

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

MINUTES OF THE REORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES  
December 11, 2017

STUDY SESSION –  
MASTER FACILITY  
FINANCIAL  
FEASIBILITY SURVEY  
PRESENTATION  
PRESENTED BY TRUE  
NORTH (DR. TIM  
MCLARNEY)

Mr. Coombs introduced Dr. Tim McLarney, President of True North, to present the Bond Feasibility Survey. The purpose of the study was to determine if a bond measure is feasible for the Lowell Joint School District.

Dr. McLarney explained that the survey concluded that a bond is feasible. Dr. McLarney's presentation can be found on the following website address:  
[http://www.ljsd.org/cms/page\\_view?d=x&piid=&vpid=1435568589662](http://www.ljsd.org/cms/page_view?d=x&piid=&vpid=1435568589662)

CLOSED MEETING

President Barber called the meeting to order at 6:53 p.m. at the District Office, 11019 Valley Home Avenue, Whittier. President Barber declared the meeting recessed to closed session at 6:54 p.m.

CALL TO ORDER

President Barber reconvened the meeting to open session at 7:35 p.m.

The flag salute was led by Carolyn Kane, El Portal 5<sup>th</sup> grade teacher.

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

Trustees Absent: Martin E. Tourville

Staff Present: Jim Coombs, Superintendent of Schools, Sheri McDonald, Assistant Superintendent of Instruction; and Andrea Reynolds, Administrative Assistant of Administrative Services.

INTRODUCTION/  
WELCOME

President Barber welcomed guests and staff members present.

REPORTING OUT  
ACTION (IF ANY)  
TAKEN IN CLOSED  
SESSION

None.

ACKNOWLEDGEMENT  
OF CORRESPONDENCE

Mr. Barber stated "Mr. Tourville sends his regrets that he is not able to attend."

APPROVAL OF  
AGENDA

It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the December 11, 2017, Organizational Board agenda, as amended.

APPROVAL OF  
MINUTES

It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the minutes from the November 6, 2017, 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, (4 – 0), for Mr. William Hinz to serve as President of the Board of Trustees for the 2018 organizational year.

Mr. Barber accepted the gavel from Mr. Hinz.

Election of Vice-  
President

It was moved, seconded, and carried by unanimous vote, (4 – 0), for Mr. Fred Schambeck to serve as Vice-President of the Board of Trustees for the 2018 organizational year.

Election of Clerk

It was moved, seconded, and carried by unanimous vote, (4 – 0) for Mrs. Anastasia Shackelford to serve as Clerk of the Board of Trustees for the 2018 organizational year.

Adoption of Schedule  
of Regular Meetings of  
the Board of Trustees  
of the Lowell Joint  
School District, 2018  
Organizational Year

It was moved, seconded, and carried by unanimous vote, (4 – 0), to adopt the schedule of regular meetings of the Board of Trustees for the 2018 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, (4 – 0), for Mr. Fred Schambeck 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, (4 – 0), for Mr. William Hinz 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, (4 – 0), for Mrs. Anastasia Shackelford and Mr. Martin Tourville to serve as the two members on the Board of Directors of the Lowell Joint Education Foundation.

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, (4 – 0) to approve the “Certification of Signatures.”

**TOPICS NOT ON THE AGENDA**

None.

**TIMELY INFORMATION FROM THE BOARD AND SUPERINTENDENT**

Mr. Coombs shared that El Portal Elementary School has met their requirements for emergency drills this month. Today, afterschool traffic had to be re-routed due to a car catching fire and fire truck and police vehicles were located in the El Portal parking lot which hindered the after-school pick up. No one was injured and thanks to the swift action of the principal, along with the first responders, all the students were picked up from the diverted location.

**INTRODUCTION OF THE ASSISTANT PRINCIPAL AT RANCHO-STARBUCK INTERMEDIATE SCHOOL**

Mr. Coombs and Mrs. Takacs, Principal at Rancho-Starbuck Intermediate School, introduced Mr. Nathan Howe, Assistant Principal, to the Board of Trustees.

Mr. Howe thanked the Board and stated it is an honor and a privilege to be part of this District.

**RECOGNITION OF RANCHO-STARBUCK INTERMEDIATE SCHOOL GOLDEN BELL AWARD**

Mr. Coombs shared that Rancho-Starbuck Intermediate School was recently awarded the Golden Bell Award for their Flex program. Out of 296 applicants, only 56 programs received this distinctive award.

Mr. Coombs congratulated Mrs. Takacs and the Rancho-Starbuck staff for making this program a huge success.

Mr. Hinz presented Mrs. Takacs with a certificate and the Golden Bell Award.

RECOGNITION OF  
CALPADS DATA  
MANAGEMENT  
SUBMISSION

Mr. Coombs recognized Wendi Rapp, Information Systems Specialist, for receiving the CalPADS Data Management Recognition from the California Department of Education.

Mr. Hinz presented Ms. Rapp with a certificate and thanked her for her contribution.

SCHOOL REPORTS

The Board of Trustees shared highlights of each school's activities for the month of November and December.

CALIFORNIA VOTING  
RIGHTS ACT – DRAFT  
TRUSTEE AREA MAPS

Justin Levitt, demographic consultant from National Demographics, shared two additional legally compliant maps based on the guidance provided by the Board of Trustees at the November 6, 2017, Board meeting. Mr. Levitt shared that the maps included criteria that is consistent with legal requirements, including reasonably equal population and other concerns and considerations important to the District.

The Board of Trustees requested that Mr. Levitt draft an additional By-Trustee Area map focusing on First Street running as a straight line.

A Public Hearing was opened at 8:16 p.m.

Mrs. Janet Averill, retired Board member, and Mr. Brian Bergman, La Habra Heights Mayor Pro Temp, shared that they would like to see La Habra Heights as one Trustee Area.

Mrs. Palmer asked what happens when no one runs for a By-Trustee Area. Mr. Coombs shared that they would have to try to appoint someone.

The Public Hearing was closed at 8:31 p.m.

PRESENTATION OF  
FIRST INTERIM REPORT  
2017/18

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 Board approval is required for the District First Interim Report 2017/18 stating 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, 2017.

It was moved, seconded, and carried by unanimous vote (4 – 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.

APPROVAL OF THE  
NOON DUTY ASSISTANT  
JOB DESCRIPTION,  
SALARY SCHEDULE  
AND MEMORANDUM OF  
UNDERSTANDING WITH  
CSEA

It was moved, seconded, and carried by unanimous vote (4 – 0) to approve the Noon Duty Assistant job description, salary schedule, and Memorandum of Understanding with CSEA, as attached, and authorized the Superintendent or designee to execute any necessary documents.

CONSENT CALENDAR

It was moved, seconded, and carried by unanimous roll call vote, (4 – 0), to approve/ratify the following items, under a consent procedure.

Acceptance of  
Donations/Gifts

Ratified the acceptance of donations as listed below and requested a letter of appreciation be written to the donor, and authorized the Superintendent or designee to execute the necessary documents.

- Mamute BJJ, Inc. – \$200.00 for Nutrition Services Negative Balance Accounts
- Cindy Werner – Stihl HS 45-2, Lightweight Gas Powered Hedge Trimmer 18 inch Blade Donation for Maintenance, Operations, & Facilities (\$299.95 Approximate Value)
- Marty Tourville – \$100.00 for Board Donation Account
- Fred Schambeck – \$40.00 for Board Donation

Approval of Amendment to  
Consultant Agreement with  
Mr. Jorge Montalvo to  
Provide After-School  
Coaching Services for the  
2017/18 School Year

Approved the consultant agreement with Mr. Jorge Montalvo to provide after-school coaching services for the 2017/18, at the amount of \$700.00 and not to exceed \$700.00, to be paid from the donation monies from the Lowell Joint Education Foundation, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Consultant  
Agreement with Mr.  
Preston Sachs to Provide  
After-School Coaching  
Services for the 2017/18  
School Year

Approved the consultant agreement with Mr. Preston Sachs to provide after-school coaching services for the 2017/18, at the amount of \$700.00 and not to exceed \$700.00, to be paid from the donation monies from the Lowell Joint Education Foundation, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Destruction of  
Records

Ratified the destruction of records as attached, and authorized the Superintendent or designee to execute the necessary documents.

Purchase Order Report  
2017/18 #5

Approved Purchase Order Report 2017/18 #5, which lists all purchase orders issued October 6, 2017, through November 17, 2017.

Warrant Listing Report  
2017/18 #5

Approved Warrant Listing Report 2017/18 #5, which lists all warrants issued October 24, 2017, through November 28, 2017.

Approval of Resolution 2017/18 FI 001 – FI006 for Budget Adjustments	Adopted Resolution 2017/18 FI001 – FI006 for Budget Adjustment, as attached, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Independent Contractor Agreement with Thomas Peter Leonard	Approved the Independent Contractor Agreement with Thomas Peter Leonard, to be paid \$50.00 per day for an amount not to exceed \$2,000.00, to assist with standardizing custodial and grounds practices, and authorized the Superintendent or designee to execute the necessary documents.
Employer-Employee Relations/Personnel Report 2017/18 #5	Ratified Employer-Employee Relations/Personnel Report 2017/18 #5, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.
Approval of Consultant Agreement with Mrs. Jan Jacobsen to Provide Art Instruction at Meadow Green Elementary School for the 2017/18 School Year	Ratified the consultant agreement with Mrs. Jan Jacobsen to provide art instruction at Meadow Green Elementary School for the 2017/18 school year, at an hourly rate of \$21.00 and will not exceed \$3,000.00 to be paid from Meadow Green Elementary School’s Donation Fund, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Contract #10133 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 contract #10133 with Inside the Outdoors, Orange County Department of Education, to provide a traveling scientist assembly for second grade students of El Portal Elementary School on March 16, 2018. The cost of the assembly is \$535.00 plus mileage of \$70.00 and will be paid by the El Portal PTA, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Consultant Agreement with Christy Lane Enterprises to Provide Dare to Dance Assemblies at El Portal Elementary School on May 29, 2018	Approved the consultant agreement with Christy Lane Enterprises to provide two Dare to Dance assemblies at El Portal Elementary School on May 29, 2018, for a total of \$600.00 to be paid by El Portal Elementary School Site Funds, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Income Agreement #45332 with Orange County Department of Education to Provide Professional Learning in Cognitively Guided Instruction	Approved the Income Agreement #45332 with Orange County Department of Education to provide two workshops at \$1,500.00 per day, to be paid from Meadow Green Elementary School Title I budget, for Professional Learning in Cognitively Guided instruction for TK – 2 teachers at Meadow Green Elementary School, and authorized the Superintendent or designee to execute the necessary documents.

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BOARD MEMBER/  
SUPERINTENDENT  
COMMENTS

Mr. Barber stated that Ms. Whitney Takacs did another incredible job presenting the safety presentation on Technology to the Whittier Union High School District.

ADJOURNMENT

President Hinz declared the meeting adjourned at 8:47 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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