

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 4, 2012

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	President Barber reconvened the meeting to open session at 7:30 p.m.  The flag salute was led by Carolyn Kane, fifth grade teacher at El Portal Elementary School.  Trustees Present: Darin W. Barber, William A. Hinz, James A. Najera, Fred W. Schambeck, and Anastasia M. Shackelford.  Trustees Absent: None.  Staff Present: Patricia A. Howell, Superintendent; Tiffany Rudek, Assistant Superintendent for Instruction; and Andrea Reynolds, Assistant Superintendent of Administrative Services.
REPORTING OUT ACTION (IF ANY) TAKEN IN CLOSED SESSION	None.
INTRODUCTION/WELCOME	President Barber welcomed CSEA President Darleene Pullen, LJEA Co-President Allison Fonti, and Board Candidates Brandon Jones, Martha Leonard, and Fred Schambeck.
ACKNOWLEDGEMENT OF CORRESPONDENCE	None.
APPROVAL OF AGENDA	It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the September 4, 2012, agenda.
APPROVAL OF MINUTES	It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the minutes from the June 18, 2012, Board Meeting.
TOPICS NOT ON THE AGENDA	None.

TIMELY INFORMATION  
FROM THE BOARD  
AND  
SUPERINTENDENT

Dr. Howell shared that the District's enrollment on the fourth day was up 31 students from last year. The District currently has 3,178 students enrolled.

Dr. Howell also shared that each school had a smooth first day.

SCHOOL REPORTS

Mr. Barber stated that Rancho-Starbuck Intermediate School on Tuesday, August 28, seventh grade students had a great first day of school. Parents attended a parent welcome at the beginning of the school day. The Multi-use Room was full and parents enjoyed the morning. The seventh grade students welcome assembly followed. Rancho's annual magazine drive begins on September 6. Students will enjoy the fun and activities that go along with the magazine drive. The canine assembly including drug awareness information will take place on September 12. This proactive approach helps our campus stay drug free! Back-to-School Night takes place on September 13. The band will sell taco dinners to kick off the evening. The parent assembly will begin at 5:45 p.m.

Mrs. Shackelford stated that Olita Elementary School on Tuesday, September 11, will host Back-to-School Night. The teachers are busy preparing for an informative night for the families. There are many new things to share including the new computer lab that will be up and running soon. For Kindergarten and first grade parents, an informational meeting will take place to discuss the changes with the Common Core Standards and a new report card. Our annual Welcome Back Picnic will be held Thursday, September 20, from 5:00 – 7:00 p.m. We will have many games and activities for our families to join. This is always a well-attended event that provides time for our families to connect and bond at school. Get those new haircuts and put on your best duds for picture day on Friday, September 21. Once again our students will have their pictures taken for our yearbook and family keepsakes.

Mr. Najera shared that this year's school theme at El Portal is: El Portal - Home of the Champions. Our Welcome Back Parent Meeting was bursting with parents on the first day of school, mostly from the new Transitional Kindergarten and Kindergarten classrooms. Back-to-School Night is on September 6. The evening will begin at 5:00 p.m. with a Standards Based Report Card Information Meeting for K-1 parents. Room visitations will follow and the computer lab will be open for parents who want to see how ST Math and Ticket to Read works. In honor of Patriot Day, on September 11, we will start our day in the quad together and recite the Pledge of Allegiance and sing God Bless America. The first PTA meeting will take place on Tuesday, September 18, at 8:30 a.m. in our multiuse. The month will end with a Pancake Breakfast, from 7:30 – 11:00 a.m., hosted by our PTA on Saturday, September 22.

SCHOOL REPORTS  
(CONTINUED)

Mr. Hinz shared that Macy Elementary School's Discipline Assembly and PTA Reflections Kick-off was on Friday, August 31. Ms. Ryan reviewed the rules of discipline for all the students and handed out 5 backpacks that have been donated by the La Habra Rotary. The PTA Reflections Coordinator shared the 2012/13 theme, which is "The Magic of the Moment..." Entries for Reflections can be submitted in art, music, photography, and literature. Macy staff members are looking forward to Back-to-School Night on Thursday, September 6. Parents will be able to meet their teachers and learn about the expectations for their students for the upcoming year. The classrooms are looking great. Parents and family of our Kindergarteners are invited to bring a picnic lunch and share time with their children in our playground and grass area on Friday, September 7, beginning at 11:30 a.m. In honor of America's Patriot Day, Macy is preparing a "Hero and First Responder Assembly" in remembrance of 9/11 on Tuesday, September 11.

Mr. Schambeck reported that Meadow Green Elementary School's theme for the 2012-2013 school year is, "Kindness Counts" and the PTA theme is "Set Sail with PTA." Staff and students are gearing up for a year of continued growth in both academics and personal achievement. Back-to-School Night will be held on Tuesday, September 11, with grades 4-5 presenting at 6:00 p.m., and grades K-3 presenting at 6:30 p.m. Sixth grade teachers held a Back-to-School Night on August 30, to inform parents of their curricular program. Patriot's Day will be celebrated at Meadow Green on September 11 with students honoring our country's patriots by wearing red, white, and blue. A moment of silence will be observed in their honor. Each teacher will teach a lesson from the Patriotic Guide to their class. Constitution Week will be observed during the week of September 17. On September 17, all students and staff at Meadow Green will meet around the United States map by the lunch tables at 11:00 a.m. We will recite the Pledge of Allegiance together. Thoughts on the pledge and our great country will be shared. All students will be encouraged to wear red, white, and blue.

Mr. Barber concluded on Wednesday, September 12, Jordan Elementary School will hold their Back-to-School Night. It will be an informative evening where parents and teachers are able to meet and learn what is expected during the school year. Jordan PTA is holding a Fresh and Easy Fundraiser from September 12 – September 27. Save your receipts and drop them off at the front desk of the school. The money raised helps provide field trips for Jordan students. On Wednesday, September 26, Jordan PTA will have a Stoves on Strike night at Shakey's Pizza.

RESOLUTION 2012/13  
No. 579 PROCLAIMING  
SEPTEMBER 17 – 23, 2012  
AS “CONSTITUTION  
WEEK”

It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to adopt Resolution 2012/13 No. 579, as attached, proclaiming September 17 – 23, 2012, as Constitution Week, and authorized the Superintendent or designee to execute the resolution.

2011/12 DISTRICT  
ACCOMPLISHMENTS

Dr. Howell shared a number of District accomplishments for the 2011/12 school year. The accomplishments were in the following areas: Academic Programs, Technology, Nutrition Services, and Maintenance of Facilities.

Mr. Barber thanked the teachers, administration, and support staff for their dedication to the students of the District.

Mr. Schambeck shared he was happy to see that Nutrition Services has turned around in the past four years. There were many years that Nutrition Services was not self sufficient and encroaching on the General Fund.

GENERAL WAIVER  
REQUEST FOR STATE  
TESTING  
APPORTIONMENT  
INFORMATION REPORT

Title 5, Section 11517.5 of the California Code of Regulations specifies that each school district shall receive an Apportionment Information Report that shall include the number of pupils assessed with the California English Language Development Test (CELDT).

Education Code Section 33050 and the California Department of Education will allow school districts to apply for a General Waiver for State Testing Apportionment Information Report if it has not been submitted by December 31.

It was moved, seconded, and carried by unanimous vote (5 – 0) to approve the submission of the General Waiver Request for State Testing Apportionment Information Report.

APPROVAL OF 2011/12  
UNAUDITED ACTUALS  
AND CONCURRENT  
APPROVAL OF THE  
FUND BALANCE  
CHANGES AS THE  
DISTRICT’S 2012/13  
BEGINNING BUDGETED  
BALANCES

According to Education Code Section 42100, the Governing Board of each school district shall approve an annual statement of all receipts and expenditures of the District for the preceding fiscal year on or before September 15 of each year and file the statement with the County Superintendent of Schools.

Ms. Reynolds shared that the good news is the District’s financial unrestricted fund balance improved approximately \$430,000 for the 2011/12 year. \$175 of this is anticipated to continue into 2012/13 in the form of reduced expenses, and \$78,000 in increased revenue. The bad news – The State financial condition is not improved. Severe mid-year budget cuts are threatened if voters do not approve a tax initiative in November.

APPROVAL OF 2011/12  
UNAUDITED ACTUALS  
AND CONCURRENT  
APPROVAL OF THE  
FUND BALANCE  
CHANGES AS THE  
DISTRICT'S 2012/13  
BEGINNING BUDGETED  
BALANCES Continued

Ms. Reynolds also shared an update on the District's 2012/13 Adopted Budget. Los Angeles County Office of Education (LACOE) has "conditionally approved" the budget. A "conditionally approved" budget requires the District to submit a contingency plan that addresses the deficit spending and restores and maintains reserve levels that meet minimum requirements in 2013/14 and 2014/15. As directed by LACOE, the District will need to approve a solvency resolution at First Interim indicating its intent to negotiate necessary reductions to remain solvent in the current and future two years.

It was moved, seconded and carried by unanimous vote (5 – 0) to approve the 2011/12 Unaudited Actuals and Concurrent Approval of the Fund Balance Changes as the District's 2012/13 Beginning Budgeted Balances, and authorized the Superintendent or designee to execute the necessary documents.

APPROVAL OF  
SUBMISSION OF THE  
2012/13 OPERATIONS  
APPLICATION FOR THE  
K – 3 CLASS SIZE  
REDUCTION PROGRAM

It was moved, seconded, and carried by unanimous vote (5 – 0) to approve the 2012/13 Operations Application for Participation in the K – 3 Class Size Reduction Program, and authorized the Superintendent or designee to execute the necessary documents.

MANDATED COST  
PROGRAM UPDATE

Ms. Reynolds shared an update about the Mandated Cost Program or mandate block grant (MBG). Through filing of certain mandates, the state currently owes the District \$805,000 from the claims filed through 2010/11. The District will participate in the new MBG program for 2012/13 mandates in order to receive payment this year instead of waiting to be paid several years from now.

2012 CALIFORNIA  
STANDARDS TEST  
RESULTS

Mrs. Tiffany Rudek, Assistant Superintendent of Instruction, presented the 2012 California Standards Test Results for the District in English/Language Arts and Mathematics. Students enrolled in grades two through eight are required to take the California Standards Test (CST) in English/language arts and mathematics. In addition, fifth- and eighth-grade students take a CST science test, and eighth-grade students take a CST social studies test.

Mrs. Rudek shared that the District's percentage of students scoring at or above proficient in English/language arts increased at every grade level. The District percentage of students scoring at or above proficient in Math increased in every grade except third. The students scoring at or above proficient in writing in fourth and seventh grade also increased, and the students scoring at or above proficient in eighth grade in science and social studies increased.

2012 CALIFORNIA  
STANDARDS TEST  
RESULTS Continued

Mr. Hinz asked “How can we continue this upward trend?” Mrs. Rudek shared that the District is going to continue implementing Explicit Direct Instruction (EDI). The District started using EDI in the classrooms last year and the results are outstanding. The teachers, support staff and students are doing a fabulous job.

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 #1

Approved Purchase Order Report 2012/13 #1, which lists all purchase orders issued June 11, 2012, through August 20, 2012.

Warrant Listing Report  
2012/13 #1

Approved Warrant Listing Report 2012/13 #1, which lists all warrants issued June 7, 2012, through August 23, 2012.

Approval of Lease with  
Calvary Baptist Schools of  
Whittier, CA (Whittier  
Christian Elementary  
School)

Approved the lease with Calvary Baptist Schools of Whittier, CA (Whittier Christian Elementary School), and authorized the Superintendent or designee to execute the necessary documents.

Resolution 2012/13 No.  
580 Gann Amendment  
Appropriations Limit

Adopted Resolution 2012/13 No. 580 Gann Amendment Appropriations Limit, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Nutrition  
Services Contract  
Agreement with Domino’s  
Pizza as Part of the School  
Lunch Program

Ratified the Nutrition Services contract agreement with Domino’s Pizza as part of the school lunch program, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Nutrition  
Services Contract  
Agreement with JoJo’s  
Pizza as Part of the School  
Lunch Program

Ratified the Nutrition Services contract agreement with Jojo’s Pizza as part of the school lunch program, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Nutrition  
Services Contract  
Agreement with  
P&R Paper Supply  
Company as Part of the  
School Lunch Program

Ratified the Nutrition Services contract agreement with P&R Paper Supply Company as part of the school lunch program, and authorized the Superintendent or designee to execute the necessary documents.

September 4, 2012

Approval of Nutrition Services Contract Agreement with A&R Wholesale Distributor, Inc., as Part of the School Lunch Program

Ratified the Nutrition Services contract agreement with A&R Wholesale Distributor, Inc., as part of the school lunch program, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Nutrition Services Contract with Pick Up Stix as Part of the School Lunch Program

Ratified the Nutrition Services contract agreement with Pick Up Stix as part of the school lunch program, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Nutrition Services Contract Agreement with Clearbrook Farms as Part of the School Lunch Program

Ratified the Nutrition Services contract agreement with Clearbrook Farms as part of the school lunch program, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Nutrition Services Contract Agreement with Gold Star Foods as Part of the School Lunch Program

Ratified the Nutrition Services contract agreement with Gold Star Foods as part of the school lunch program, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Nutrition Services Contract Agreement with Subway as Part of the School Lunch Program

Ratified the Nutrition Services contract agreement with Subway as part of the school lunch program, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Independent Contractor Agreement with Gerald J. Vincent to Provide Special Services and Advice in the Areas of Maintenance, Operations, and Facilities Services

Ratified the independent contract agreement with Gerald J. Vincent to provide special services and advice in the areas of maintenance, operations, and facilities services, at a rate of \$50 per hour, for a total amount not to exceed thirty thousand dollars (\$30,000), beginning August 30, 2012, and ending no later than June 30, 2013, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant Agreement with Philomena M. Aparicio for Nutrition Services Consulting for the 2012/13 School Year

Ratified the consultant agreement with Philomena M. Aparicio for Nutrition Services consulting for the 2012/13 school year, for service not to exceed 72 hours at a rate of \$100.00 per hour expiring January 31, 2013, and authorized the Superintendent or designee to execute the necessary documents.

Employer-Employee Relations/Personnel Report 2012/13 #1

Ratified Employer-Employee Relations/Personnel Report 2012/13 #1, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Acceptance of Gifts/Donations

Accepted the following gifts/donations: Cilantro's, donation of Administrative Meeting lunch, approximate value \$234.00; SchoolsFirst Federal Credit Union, \$1,500.00 to support the District Orientation Meeting; and La Habra Rotary Club, donation of 90 backpacks filled with school supplies, approximate value \$1,350.00; and authorized the Superintendent or designee to write letters of appreciation.

Approval of Independent Consultant Agreement with Western Youth Services, Lowell Joint School District, and the North Orange County Special Education Local Plan Area (SELPA) for the Provision of School-Based Mental Health Services for the Period of September 5, 2012, through June 14, 2013

Approved the independent consultant agreement with Western Youth Services, Lowell Joint School District, and the North Orange County SELPA to provide school-based mental health services for the period of September 5, 2012, through June 14, 2013, not to exceed \$48,000, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Non-Public Agency Agreement with Western Youth Services, Lowell Joint School District, and the North Orange County Special Education Local Plan Area (SELPA), to Provide Educationally-Related Mental Health Services for the Period of September 5, 2012, through June 30, 2013

Approved the non-public agency agreement with Western Youth Services, Lowell Joint School District, and the North Orange County SELPA to provide educationally-related mental health services, for the period of September 5, 2012, through June 30, 2013, not to exceed \$1,200, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Memorandum of Understanding Between Fullerton School District and Lowell Joint School District for the Period July 1, 2012, through June 30, 2015

Ratified the Memorandum of Understanding between Fullerton School District and Lowell Joint School District for the period of July 1, 2012, through June 30, 2015, and authorized the Superintendent or designee to execute the necessary documents.



Approval of Memorandum of Understanding Between the Orange County Superintendent of Schools and Lowell Joint School District for the Period of July 1, 2012, through June 30, 2013

Ratified the Memorandum of Understanding between Orange County Superintendent of Schools and Lowell Joint School District for the period of July 1, 2012, through June 30, 2013, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Interagency Agreement Between County of Orange Health Care Agency and Lowell Joint School District Regarding the Provision of Educationally-Related Mental Health Services for the Period of July 1, 2012, through June 30, 2013

Ratified the Interagency Agreement between County of Orange Health Care Agency and Lowell Joint School District regarding the provision of educationally-related mental health services to District special education students, for the period of July 1, 2012, through June 30, 2013, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Provider Participation Agreement Between California Department of Health Care Services and Lowell Joint School District for the Medi-Cal Billing Option Program for the Period of July 1, 2012, through June 30, 2013

Ratified the Provider Participation Agreement between California Department of Health Care Services and Lowell Joint School District for the processing of District claims for reimbursement through the LEA Medi-Cal Billing Option Program for the period July 1, 2012, through June 30, 2013, and authorized the Superintendent or designee to execute the necessary documents.

**BOARD MEMBER/  
SUPERINTENDENT  
COMMENTS**

Dr. Howell shared publicly that the La Habra Rotary Club donated 150 backpacks filled with school supplies for our District and La Habra City School District. The Rotarians each donated school supplies and their time to fill the backpacks one afternoon here at the District Office. A total of 60 backpacks were distributed among the six schools and the efforts of the Rotarians are very much appreciated.

Dr. Howell thanked those Board members who were part or currently part of the Lowell Joint Education Foundation Board. To date, the Foundation has donated \$125,325 to the District for the students.

Dr. Howell also shared that the first fundraiser for the 2012/13 school year for the Foundation will be the 5K Family Turkey Trot on November 5. Registration forms will be sent home in backpacks in the next couple of weeks.

BOARD MEMBER/  
SUPERINTENDENT  
COMMENTS Continued

Mrs. Shackelford stated that Foundation members will be part of the Back-to-School nights to share information about the Foundation and raffle off two backpacks filled with school supplies.

Dr. Howell was excited to share that the District will be the recipient of SchoolsFirst Federal Credit Union, local La Habra Branch, school supply drive.

Mr. Barber wanted to publicly thank Shawn Gatewood, former Director of Maintenance and Operations, for all his hard work to the students of the District. Mr. Gatewood is an outstanding person and did excellent work. Mr. Gatewood accepted a promotion in a neighboring district.

ADJOURNMENT

President Barber declared the meeting adjourned at 8:35 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:

\_\_\_\_\_, 2012