

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

MINUTES OF THE REORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES  
December 9, 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. Beverly Schambeck, Librarian at Rancho-Starbuck Intermediate School.
- Trustees Present: Darin W. Barber, William A. Hinz, Brandon A. Jones, 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, LJEA President Allison Fonti, guests, and staff members present.
- REPORTING OUT  
ACTION (IF ANY)  
TAKEN IN CLOSED  
SESSION** None.
- ACKNOWLEDGEMENT  
OF CORRESPONDENCE** Mr. Barber and Mrs. Shackelford stated they had received emails from Kindergarten teachers sharing their concern about increasing the number of Kindergarten minutes.
- APPROVAL OF  
AGENDA** It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the December 9, 2013, Organizational Board agenda.
- APPROVAL OF  
MINUTES** It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the minutes from the November 4, 2013, 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. Fred Schambeck to serve as President of the Board of Trustees for the 2014 organizational year.

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

Mr. Schambeck accepted the gavel from Mr. Hinz and stated “It is an honor to once again serve as President of the Board of Trustees of the Lowell Joint School District. I appreciate the confidence that this Board has shown in me with this appointment. I love our District! The District has excelled for decades due to the combined effort of all those who have ever worked for and in the District. This includes our certificated, classified, District cabinet officers and Board members along with our students, our student’s parents, our school site PTA organizations and many, many volunteers. The effort of all these dedicated people has made our District the best.

When I was thirteen years old, my father took an assignment to work in Washington D.C. for the summer. That assignment allowed me to enter the city many times and visit the historical sites of that city and also other historical sites on the east coast. I plan to share some of the many statements made by our nation’s founding fathers and leaders at the beginning of each scheduled Board Meeting this coming year. The first statement is by our nation’s first President George Washington, “Of all the dispositions and habits which lead to political prosperity, religion and morality are indispensable...And let us with caution indulge the supposition that morality can not be maintained without religion. Whatever may be conceded to the influence of refined education on minds of peculiar structure, reason and experience both forbid us to expect that national morality can prevail in exclusion of religious principle.”

Election of Vice-  
President

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mrs. Anastasia Shackelford to serve as Vice-President of the Board of Trustees for the 2014 organizational year.

Election of Clerk

It was moved, seconded, and carried by unanimous vote, (5 – 0) for Mr. Brandon Jones to serve as Clerk of the Board of Trustees for the 2014 organizational year.

RECESS

Mr. Schambeck declared a recess at 7:45 p.m. Mr. Schambeck reopened the meeting at 7:46 p.m.

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. Patricia A. Howell to serve as Secretary to the Board of Trustees for the 2014 organizational year.

Adoption of Schedule of Regular Meetings of the Board of Trustees of the Lowell Joint School District, 2014 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 2014 organization 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.

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.”

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.

Mrs. Shackelford stated that it would be a pleasure to serve on the Foundation again.

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 2014 organizational year.

TOPICS NOT ON THE  
AGENDA

A teacher shared her concerns with the Board about the implementation of Common Core Standards and Technology.

TIMELY INFORMATION  
FROM THE BOARD  
AND  
SUPERINTENDENT

None.

SCHOOL REPORTS

Mrs. Shackelford shared that Meadow Green Elementary School is proud to have been invited to apply for California Distinguished School for 2014. Their CST test scores have qualified Meadow Green to submit an application, which is due on December 16. If the application is accepted as complete, there will be a site visitation in the spring by a validation team. Two signature practices will be highlighted in the application, ST Math and EDI (Explicit Direct Instruction). The sixth grade class will present “A Christmas Carol” on Friday, December 13. There will be a show at 9:00 a.m. and 1:30 p.m. All are invited to attend. The annual Holiday program will be on Wednesday, December 18. We will have a dress rehearsal at 9:00 a.m. and an evening program at 6:00 p.m.

Mr. Barber stated that Jordan Elementary School’s PTA is hosting Stoves on Strike at The Habit in the Whittwood Shopping Center on Wednesday, December 11. On Friday, December 13, the monthly citizenship assembly will take place at 11:00 a.m. Jordan Santa’s Secret Shop will be opening December 16 – 20. This is sponsored by the PTA, and allows students the opportunity to buy gifts for their parents. Jordan’s annual Holiday Program is scheduled for Thursday, December 19, at 6:30 p.m. The primary students have been working hard and are very excited to perform.

Mr. Schambeck reported that El Portal Elementary School held their annual “Dance-a-Thon” and it was a huge success! Mr. Remme was the DJ, the PTA decorated the multiuse and the dancing began as they watched each other on the big screen. The Holiday Program is going to be held on Thursday, December 12. We will have a dress rehearsal at 10:15 a.m. and then an evening performance beginning at 6:00 p.m. It is always the perfect way to begin the holiday season. The La Habra Football Players will also be helping people with seating and help keep the aisles clear during the performance. Costco Wholesale has been partnering with El Portal in a before school Volunteer Reading Program during first semester. Costco Volunteers have read and worked on comprehension weekly with our students. Costco has invited all students who 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 on December 18.

SCHOOL REPORTS  
Continued

Mr. Hinz stated that Macy Elementary School held its monthly awards assemblies for the November Character Education theme of Gratitude on December 6. Macy second-graders will visit Knott's Berry Farm on December 18 in preparation for their upcoming Ancestry Report. The second-graders will rotate through Colonial stations of candle making, knitting and sewing. Macy families will enjoy grades 4 – 6 holiday song performances and skits on December 18 at 6:00 p.m. Every class enjoys small holiday parties in their rooms; and the children anxiously await their time to go out and sing for families, friends, and loved ones. Then on Thursday, December 19, Macy families will enjoy grades K – 3 holiday song performances and skits. Children will anxiously await their time to go out and sing for families, friends, and loved ones, while enjoying a small holiday party in their classrooms.

Mr. Jones shared that Olita Elementary School's Kindergarten through third grade students attended the Winter Ball on Friday, December 6, held at Rancho-Starbuck. This is an evening event where boys come with their mothers and girls attend with their dads. We will have dinner, games, and activities for everyone to participate. This event is always well attended and fun is had by everyone! On Tuesday, December 10, our primary students will perform in Olita's Holiday Program. Dress rehearsal is during the school day for the upper grade students and they come back in the evening to sing for the parents. The students have been practicing every week with festive songs and fun gestures to keep the rhythm. Due to rain earlier in November, our students will be running in the Jog-a-thon on Wednesday, December 11. We held our first fundraiser for the year and the students brought in over \$9,000 for our PTA to run all the fun programs at school.

Mr. Schambeck stated that Rancho's holiday band concert will take place on December 11 in Legacy Hall at the Southern California University Health Science Center with two performances. One at 6:00 p.m. and one at 7:30 p.m. Our band program continues to grow and one performance is not enough for the large crowds! The same venue will be used as we present, for the first time, a combined Drama and Choir holiday concert on December 17. The show choir will perform for a student assembly on December 20. The choir will also be visiting and performing for convalescent hospitals on December 19. Rancho-Starbuck students will be participating in Science Olympiad and teams are now practicing every Wednesday afternoon. Junior Achievement classes will begin after school on December 12 and take place the month of January and during Flex classes in January. Reach Circle meets again in December and will do a wonderful holiday project, Christmas bags filled with needed items for the homeless in Whittier.

UPDATED/REVISED  
BOARD POLICES  
(SECOND READING)

It was moved, seconded, and carried by unanimous vote (5 – 0) to adopt Board Policies and accompanying Administrative Regulations regarding Physical Education (BP 6142.7), Reading and Language Arts (BP 6142.91), and Courses of Study (BP 6143), and authorized the Superintendent or designee to execute the necessary documents.

UPDATED/REVISED  
BOARD POLICIES  
(FIRST READING)

As the District updates current Board Policies and accompanying Administrative Regulations regarding Extracurricular Activities (BP 6145), Student Organizations and Equal Access (BP 6145.5), Assemblies and Special Events (BP 6145.8), Class Assignments (BP 6152), and Promotion/Acceleration/Retention (BP 5123) 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 February 3, 2014, Board agenda for second reading and approval.

LOWELL JOINT  
SCHOOL DISTRICT,  
BOARD OF TRUSTEES,  
REMOVAL FROM  
MEMBERSHIP TO THE  
LOS ANGELES SCHOOL  
TRUSTEES  
ASSOCIATION

It was moved, seconded, and carried by unanimous vote (5 – 0) that the Lowell Joint School District, Board of Trustees, be removed from membership in the Los Angeles School Trustees Association effective January 1, 2014, and authorized the Superintendent or designee to execute any necessary documents.

COMMON CORE  
FUNDING PLAN  
(FIRST READING)

Dr. Howell explained that Assembly Bill 86, the 2013/14 Education Omnibus Trailer Bill, appropriated \$1.25 billion of one-time funding statewide to support the integration of the Common Core State Standards in instruction. The bill stipulated that funds may only be encumbered during the 2013/14 and 2014/15 fiscal years. The amount of one-time funds each district is eligible to receive is determined on a per Average Daily Attendance amount. The District is eligible to receive \$636,851.

In order to remain compliant in the use of the one-time funds, school districts must develop and adopt a plan delineating how the funds allocated shall be sent. The District's Common Core Funding Plan is presented for First Reading and will be included on the January 6, 2014, Board agenda for second reading and adoption.

PRESENTATION OF  
FIRST INTERIM  
REPORT 2013/14

Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services, reported to the Board of Trustees that a “Positive Certification” was required to be submitted per Education Code Sections 35035(g), 42130, and 42131, to the Los Angeles County Office of Education (LACOE) for the reporting period. A “Positive Certification” certifies that the District will be able to meet its financial obligations for the current fiscal year and subsequent two fiscal years.

A “Positive” First Interim Financial Report means that at the time of the report, the District is able to maintain the required three percent reserve for the current fiscal year and for 2014/14 and 2015/16.

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

ARE YOU SMARTER  
THAN A FIFTH  
GRADER? – A PREVIEW  
OF THE NEW  
CALIFORNIA  
ASSESSMENT SYSTEM

Mrs. Tiffany Rudek, Assistant Superintendent of Instruction, previewed the new California Assessment System. Mrs. Rudek shared the District is field testing April 7 through May 16, 2014, and that the benefits from being able to field test are it will allow students hands-on experience with the functionality of a computer-based assessment, teachers and administrators will gain valuable exposure to administration logistics during a trial run, and school district will learn where technology gaps may exist and then can fully prepare for operational assessments.

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. (Mr. Barber abstained from voting on agenda item IX-A1, Purchase Order Report 2013/14 #5.)

Purchase Order Report  
2013/14 #5

Approved Purchase Order Report 2012/13 #5, which lists all purchase orders issued October 22, 2013, through November 13, 2013.

Warrant Listing Report  
2013/14 #5

Approved Warrant Listing Report 2012/13 #5, which lists all warrants issued October 29, 2013, through November 26, 2013.

Approval of Resolution  
2013/14 BGT #1 – 6 for  
Budget Adjustments

Adopted Resolution 2013/14 BGT #1 – 6 for Budget Adjustments, and authorized the Superintendent or designee to execute the necessary documents.

Employer-Employee  
Relations/Personnel  
Report 2013/14 #5

Ratified Employer-Employee Relations/Personnel Report 2013/14 #5, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval of Western State Contracting Alliance – National Association of State Procurement Officials Contract for District Purchase of Lenovo Computer Hardware

Ratified the Western State Contracting Alliance – National Association of State Procurement Officials (WSCA-NASPO) for the purchase of Lenova computer hardware, and authorized the Superintendent or designee to execute the necessary documents.

Approval of National Intergovernmental Purchasing Alliance Contract for District Purchase of Hardware and Data Communications Equipment

Ratified the National Intergovernmental Purchasing Alliance contract for the purchase of computer hardware and data communications equipment, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Glendale Unified School District Contract with Apple Incorporated for District Purchase of Computer Hardware and Software

Ratified the Glendale Unified School District contract #P 13-13/14 for the purchase of computer hardware and software from Apple, Inc., and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant Agreement with Hiddleson Listening, Language, and Speech Center, a Nonpublic Nonsectarian Agency, to Provide Auditory-Verbal Therapy Services for the 2013/14 School Year

Ratified the consultant agreement Hiddleson Listening, Language, and Speech Center, a nonpublic nonsectarian agency, to provide auditory-verbal therapy services for the 2013/14 school year, for an estimated cost not to exceed \$5,500, to be paid through LEA Medi-Cal funds, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant Agreement with Neuropsychology Partners, Inc., to Provide Psycho-Educational Evaluation Services for the 2013/14 School Year

Approved the consultant agreement with Neuropsychology Partners, Inc., to provide psycho-educational evaluation services for the 2013/14 school year, for an estimated cost not to exceed \$5,000, to be paid through Medi-Cal Billing Program funds, and authorized the Superintendent or designee to execute the necessary documents.

Approval of California Multiple Award Schedule Contract for District Purchase of Network Computer Hardware and Software

Approved the California Multiple Award Schedule (CMAS) contract for the purchase of computer hardware, software, cabling, and technical support from CMAS approved vendors, and authorized the Superintendent or designee to execute the necessary documents.



Approval of Consultant Agreement with Brennan Zoellner to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2013/14 School Year

Ratified the consultant agreement Brennan Zoellner to provide drumline instruction at Rancho-Starbuck Intermediate School for the 2013/14 school year, at an hourly rate of \$10.00 per hour not to exceed \$400.00, to be paid from Rancho-Starbuck's Site Allocation Funds, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant Agreement with Erik Thomas to Provide Band Festival Supervision at Rancho-Starbuck Intermediate School for the 2013/14 School Year

Ratified the consultant agreement with Erik Thomas to consult for festival supervision at Rancho-Starbuck Intermediate School for the 2013/14 school year, at an hourly rate of pay \$10.00 per hour not to exceed \$400.00, to be paid from Rancho-Starbuck's Site Allocation Funds, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant Agreement with Christian Penuelas to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2013/14 School Year

Ratified the consultant agreement with Christian Penuelas to provide drumline instruction at Rancho-Starbuck Intermediate School for the 2013/14 school year, at an hourly rate of pay of \$10.00 per hour not to exceed \$560.00, to be paid from Rancho-Starbuck's Site Allocation Funds, and authorized the Superintendent or designee to execute the necessary documents.

**BOARD MEMBER/  
SUPERINTENDENT  
COMMENTS**

Dr. Howell thanked the Meadow Green Elementary School Distinguished School Writing team for all their hardwork. The application was submitted to the California Department of Education and Orange County Department of Education for consideration. The writing team consisted of Mrs. Marikate Wissman, Mrs. Vickie Robertson, Mrs. Stephanie Miller, and Mrs. Liz Kaneshiro.

Dr. Howell stated that the students in the District are preparing to sing for their families during the many Christmas programs that are scheduled over the next two weeks.

Mr. Schambeck and Mrs. Shackelford commented on the professionalism and the positive uplifting attitudes of the speech programs here at the District.

Mr. Hinz, Mr. Jones, and Mrs. Shackelford stated they attended a dinner with the Lowell Joint Education Association and it was enjoyable and interesting and thanked Allison Fonti for coordinating this event.

ADJOURNMENT

President Schambeck declared the meeting adjourned at 9:07 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:  
January 6, 2014