended consent calendar items under a consent procedure.

It was moved, seconded and carried by (3 – 0 – 1) to approve the Independent Contract with Administrative Services, Inc., to provide transportation for a District Student for the 2016/17 school year, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant  
Agreement with Mr. Joey  
Montalvo to Provide  
After-School Coaching  
Services for the 2016/17  
School Year

Approved the consultant agreement with Mr. Joey Montalvo to provide after-school coaching services for the 2016/17 school year, at the amount of \$700.00, not to exceed \$700.00, and to be paid from 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.  
Abraham Velasquez to  
Provide After-School  
Coaching Services for the  
2016/17 School Year

Approved the consultant agreement with Mr. Abraham Velasquez to provide after-school coaching services for the 2016/17 school year, at the amount of \$700.00, not to exceed \$1,400.00, and to be paid from monies secured by the Lowell Joint Education Foundation donation, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Independent Contract with Administrative Services, Inc., to Provide Transportation for a District Student for the 2016/17 School Year	Ratified the independent contract with Administrative Services, Inc., to provide transportation for a district student for the 2016/17 school year, at an estimated cost not to exceed #3,300.00, from January 9, 2017 through June 30, 2017, and authorized the Superintendent or designee to execute the agreement.
Approval of Independent Contract with Spectrum Assessment Services to Provide Educationally Related Mental Health Services Assessment (ERMHS) and Consultation Services for the 2016/17 School Year	Ratified the independent contract with Spectrum Assessment Services to provide Educationally Related Mental Health Services Assessments (ERMHS) and Consultation Services for the 2016/17 School Year be approved for an estimated cost not to exceed \$17,000.00, and authorized the Superintendent or designee to execute the necessary documents.
Purchase Order Report 2016/17 #7	Approved Purchase Order Report 2016/17 #7, which lists all purchase orders issued December 15, 2016, through January 2, 2017.
Warrant Listing Report 2016/17 #7	Approved Warrant Listing Report 2016/17 #7, which lists all warrants issued December 28, 2016, through January 25, 2017.
Approval of Agreement with Colleen Patterson for Specialized Consulting Services	Approved the agreement with Colleen Patterson for specialized consulting services, not to exceed eighty (80) hours and \$5,600.00 to be paid from the Special Reserve for Capital Outlay Fund, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Agreement with Elizabeth Jane Shepard, DBA Education Art Store, to Paint a Mural in the Olita Elementary School Meal Serving Area	Approved the agreement with Elizabeth Jane Shepard, DBA: Education Art Store, for \$4,715.00 to be paid from the Nutrition Services Fund for a painted mural in the Olita Elementary School meal serving area, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Agreement with SchoolsFirst Federal Credit Union for Administration of District's 403(b) Retirement Plan	Approved the agreement with SchoolsFirst Federal Credit Union for administration of the District's 403(b) retirement plan, and authorized the Superintendent or designee to execute the necessary documents.

Employer-Employee Relations/Personnel Report 2016/17 #7

Ratified Employer-Employee Relations/Personnel Report 2016/17 #7, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval of Contract #90148 with Inside the Outdoors, Orange County Department of Education, to Provide a Traveling Scientist Assembly for the Second Grade Students of El Portal Elementary School

Approved the contract with the Inside the Outdoors, Orange County Department of Education, to provide a traveling scientist assembly on Birds of Prey for the second-grade students at El Portal Elementary School on February 22, 2017, the cost of the assembly is \$600.00 plus \$60.00 mileage and will be covered by the El Portal PTA, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant Agreement with Janice Zorn to Provide a Parent Education Program entitled "Love and Logic"

Approved the consultant agreement with Janice Zorn to provide a parent education program entitled "Love and Logic" and the cost of the program will not exceed \$450.00 and will be covered by a mini-grant from Los Angeles County Office of Education, and authorized the Superintendent or designee to execute the necessary documents.

BOARD MEMBER/  
SUPERINTENDENT  
COMMENTS

Mr. Schambeck shared that the fundraising efforts for Kathy Ramirez was successful and they raised over \$1,000.00.

RECESS

No recess was held.

DEVELOP QUESTIONS  
AND EVALUATION  
CRITERION FOR THE  
PROVISIONAL  
APPOINTMENT TO THE  
BOARD OF TRUSTEES

Mrs. Shackelford stated that the start time for the interviews of the candidate should begin at 6:30 p.m., and the time allotted be approximately 15 to 20 minutes.

Mr. Coombs stated that the questions and the evaluation criterion was from the California School Boards Association.

The following questions were selected from the bank of questions that was included in the Board book:

- ~ What is the most important trait for a new Board member? Why?
- ~ What three factors do you believe are most important for the Board to consider in filling the vacant seat?
- ~ What are you proud of in this district? Please describe two areas that you believe are strengths of the District and state why you selected these two.  
What would you like to accomplish as a Board member? Which is your highest priority and why?
- ~ Describe your response if a parent cornered you in the grocery store and asked for your support on a particularly hot issue.
- ~ Please summarize the strengths you would bring as a member of the Board of Trustees.

DEVELOP QUESTIONS  
AND EVALUATION  
CRITERION FOR THE  
PROVISIONAL  
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BOARD OF TRUSTEES  
Continued

- ~ Knowing the mission of the District, as a board member would you be in agreement with the current mission or would you want to change the mission statement? If yes, what changes would you suggest? If no, state your reasons.
- ~ What do you believe is the role of a board member?
- ~ What do you believe is one of the biggest challenges in motivating parents to get involved in school?
- ~ As a Board Member, how would you communicate your vision to the school community, including staff, parents, and students?

Mrs. Shackelford also wanted a question on why they were interested in becoming a Board Member.

Mr. Barber requested that Carolyn Kane come up to the front and select from a blind draw the order the candidates would interview. From the blind draw the following order was revealed:

1. Karen Shaw
2. Casey Powers
3. Esther Evangelista
4. Marty Tourville
5. Tim Green

Mr. Barber thanked all the candidates again for taking the time to complete the application and if the candidates had any questions he encouraged them to reach out to Mr. Coombs.

ADJOURNMENT

President Barber 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.

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Clerk/President/Secretary to the Board of Trustees

Date Approved:

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