

MINUTES OF THE STUDY SESSION OF THE BOARD OF TRUSTEES

January 20, 2024

Call to Order	President Shackelford called the meeting to order at 8:03 a.m. at Lowell Joint School District, 11019 Valley Home Avenue, Whittier, CA 90603. The flag salute was led by Christine Berg, Board of Trustees Board Member. Trustees Present: Anastasia M. Shackelford, Anthony A. Zegarra, Christine J. Berg, Karen L. Shaw, Regina L. Woods Trustees Absent: None Staff Present: Jim Coombs, Superintendent of Schools; Sheri McDonald, Assistant Superintendent of Educational Services; David Bennett, Assistant Superintendent of Business Services; Carl Erickson, Assistant Superintendent of Administrative Services Staff Absent: None.
Introduction / Welcome	President Shackelford welcomed the CSEA President, Darleene Pullen.
Approval of Agenda	It was moved, seconded, and carried by unanimous vote, (5-0) to approve the January 20, 2024, Board agenda.
Topics Not on the Agenda	None.
Board Study Session: Roles and Responsibilities Informational Overview of District Departments and Programs	Mr. Coombs introduced the instructional cabinet and program coordinators from each department in Lowell Joint that will present information on the programs from their departments. He also introduced Dr. Verdugo of Leadership and Associates. Dr. Verdugo reviewed with the Board of Trustees on a strong Board-Superintendent partnerships and leadership. Dr. Anthony Zegarra acknowledged that Margaret Palmer, LJEA co-president, was in attendance.
RECESS	Mrs. Shackelford declared a recess at 9:00 a.m. Mrs. Shackelford reopened the board study session at 9:12 a.m. Kaleo Igarta, Director of Special Education, spoke regarding his department and their roles and responsibilities. He reviewed the current district special education projects. <ul style="list-style-type: none">• Professional Development and Training• Special Education and 504 Services Supports

- Due Process Litigation Through Office of Administrative
- CDE Data Reporting
- Program Placements and Transfers
- Special Day Class Programs
- RSP Guidelines
- Clinic-Based OT Services for Surrounding Districts
- Family & Community Involvement – Saturday Workshops

David Bennett, Assistant Superintendent of Business Services, and Chelle Price, Director of Fiscal Services, spoke about the fiscal services department. They reviewed the business functions, roles, responsibilities, and current projects.

- Accounting and Finance
- Accounts Payable
- Benefits – Enrollment
- Budget – Revenue and Expenditures Plan
- Payroll
- Purchasing – Site Supplies and Equipment

Carl Erickson, Assistant Superintendent of Administrative Services, reviewed the roles and responsibilities and the current projects of the administrative services department.

- Workers Compensation Process
- Hiring and Recruitment
- Maintenance
- Nutrition Services
- Liability Claims and Coverage (Insurance)
- Classified Staffing & Classified Human Resources
- Facility Maintenance and Grounds
- Risk Management

Alan Mao, Director of Technology, reviewed the roles and responsibilities of the tech services department. He reviewed the district support that tech services provides and their past and current projects.

- AERIES, Clever, Raptor Visitor System, 1:1 Chromebook Deployment, Online Myschoolbucks payment conversion, LACOE to OCDE Network Migration
- Cyber Security Education – All Staff
- Multi- Factor Authentication
- STEAM Innovation Labs, Virtual Reality and E-Sports

RECESS

Mrs. Shackelford declared a recess at 10:32 a.m. Mrs. Shackelford reopened the board study session at 10:40 a.m.

Dr. Sheri McDonald, Assistant Superintendent of Educational Services, reviewed the roles and responsibilities of everyone in the Educational Services department, Early Childhood, and the Preschool district program.

- LCAP / SPSA
- SARCS
- Instructional Materials
- State & Federal Programs
- Early Childhood – Universal Pre-Kindergarten
- Transitional Kindergarten
- Other Programs (First Five Grant)
- Learning Links & Community Partners

Dr. McDonald spoke about Ronica Dixon, Coordinator of Child Development, and the preschool program and the projects that she has been developing. She reviewed the parent programs and the ongoing community collaboration.

Rhonda Overby, Director of Educational Services, reviewed the information on State Testing - CAASP and LPAC, English Learners and our progress and roles in improving student attendance.

Dr. Sheri McDonald reviewed the three TOSAs and the projects and district support that they provide.

- Becky Champion – Educational Technology / STEAM / Curriculum Support
- Barbara Castillo - MTSS / GATE / STEAM
- Holly Brander – Early Literacy / First Five Initiative Support

Mary Brimmage, Coordinator of Expanded Learning, reviewed the roles and responsibilities of the expanded learning opportunities program. She spoke of the current projects that the ELOP LJSJ PowerSource program are involve

- Before / After School ELOP Programs
- Boys & Girls club Childcare
- YMCA OC at All Sites
- Muckenthaler Arts
- Active Ed
- Code Ninjas
- LJ Teacher's Classes
- Additional Classes PowerSource
- Homework Help / Tutoring
- Special Program Structure
- PowerSource Summer
- Disney Musicals in Schools at El Portal
- Lowell Joint Youth Theater

Dr. Sheri McDonald reviewed the Educational Services current projects:

- Early Childhood – Universal Pre-Kindergarten
- Preschool Programs (State Funded and Fee Based)
- Transitional Kindergarten
- First Five Grant
- Learning Links
- La Habra Collaborative
- Quality Start OC

Linda Takacs, Induction Coordinator, reviewed the Leadership Academy and the connection, culture and commitment to the new teachers in the Lowell Joint school district.

- All new teacher to Lowell Joint - 17 in 2023-2024
- 1.5 - August Orientation Days
- 6 – Welcome Home Workshops
- Classroom Observations and Feedback
- Legacy Journal
- Connections and Resources
- Additional Support

Mr. Coombs reviewed the Instructional Programs in Lowell Joint:

- Character and Patriotic Education
- Dual Immersion Language Academy Grades TK – 5th
- Horizons
- PowerSource (Expanded Learning Program)
- Arts For All
 - Instrumental
 - Vocal
 - Dance and Movement
 - Theater
 - Fine Art – Drumline, Lowell Joint Youth Theater, Honors Choir & Band, -
 - Advanced and Honors Dance and Master Art Series
- Intervention Support
- REACH – QUEST – SOAR – FLEX
- IREADY
- C.A.R.E.
- Occupational Therapy Lab
- Summer School
- Boot Camp
- PowerSource
- Pre-AP/IB Honors Academy (Rancho Starbuck)
- Conservatory of Fine Arts (Rancho Starbuck)
- Advance Placement and Computer Science (Rancho Starbuck)
- STEAM Innovations labs – All elementary schools
- Robotics and Programming (Rancho Starbuck)
- E-Sports (Rancho Starbuck)
- Living Classroom – Sustainable Literacy Gardens
- Leadership Academy – Induction
- Virtual Academy and Home School
- Top Gun Academy – PD Instructional Leaders and Future Leaders
- Family Engagement – Literacy University
- Lowell Joint Education Foundation
- Master Facility Plans (2.0 & 3.0)
- Measure LL – In Progress

Board Member/
Superintendent Comments

Mrs. Berg spoke of her being a part of this district for 47 years (parent, teacher, grandparent and board member) and she is impressed with the new programs and leadership that are in place.

Dr. Zegarra gave congratulations on Dashboard results and Rancho Starbuck's increase of 22 points in math and to being above standards in English. His sons have benefited from being in this district and are ready for high school.

Ms. Shaw shared regarding her daughters' social media post about her son's school project and the teacher's support. She is very impressed with all of the departments and the vision that we have.

Mrs. Woods shared that when her family moved here during COVID the transition was very hard. The teachers and community were so amazing. It has been a great experience and she is proud to be a part of this district and looks forward to serving on the Board for a long time.

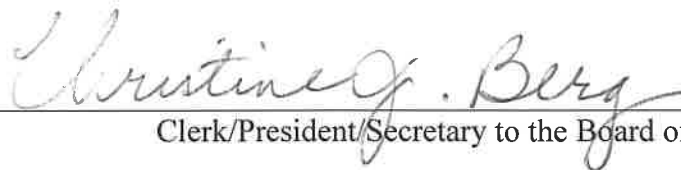
Mrs. Shackelford she is glad that she was there and to remind herself of the work that has to take place behind the scenes. She is reminded that it takes a village to support our one clientele – the students.

Adjournment

President Shackelford declared the meeting adjourned at 11:40 a.m. in accordance with Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken

Date Approved:

2/15/2024



Clerk/President/Secretary to the Board of Trustees