

Lowell Joint School District
11019 Valley Home Avenue, Whittier, CA 90603

REGULAR MEETING OF THE BOARD OF TRUSTEES
March 4, 2024 – 6:30 p.m.

AGENDA

I. Call to Order 6:30 p.m.

Lowell Joint School District Character Education and Patriotic Education Focus of the Month: Working together towards the same end. Teamwork. INFORMATION

- Character Trait: Cooperation and Collaboration
- Patriotic Focus: Civil Right Reform & US National Parks and the American Great Outdoors
- In Action: Read Across America Banner and National Parks Banner

A. Comments from the Public INFORMATION

1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a “Presentation Card” (supply located on the table near double exit doors). Please hand the completed card to the secretary. When the item is considered by the Board, individuals submitting presentation cards will be called upon prior to Board action. Speakers must limit their comments to three (3) minutes. The Board shall limit the total time for public input on each item to 30 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.
2. Topics Not on Agenda: Anyone in attendance may address any issue by following the same identification process as shown in I-A-1 above. Since the Board cannot take action on items which are not on the agenda, such items will be referred to the Superintendent for handling. Individuals interested in speaking to items which are not on the agenda will be called upon under Item IV.

B. Closed Session 6:30 p.m.

1. Pupil Personnel Matters/Advice from Legal Counsel – Existing and Anticipated Litigation (Disclosure of Case Name Would Jeopardize Potential Settlement Negotiations)/Real Property/Liability Claims/Negotiations/ Public Employee Appointments – Discipline – Dismissal – Release (Government Code Section 54957)/ Employer/Employee Relations
2. Public Employee Negotiations – Certificated School Employees Association (LJEA)/ Classified School Employees Association (CSEA); Agency Negotiator: Mr. Coombs

3. Superintendent’s Evaluation (Pursuant to Government Code Section 54957)

C. Regular Session

Approximately
7:30 p.m.

II. Preliminary Procedural – Board President

A. Salute to the Flag – Olita Elementary Students

B. Reporting Out Action (if any) Taken in Closed Session

C. Introductions and Welcome of Guests

D. Comments from the Public

INFORMATION

1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a “Presentation Card” (supply located on the table near double exit doors). Please hand the completed card to the secretary. When the item is considered by the Board, individuals submitting presentation cards will be called upon prior to Board action. Speakers must limit their comments to three (3) minutes. The Board shall limit the total time for public input on each item to 30 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

2. Topics Not on Agenda: Anyone in attendance may address any issue by following the same identification process as shown in II-D-1 above. Since the Board cannot take action on items which are not on the agenda, such items will be referred to the Superintendent for handling. Individuals interested in speaking to items which are not on the agenda will be called upon under Item IV.

E. Acknowledgement of Correspondence to the Board

INFORMATION

F. Approval of Agenda

ACTION

G. Approval of Minutes from the February 5, 2024, Regular Board Meeting

ACTION

III. Reports

INFORMATION

A. Timely Information from Board and Superintendent – Board President

- Recognition of ACSA Every Student Succeeds Awards

* * * RECESS * * * *

- B. School Reports
(School Reports will be the First Meeting of the Month)
Olita Elementary Students – Olita Elementary School Report

IV. Topics Not on the Agenda

V. General – Jim Coombs

INFORMATION

- A. Resolution 2023/2024 No. 917 Order of Biennial Trustee Election and Specifications of the Election Order for Los Angeles County
ACTION/
(RESOLUTION)
- B. Resolution 2023/2024 No. 918 Order of Biennial Trustee Election and Specifications of the Election Order for Orange County
ACTION/
(RESOLUTION)

VI. Business Services – David Bennett

- A. Presentation of 2023-24 Second Interim Report
INFORMATION/
ACTION
- B. Approval of Agreement with Administrative Services Cooperative, Inc. for Student Transportation Services for the 2023/2024 School Year Not to Exceed \$200,000
ACTION/
(RATIFICATION)
- C. Approval of 2024-25 Transportation Plan
ACTION

VII. Human Resources – Jim Coombs

- A. Release of Non-Reelect Temporary Certificated, Probationary, Administrative Employees
 - 1. Resolution 2023/24 No. 919, to Release and Non-Reelect Temporary Certificated Employees
ACTION/
(RESOLUTION)
 - 2. Resolution 2023/24 No. 920, to Release Probationary Certificated Employees
ACTION/
(RESOLUTION)
- B. Approval of Contractual Agreement with the Lowell Joint Education Association for the Period July 1, 2023, through June 30, 2026, and AB1200 Report
PUBLIC HEARING/
ACTION

VIII. Education Services – Sheri McDonald

- A. Approval of Agreement #FCI-SD5-15 with First 5 Orange County Children & Families Commission
ACTION

IX. Administrative Services – Carl Erickson

- | | | |
|----|---|-------------------------|
| A. | Resolution 2023/24 No. 921 Declaring March 4-8, 2024 as “National School Breakfast Week | ACTION/
(RESOLUTION) |
| B. | Approval of the Comprehensive School Safety Plan for 2023/2024 school year | INFORMATION/
ACTION |

X. Consent Calendar

Action by the Board in adoption of the “Consent Calendar” means that all items appearing in this section are adopted by one single motion, unless a Member of the Board or the Superintendent requests that any such item be removed from the “Consent Calendar” and voted upon separately. Generally, “Consent Calendar” items are enacted upon in one action to conserve time and permit focus on other-than-routine matters.

A. General – Jim Coombs

No Items

B. Business Services – David Bennett

- | | | |
|----|---|---------------------------|
| 1. | Purchase Order Report 2023/24 #8 | ACTION/
(RATIFICATION) |
| 2. | Consolidated Check Register Listing Report 2023/24 #8 | ACTION/
(RATIFICATION) |

C. Human Resources – Jim Coombs

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|----|---|---------------------------|
| 1. | Employer-Employee Relations/Personnel Report 2023/24 #8 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees | ACTION/
(RATIFICATION) |
| 2. | Approval of the Certificated Teacher and the Speech Language Pathologist Salary Schedules Implementing an Eleven Percent (11%) Increase, Retroactive to July 1, 2023, for the 2023/2024 School Year | ACTION/
(RATIFICATION) |
| 3. | Approval of the Certificated Management and Supervisory, Counselor, Nurse Management, Classified Management and Supervisory, and Classified Confidential Salary Schedules Implementing an Eleven Percent (11%) Increase, Retroactive to July 1, 2023, for the 2023/2024 School Year | ACTION/
(RATIFICATION) |
| 4. | Approval of the Board of Trustees Monthly Salary Implementing a Zero Percent (0%) Increase, Retroactive to July 1, | ACTION/
(RATIFICATION) |

2023, for the 2023/2024 School Year, and Zero Percent (0%) Increase for the 2024/2025 School Year

- | | | |
|----|---|---------------------------|
| 5. | Amendment to the Superintendent, Assistant Superintendent of Educational Services, Assistant Superintendent of Business Services and Assistant Superintendent of Administrative Services Contracts representing a five and half percent (5.5%) Salary Increase to the 2023/2024 Base Salaries, Retroactive to July 1, 2023, and zero (0%) for 2024/2025 | ACTION/
(RATIFICATION) |
|----|---|---------------------------|

D. Educational Services – Sheri McDonald

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|----|---|---------------------------|
| 1. | Approval of Agreement AltaMed Health Services Corporation | ACTION |
| 2. | Approval of Agreement with the Orange County Department of Education to provide the S1S Program for PCHS/ACCESS from June 1, 2024 to August 31, 2024 | ACTION |
| 3. | Approval of an Agreement with the Orange County Department of Education to provide California Math Standards Training to Rancho-Starbuck Math Teachers during the 2024/25 School Year | ACTION |
| 4. | Approval of Field Trip to Los Angeles Maritime Marine Institute in San Pedro on March 12, 2024 for Macy Elementary School | ACTION |
| 5. | Addendum of Master Agreement #16064 with Inside the Outdoors, Orange County Department of Education, to Provide a Field Trip for the 3rd Grade Students of Olita Elementary School | ACTION/
(RATIFICATION) |

XI.	Board Member/Superintendent Comments	INFORMATION
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XII.	Adjournment	ADJOURNMENT
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Recess and/or closed session to be called at the discretion of the Board. Meetings of the Board shall adjourn at or before 11:00 p.m. unless approved by a majority vote of the Board.

Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at 11019 Valley Home Avenue, Whittier, CA 90603, or (562) 902-4203 during normal business hours.

The next scheduled Lowell Joint School District Board of Trustees Meeting is Monday April 1, 2024.

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

MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES

February 5, 2024

Call to Order	President Shackelford called the meeting to order at 6:30 p.m. at Lowell Joint School District, 11019 Valley Home Avenue, Whittier, CA 90603.
Topics Not on the Agenda	None.
Closed Meeting	President Shackelford declared the meeting recessed to closed session at 6:31 p.m.
Call to Order	President Shackelford reconvened the meeting to order at 7:34 p.m.
	The flag salute was led by Meadow Green Students: Claribelle Herrera, Jacob Reza, Kenzie Deforrest and Thiago Reyes.
	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.
Reporting Out Action (if any) Taken in Closed Session	None.
Introduction / Welcome	President Shackelford welcomed the many guests in attendance, staff members and the Meadow Green students present.
Acknowledgement of Correspondence	Ms. Shaw mentioned a special invitation that she received from Meadow Green Elementary school to participate in Day of the Reader.
Approval of Agenda	It was moved, seconded, and carried by unanimous vote, (5-0) to approve the February 5, 2024, Board agenda.
Approval of Minutes	It was moved, seconded, and carried by unanimous vote, (5-0) to approve the minutes from the January 8, 2024, Regular Board Meeting and the January 20, 2024 Board Study Session.

Timely Information from the Board and Superintendent	None.
School Reports	Each Board member shared highlights of their respective schools. Meadow Green Students: Claribelle Herrera, Jacob Reza, Kenzie Deforrest and Thiago Reyes read the Meadow Green school report.
RECESSS	Mrs. Shackelford declared a recess at 7:45 p.m. Mrs. Shackelford reopened the board meeting at 7:48 p.m.
Topics Not on the Agenda	Mrs. Cooke and Mrs. Palmer, on behalf of LJEA, thanked the Board of Trustees for a fair settlement in their negotiations.
Resolution 2023/24 No. 914, Recognizing February 5-9, 2024 as “School Counseling Week”	It was moved, seconded, and carried by unanimous roll call vote (5– 0) to adopt Resolution 2023/24 No. 914, recognizing February 5-9, 2024, as “School Counseling Week”, and that the Superintendent or designee be authorized to execute the necessary documents.
Resolution 2023/2024 No. 915 Approving the Application for The California Schools Healthy Air, Plumbing, and Efficiency Program (CalSHAPE) provides funding to upgrade heating, air conditioning, and ventilation (HVAC) systems in public schools and replace non compliant plumbing fixtures and appliances that fail to meet water efficiency standards	It was moved, seconded, and carried by unanimous roll call vote, (5-0) to adopt Resolution 2023/2024 No. 915 Approving the Application for The California Schools Healthy Air, Plumbing, and Efficiency Program (CalSHAPE) to provide funding to upgrade heating, air conditioning, and ventilation (HVAC) systems in public schools and replace non compliant plumbing fixtures and appliances that fail to meet water efficiency standards, and that the Superintendent or designee be authorized to execute the resolution.
Resolution 2023/2024 No. 916 Approving the Application for the Teacher Residency Capacity Grant	It was moved, seconded, and carried by unanimous roll call vote, (5-0) to adopt Resolution 2023/2024 No. 916 Approving the Application for the Teacher Residency Capacity Grant, and that the Superintendent or designee be authorized to execute the resolution.
Acceptance of the 2022-23 Annual Financial Audit of the Lowell Joint School District	Nigro & Nigro PC has completed the examination of the financial statements of funds and accounts of the Lowell Joint School District for the 2022-23 fiscal year. Ms. Jessica Berry, partner of Nigro and Nigro, presented the financial audit.

The completion of this audit is in accordance with Education Code section 41020. Copies of this report are filed with the County Superintendent of Schools, County Auditor, State Department of Education, and the Audit Division of the State Department of Finance. By law, the Board of Education must file the audit by December 15 each year.

In accordance with Education Code section 41020.3, contents of this report will be reviewed at the February 5, 2024 Board of Education meeting and a representative of Nigro & Nigro will be available to answer questions regarding the audit.

It was moved, seconded, and carried by unanimous vote, (5 – 0), to accept the 2022-23 Annual Financial Audit of the Lowell Joint School District, and that the Superintendent or designee be authorized to execute the necessary documents.

State Budget Update

Mr. David Bennett, Assistant Superintendent of Business Services, reviewed the State budget update with the Board of Trustees.

- Inflation is down and is expected to decline further
- Interest Rates Expected to Fall in 2024
- US and California in Slow Growth Economies
- Governor Projects \$37.9 Billion Deficit for 2024-25
- Recessions are No Longer Forecasted in 2024 or 2025

Governor estimates a \$37.9 Billion shortfall

- Largely due to 2022 tax collections in 2023
- \$30B Gap between LAO Report and Governor Proposal due to Optimistic Revenue Estimates by Governor
- Protects Education with no Proposed Cuts to 2023-24
- Balances Budget with Reserves, Education Rainy Day Fund, Borrowing, Reductions, Funding Delays, Deferrals, and Tax Revenue Proposals

Local Control Funding Formula:

COLA

- 8.22% vs 8.22% at FI in 2023-24
- 0.76% vs 3.94% at FI in 2024-25
- 2.73% vs 3.29% at FI in 2025-26
- Slight changes to CalPERS Rates and Consumer Price Index (CPI)
- Enrollment, ADA, and other MYP assumptions remain the same as First Interim

Governor's State budget projections for 2024/25 rely on optimistic State revenues

- January, 2024, is currently \$3B below those estimates
- Governor and Legislature
- Governor has expressed his desire to “protect” education
- Negotiations will take place between now and the May revision
- School districts will have to make decisions prior to May revision

The Board of Trustees discussed the information in the slide presentation.

Approval of Purchase and Installation Agreement with ICS Services Co., for

It was moved, seconded, and carried by unanimous vote, (5 – 0), to approve ratified Purchase and Installation Agreement with ICS Services Co., for Exterior Speakers at the Maybrook Elementary School Project for Rancho Starbuck Intermediate School, not to exceed \$3,098.53, Measure LL (21.0 Bond Fund), and that the Superintendent or

Exterior Speakers at the Maybrook Elementary School Project for Rancho Starbuck Intermediate School

designee be authorized to execute the necessary documents.

Approval of Architectural Services Agreement with Ghataode Bannon Architects (GBA) to Provide Architectural and Engineering Services Related to the District's Potential Construction Projects at El Portal Elementary and Rancho Starbuck Intermediate Schools

It was moved, seconded, and carried by unanimous vote, (5 – 0), to approve the Architectural Services agreement with Ghataode Bannon Architects for architectural and engineering services related to the Rancho Starbuck Intermediate School and El Portal Elementary Schools, effective February 5, 2024, not to exceed \$2,213,520.00, combined, (Special Reserve Capital Outlay Fund 40.0), and that the Superintendent or designee be authorized to execute the necessary documents.

District Local Control Accountability Plan Mid-Year Update

As part of the Local Control Funding Formula (LCFF), school districts, County Offices of Education, and charter schools are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), using a template that was adopted by the California State Board of Education (SBE).

Dr. Sheri McDonald presented the Mid-Year LCAP update to the Board of Trustees.

The State Board of Education is requiring a new mid-year update to be presented to the Board for the 2023-2024 school year. The update will ultimately be submitted for approval along with the LCAP in June of 2024.

Consent Calendar

It was moved, seconded, and carried by unanimous vote, (5 – 0), to approve/ratify the following items, under a consent procedure.

Approval of Memorandum of Understanding (MOU) Clinical Experiences Agreement Between Lowell Joint School District and California Baptist University, effective February 5, 2024 through June 30, 2027

Approved the Memorandum of Understanding (MOU) Clinical Experiences Agreement Between Lowell Joint School District and California Baptist University, effective February 5, 2024 through June 30, 2027, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement Zoe Kinne to

Approved the consultant agreement for Zoe Kinne to be a lighting designer for the Lowell Joint Music Production for the 2023-24 school year, at an amount not to exceed

be a Lighting Designer for the Lowell Joint School District Music Production for the 2023-24 School Year

\$2000, to be paid by the One Time Art & Music Block Grant funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement Tana Carmichael to be a Costume Designer for the Lowell Joint School District Music Production for the 2023-24 School Year

Approved the consultant agreement for Tana Carmichael to be a costume designer for the Lowell Joint School District Music Production during the 2023-24 school year, at an amount not to exceed \$2000, to be paid by the One Time Art & Music Block Grant funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement Rudy Hernandez to be a Sound Technician for The Lowell Joint School District Music Production for the 2023-24 School Year

Approved the consultant agreement for Rudy Hernandez to be a sound technician for the Lowell Joint School District Music Production during the 2023-24 school year, at an amount not to exceed \$2000, to be paid by the One Time Art & Music Block Grant Fund, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement Alfonso Neavez to be a House Manager for the Lowell Joint School District Music Production for the 2023-24 School Year

Approved the consultant agreement for Alfonso Neavez to be a house manager for the Lowell Joint Music Production for the 2023-24 school year, at an amount not to exceed \$1500, to be paid by the One Time Art & Music Block Grant Fund, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement Madelyn Neavez to be an Assistant Choreographer for the Lowell Joint School District Music Production for the 2023-24 School Year

Approved the consultant agreement for Madelyn Neavez to be an Assistant Choreographer for the Lowell Joint Music Production for the 2023-24 school year, at an amount not to exceed \$1,000, to be paid by the One Time Art & Music Block Grant Fund, and that the Superintendent or designee be authorized to execute the necessary documents.

Purchase Order Report 2023/24 #7

Approved the Purchase Order Report 2023/24 #7, issued December 1, 2023 through December 31, 2023, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.

Consolidated Check Register Listing Report

Approved the Check Register Listing Report 2023/24 #7, issued December 31, 2023 through December 31, 2023, as attached, and that the Superintendent or designee be

2023/24 #7

authorized to execute the necessary documents.

Approval for Disposal/Sale of Surplus District Personal Property

Approved the sale/disposal of surplus district personal property identified on the attached list, and authorize District staff members to dispose of the obsolete items in accordance with Education Code Section 17546.

Employer-Employee Relations/Personnel Report 2023/24 #7 Which Includes Hiring, Resignations, contract adjustments, and retirements for certificated, classified, and confidential employees

Ratified Employer-Employee Relations/Personnel Report 2023/24 #7, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval of Agreement #16064 with Inside the Outdoors, Orange County Department of Education, to Provide a field trip to Crystal Cove for the 5th Grade Students of Macy Elementary School

Approved the Agreement #16064 with Inside the Outdoors, Orange County Department of Education to provide a field trip to Crystal Cove for the 5th Grade Students of Macy Elementary School, on April 5, 2024, cost for this field trip will be funded by Macy PTA at a cost of \$13.25 per student, not to exceed \$2,625.00 (70 students), and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Ratified Amendment to Agreement with Active Education to provide services for Expanded Learning Opportunities Program during the 2023/24 School Year

Approved the Ratified Amendment to the Agreement with “Active Education” to provide services during the 2023/24 school year at an amount not to exceed \$86,260, to be paid by ELO-P funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Ratified Amendment to Agreement with JAMPANA ENTERPRISES LLC “Code Ninjas” to provide services for Expanded Learning Opportunities Program during the 2023/24 School Year

Approved the Ratified Amendment to the Agreement with “Code Ninjas” to provide services during the 2023/24 school year at an amount not to exceed \$76,500, in order to provide Expanded Learning Opportunity Program services to 1st and 2nd grade students, to be paid by ELO-P funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with RMH PRODUCTIONS to provide Lighting & Sound Services for Expanded Learning Opportunities Program for the 2023-24 School Year

Approved the consultant agreement with RMH Dance & Productions to provide audio and lighting services for El Portal Elementary School's Disney Musicals in Schools Nemo production on March 7-9, 2024, at a cost not to exceed \$7000.00, Funding for this expenditure will be covered by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund 12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with RON GUTTERMAN to provide Dance and Theatre Workshop Classes for Expanded Learning Opportunities Program for the 2023-24 School Year

Approved the consultant agreement with Ron Gutterman to be Dance and Theatre Workshop Class Substitute Teacher(s) for PowerSource Expanded Learning for Lowell Joint School District during the 2023-24 school year, at an amount not to exceed \$1,500.00, to be paid by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund 12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with ZOE KINNE to provide Lighting & Sound Technician Support for Expanded Learning Opportunities Program for the 2023-24 School Year

Approved the consultant agreement for Zoe Kinne to provide sound & lighting technician support for the PowerSource Expanded Learning for Lowell Joint School District during the 2023-24 school year, at an amount not to exceed \$1,500.00, to be paid by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund 12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Board Member/
Superintendent
Comments

Mr. Coombs mentioned that OC Parent Magazine recognized Ms. Christina Lopez, Preschool teacher, and Mrs. Cooke, Olita teacher, as parent nominated "Home Town Heroes".

Adjournment

President Shackelford declared the meeting adjourned at 8:16 p.m. in accordance with Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

Date Approved:

Clerk/President/Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2023/2024 NO. 914

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING FEBRUARY 5-9, 2024, AS
“SCHOOL COUNSELING WEEK”**

WHEREAS, school counselors are employed in public and private schools to help students reach their full potential; and

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

WHEREAS, School counselors help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school;

NOW, THEREFORE BE IT RESOLVED that we, the Board of Trustees on behalf of the students, parents, and community at large, does hereby recognize February 5-9, 2024, as “School Counseling Week” and that all school counselors in the Lowell Joint School District be commended for the contributions they make to successful student achievement.

APPROVED AND ADOPTED this 5th day of February, 2024, by the following vote:

AYES: Anastasia Shackelford, Anthony Zegarra, Christine Berg, Karen Shaw, Regina Woods

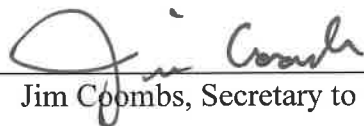
NOES: None

ABSTAIN: None

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 5th day of February, 2024, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 5th day of February, 2024.



Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2023/2024 NO. 915

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
LOWELL JOINT SCHOOL DISTRICT**

**OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
Approving the Application for The California Schools Healthy Air, Plumbing, and
Efficiency Program (CalSHAPE) to Provide Funding to Upgrade Heating, Air
Conditioning, and Ventilation (HVAC) Systems in Public Schools and Replace Non
Compliant Plumbing Fixtures and Appliances that Fail to Meet Water Efficiency
Standards**

WHEREAS, the California Energy Commission's California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program provides grants to local educational agencies (LEA), that includes school districts, charter schools, and regional occupational programs, to fund the assessment, maintenance, and repair of ventilation systems, installation of carbon dioxide monitors, and replacement of noncompliant plumbing fixtures and appliances; and

WHEREAS, CalSHAPE plumbing program prioritizes investments in facilities in underserved communities and near freeways or industrial facilities; and

WHEREAS, the program provides funding to local educational agencies for the reasonable costs of replacing non compliant plumbing fixtures and appliances that fail to meet water efficiency standards; and

WHEREAS, we will be working with Life Wings & Bottom Line Solutions, BLUS to complete the plumbing tasks. The rebate monies cover the entire cost of BLUS; submitting for the rebate, managing the project, purchasing product, the project labor, and the disposal of the older fixtures; and

WHEREAS, district is currently eligible for \$334,285.00 to complete all plumbing upgrades. The grant time period to complete work and receive the funds is 24 months; and

NOW, THEREFORE BE IT RESOLVED that we, the Board of Trustees on behalf of the students, parents, and community at large, does hereby Approve the Application for The California Schools Healthy Air, Plumbing, and Efficiency Program (CalSHAPE) to Provide Funding to Upgrade Heating, Air Conditioning, and Ventilation (HVAC) Systems in Public Schools and Replace Non Compliant Plumbing Fixtures and Appliances that Fail to Meet Water Efficiency Standards.

APPROVED AND ADOPTED this 5th day of February, 2024, by the following vote:

AYES: Anastasia Shackelford, Anthony Zegarra, Christine Berg, Karen Shaw Regina Woods]

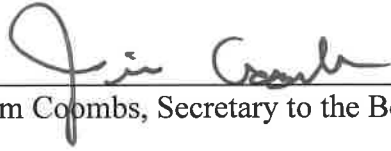
NOES: None

ABSTAIN: None

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 5th day of February, 2024, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 5th day of February, 2024.

A handwritten signature in cursive script, appearing to read "Jim Coombs", is written above a horizontal line.

Jim Coombs, Secretary to the Board of Trustees

**California Schools Healthy Air, Plumbing, and Efficiency Program
Governing Body Resolution**

RESOLUTION NO. 915

Resolution of

Lowell Joint School District

Name of Local Educational Agency

WHEREAS, the California Energy Commission's California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program provides grants to local educational agencies (LEA), that includes school districts, charter schools, and regional occupational programs, to fund the assessment, maintenance, and repair of ventilation systems, installation of carbon dioxide monitors, and replacement of noncompliant plumbing fixtures and appliances;

NOW THEREFORE, BE IT RESOLVED, that Board of Trustees of Lowell Joint
Governing Body

authorizes Lowell Joint School District to apply for a
LEA Name

grant from the California Energy Commission to implement a CalSHAPE Program project.

BE IT ALSO RESOLVED, that in compliance with the California Environmental Quality Act (CEQA), Board of Trustees of Lowell Joint School District finds that the activity funded by
Governing Body

the grant is (Please select one)

not a project because The plumbing work proposed does not involve construction, alterations, moving walls, or disturbing the ground in any way.

OR

a project that is exempt under _____ because

OR

a project and _____ document was prepared.

BE IT ALSO RESOLVED, that if recommended for funding by the California Energy Commission, the Board of Trustees Lowell Joint authorizes Lowell Joint School District

Governing Body

LEA Name

to accept a grant up to \$ 334,285.00 and accept all grant agreement
Grant Amount Requested

terms and conditions.

BE IT FURTHER RESOLVED, that Jim Coombs, Superintendent of Schools
Name of Designated LEA Official or Staff
David Bennett, Asst Superintendent Bus Service, and Jessica Fernandes, Grant Coordinator
Name of Designated LEA Official or Staff *Name of Designated LEA Official or Staff*
are hereby authorized and empowered to execute in the name of
Lowell Joint School District *LEA Name* all necessary documents to implement and

carry out the purpose of this resolution, and to undertake all actions necessary to undertake and complete the energy efficiency projects.

Passed, Approved and Adopted this 5 day of February, 2024.
Month *Year*

Governing Body Representatives:

Anastasia M. Shackleford



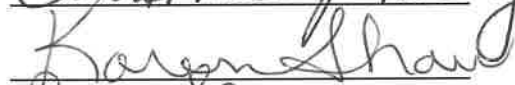
Anthony A. Zegarra



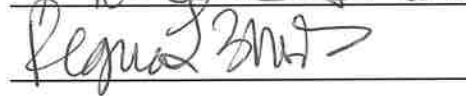
Christine J. Berg



Karen L. Shaw



Regina L. Woods



LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2023/2024 NO. 916

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
APPROVING THE APPLICATION FOR THE TEACHER RESIDENCY CAPACITY GRANT**

WHEREAS, the CA Commission on Teacher Credentialing has made available \$25 Million in support of Teacher Residency Capacity Grants; and

WHEREAS, an LEA can submit an application for up to \$250,000.00 as long as an existing partnership with an IHE (Institution of Higher Education), Commission-approved teacher preparation program exists; and

WHEREAS, eligible applicants must have a CD/CDS code issued by the California Department of Education. Applicants should note that there is a statutory eighty percent (80%) match requirement for each grant dollar received. Matching funds may be actual funds and/or an in kind match. An eligible LEA shall partner with any regionally accredited IHE with a Commission Approved teacher preparation program to develop and operate a student-teaching based teacher residency program pathway; and

WHEREAS, Lowell Joint School District will apply and enter into an MOU agreement with Biola University for a Teacher Residency Capacity Grant with intent to start a teacher residency program in the fall of 2025 to help create a pipeline of talented teachers as needs arise in Lowell Joint School District; and

WHEREAS, funding will be used to establish a new teacher residency program that supports the following types of teacher credentialed positions: (a) special education, bilingual education, computer science, science, technology, engineering, mathematics (STEM), and multiple subject credentials; and

WHEREAS, funds for the Teacher Residency Capacity Grant, we will be applied for in the Spring of 2025 for an additional Implementation Grant to run the intended Residency Program. The project period upon initial grant award (Estimated March 2024) - through June 30, 2026;

NOW, THEREFORE BE IT RESOLVED that we, the Board of Trustees on behalf of the students, parents, and community at large, hereby approve the application for the teacher residency capacity grant.

APPROVED AND ADOPTED this 5th day of February, 2024, by the following vote:

AYES: Anastasia Shackelford, Antony Zegarra, Christine Berg, Karen Shaw, Regina Woods

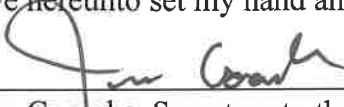
NOES: None

ABSTAIN: none

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 5th day of February, 2024, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 5th day of February, 2024.



Jim Coombs, Secretary to the Board of Trustees



ICS Service
 PO Box 5255
 Riverside, CA 92517

Phone: 951-683-3637 Fax: 951-683-3034

www.icsservice.net

Invoice

Date	Invoice #
1/16/2024	38405

Bill To
Lowell Joint School District 11019 Valley Home Ave. Whittier, CA 90603

P.O. No.	Terms	Project
	Net 30	Maybrook Service

Quantity	Description	Rate	Amount
3	Lowell Surface-mount Backbox for Vandal-resistant Grille (outdoor)	54.21667	162.65T
3	Outside Speaker Grill and Transformer 15 Watt Speaker	290.26333	870.79T
1,000	1 Pair 22 Solid CM Shielded Speaker Cable	0.20358	203.58T
16	Labor - Low Voltage	109.00	1,744.00
	8/31/23-9/01/23 Maybrook - Install 3 exterior speakers on existing building for PA coverage. Pulled speaker cables to locations, installed 3 exterior can, speakers, terminate, cross connect and program new speakers for campus coverage, as requested by District. ICS note: Per Miltos & E&H, to be billed directly to District per estimate 102012. Los Angeles County		117.51

Thank You for your Business!

Total

\$3,098.53

January 19, 2024

David Bennett
 Assistant Superintendent of Business Services
LOWELL JOINT SCHOOL DISTRICT
 11019 Valley Home Avenue
 Whittier, CA 90603

Re: Architectural/Engineering Services
El Portal 2.0 Portables to Permanent Fee Proposal

Dear David,

Ghataode Bannon Architects (GBA) is pleased to submit this proposal to provide architectural and engineering services for the above referenced project. Basic services shall include industry standard practice Schematic Design, Design Development, Construction Documents, Division of the State Architect (DSA) Approval, Bidding, Construction Administration and Project Close-Out/DSA Certification.

The proposed architectural and engineering team includes landscape architect, cost estimator, civil and electrical engineers. The services of a surveyor, soils engineers or food service consultant are not a part of this proposal.

It is proposed the architectural fee for this project be based on a percentage of the Computed Construction Cost. The Computed Construction Cost estimate including 20% escalation for El Portal 2.0 comes from the LJSD Masterplan dated September 11, 2023 and is as follows:

**2.0 PORTABLES TO
 PERMANENT**

Classrooms	12	@	960	s.f. =	11,520	s.f. @	\$573.30	/s.f. =	\$6,604,416
Restrooms	2	@	540	s.f. =	1,080	s.f. @	\$780.00	/s.f. =	\$842,400
Subtotal					12,600	s.f.			

Site Development

Expand Northwest Parking Lot					22,500	s.f. @	\$42.00	/s.f. =	\$945,000
Recondition North Parking Lot					55,000	s.f. @	\$24.00	/s.f. =	\$1,320,000
Parking Lot Lighting					8	ea. @	\$3,840	/ea. =	\$30,720
Central Quad Stage and Paving					17,800	s.f. @	\$66.00	/s.f. =	\$1,174,800
Lunch Shelter, 30' x 60'					1	ea. @	\$240,000	/ea. =	\$240,000

TOTAL

\$11,157,336

The Computed Construction Cost of \$11,157,336 is a combination of modular building cost and sitework. GBA is proposing an architectural fee based on 4.5% fee on the modular building cost and the sitework per the State Sliding Scale for modernization.

David Bennett
 January 19, 2024
 Page 2

The 2.0 Portables to Permanent Modular Classrooms and Restrooms cost above includes sitework cost whose fee is to be treated as modernization. Typically, building and sitework costs are distributed in an 80% to 20% ratio respectively. Total modular building cost would be 80% of \$7,446,816 or \$5,957,453. Sitework cost within the modular building cost would be the remaining \$1,489,363.

Again, It is proposed the architectural fee for this project be based on 4.5% fee of the modular building cost and the and the sitework per the State Sliding Scale for modernization.

COMPUTED CONSTRUCTION COST

Estimated Modular Building Cost				\$5,957,453
Estimated Sitework Modernization				
Modular Building Sitework			\$1,489,363	
Expand Northwest Parking Lot			\$945,000	
Recondition North Parking Lot			\$1,320,000	
Parking Lot Lighting			\$30,720	
Central Quad Stage and Paving			\$1,174,800	
Lunch Shelter, 30' x 60'			\$240,000	
			Subtotal	\$5,199,883

TOTAL ESTIMATED CONSTRUCTION COST **\$11,157,336**

ARCHITECTURAL FEE

Estimated Modular Building Cost			\$5,957,450	
\$5,957,453.00	@	4.5%		\$268,085
Estimated Modernization Cost			\$5,199,886	
\$500,000.00	@	12.0%	\$60,000	
\$500,000.00	@	11.5%	\$57,500	
\$1,000,000.00	@	10.0%	\$100,000	
\$3,199,886.00	@	9.0%	\$287,989	
			Subtotal	\$505,490

TOTAL ARCHITECTURAL FEE **\$773,575**

David Bennett
January 19, 2024
Page 3

REIMBURSABLE EXPENSES

GBA shall provide the District with two sets of drawings, plans and specifications at the conclusion of each phase. Plan printing, at the request of the District, beyond the above-mentioned sets is a reimbursable expense. Plan printing for agency submittals is a reimbursable expense. Plan printing for bidding purposes is a reimbursable expense.

GBA shall coordinate acquisition of a geotechnical investigation and topographic survey on behalf of the District. GBA shall make payment on behalf of the District as a reimbursable expense.

Reimbursable expenses shall be billed at cost plus 1.5%. Travel and plan printing for GBA in-house coordination and coordination with consultants is at GBA's expense.

Estimated, not-to-exceed, reimbursable expense amount is **\$90,000**.

We are prepared to begin work immediately upon your authorization. We look forward to the opportunity to serve you. If there are any questions, please feel free to call.

Sincerely,



David Bannon, AIA
:DB

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January 16, 2024

David Bennett
 Assistant Superintendent of Business Services
LOWELL JOINT SCHOOL DISTRICT
 11019 Valley Home Avenue
 Whittier, CA 90603

Re: Architectural/Engineering Services
Rancho Starbuck 2.0 PAC/Gym and Portables to Permanent Fee Proposal

Dear David,

Ghataode Bannon Architects (GBA) is pleased to submit this proposal to provide architectural and engineering services for the above referenced project. Basic services shall include industry standard practice Schematic Design, Design Development, Construction Documents, Division of the State Architect (DSA) Approval, Bidding, Construction Administration and Project Close-Out/DSA Certification.

The proposed architectural and engineering team includes landscape architect, theater consultant, cost estimator, and civil, structural, mechanical, plumbing and electrical engineers. The services of a surveyor, soils engineers or food service consultant are not a part of this proposal.

It is proposed the architectural fee for this project be based on a percentage of the Computed Construction Cost. The Computed Construction Cost estimate including 20% escalation for Rancho Starbuck 2.0 comes from the LJSD Masterplan dated September 11, 2023 and is as follows:

2.0 PORTABLES TO PERMANENT

Modular Classrooms	8 @	960 s.f. =	7,680 s.f. @	\$573.30 /s.f. =	\$4,402,944
Modular Restrooms	1 @	540 s.f. =	540 s.f. @	\$780.00 /s.f. =	\$421,200
PAC/Gymnasium	1 @	18,745 s.f. =	18,745 s.f. @	\$750.00 /s.f. =	\$14,058,750
Subtotal			26,965 s.f.		

Site Development

Northeast Parking Lot		40,000 s.f. @	\$42.00 /s.f. =	\$1,680,000
PAC Courtyard Hardscape		16,000 s.f. @	\$42.00 /s.f. =	<u>\$672,000</u>

TOTAL

\$21,234,894

The Computed Construction Cost of \$21,234,894 is a combination of new building cost, modular building cost and sitework. GBA is proposing an architectural fee based on the State Sliding Scale for New Construction for the PAC/Gymnasium and sitework cost, and a 4.5% fee on the Modular Classrooms and Restrooms building cost.

David Bennett
 January 16, 2024
 Page 2

The 2.0 Portables to Permanent Modular Classrooms and Modular Restrooms cost above include sitework cost whose fee is to be treated as new construction. Typically, building and sitework costs are distributed in an 80% to 20% ratio respectively. Total modular building cost would be 80% of \$4,824,144 or approximately \$3,860,000. Sitework cost within the modular building cost would be the remaining \$964,144.

Again, It is proposed the architectural fee for this project be based on a percentage of the Computed Construction Cost and the State Sliding Scale for New Construction plus 4.5% of the modular building cost.

COMPUTED CONSTRUCTION COST

Estimated New Construction Cost

PAC/Gymnasium	\$14,058,750	
Modular Building Sitework	\$964,144	
Northeast Parking Lot	\$1,680,000	
PAC Courtyard Hardscape	\$672,000	
Subtotal	\$17,374,894	

Estimated Modular Building Cost \$3,860,000

TOTAL COMPUTED CONSTRUCTION COST \$21,234,894

ARCHITECTURAL FEE

Estimated New Construction Cost	\$17,374,894	
\$500,000 @ 9.0%	\$45,000	
\$500,000 @ 8.5%	\$42,500	
\$1,000,000 @ 8.0%	\$80,000	
\$4,000,000 @ 7.0%	\$280,000	
\$4,000,000 @ 6.0%	\$240,000	
\$7,374,894 @ 5.0%	\$368,745	
Subtotal	\$1,056,245	

Estimated Modular Building Cost \$3,860,000
 \$3,860,000 @ 4.5% \$173,700

TOTAL ARCHITECTURAL FEE \$1,229,945

David Bennett
January 16, 2024
Page 3

REIMBURSABLE EXPENSES

GBA shall provide the District with two sets of drawings, plans and specifications at the conclusion of each phase. Plan printing, at the request of the District, beyond the above-mentioned sets is a reimbursable expense. Plan printing for agency submittals is a reimbursable expense. Plan printing for bidding purposes is a reimbursable expense.

GBA shall coordinate acquisition of a geotechnical investigation and topographic survey on behalf of the District. GBA shall make payment on behalf of the District as a reimbursable expense.

Reimbursable expenses shall be billed at cost plus 1.5%. Travel and plan printing for GBA in-house coordination and coordination with consultants is at GBA's expense.

Estimated, not-to-exceed, reimbursable expense amount is **\$120,000**.

We are prepared to begin work immediately upon your authorization. We look forward to the opportunity to serve you. If there are any questions, please feel free to call.

Sincerely,



David Bannon, AIA
:DB

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Monitoring Goals, Actions, and Resources for the 2023-24 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2023-24 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Lowell Joint School District	Jim Coombs Superintendent	jcoombs@ljsd.org 562.902.4203

Goal 1

Goal Description
All students of the Lowell Joint School District will have appropriate conditions for successful learning outcomes.

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Credential Audit and data from CBEDS	One teacher has an Internship Credential working on a full credential with another on a short-	All teachers were fully credentialed and appropriately assigned in	All continuing teachers were fully credentialed and appropriately assigned in the 2022-2023 school	All continuing teachers were fully credentialed and appropriately assigned in the 2023-2024 school	All teachers will be fully credentialed and appropriately assigned.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
	<p>term Staffing Permit working toward an Internship Credential and then a full credential. All remaining teachers were fully credentialed and appropriately assigned in the 2020-2021 school year.</p>	<p>the 2021-2022 school year.</p>	<p>year. There is one new teacher on a permit and one teacher on Local Assignment.</p>	<p>year. There is one teacher with an Internship Credential and one teacher on Local Assignment.</p>	
<p>Board minutes for William's sufficiency</p>	<p>Every student has standards-aligned materials as measured by Williams compliance documentation.</p>	<p>Every student has standards-aligned materials as measured by Williams compliance documentation. This was affirmed at the Board meeting in October of 2021 and the minutes are posted on the district website.</p>	<p>Every student has standards-aligned materials as measured by Williams compliance documentation. This was affirmed at the Board meeting in October of 2022 and the minutes are posted on the district website.</p>	<p>Every student has standards-aligned materials as measured by Williams compliance documentation. This was affirmed at the Board meeting in October of 2023 and the minutes are posted on the district website.</p>	<p>All students will continue to have standards-aligned materials.</p>
<p>Certificated staff survey on implementation of standards</p>	<p>94% of certificated staff members who teach core content areas said they Agree or Strongly Agree with the statement "I am comfortable in my understanding and implementation of California State Standards" as measured by the annual teacher survey.</p>	<p>The district average dropped to 88% this year which in part may be due to the piloting and focus on new science materials with NGSS. Based on survey results, 100% of teachers at Rancho are comfortable with state standards with the average for the elementary sites being 86%.</p>	<p>The data from this particular question on the staff survey is unfortunately unavailable for this year; however, information used to inform the Local Indicators indicates that teachers are still feeling confident overall. We had Science Coordinators from the Orange County Department of Education provide multiple trainings along with some professional development from the publishers to support implementation with NGSS standards. We completed the final trainings in Write from the Beginning, which has been a district-wide initiative for the last four years. The professional development focus for the 2023-2024</p>	<p>The survey to staff is not administered until mid-February.</p>	<p>95% of certificated staff members who teach core content areas will Agree or Strongly Agree with the statement "I am comfortable in my understanding and implementation of California State Standards".</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
<p>Distribution of devices and hot spots (as needed) to ensure access to instructional resources to support the development of proficiency in state standards.</p>	<p>All students were provided a device in the 2020-2021 school year due to distance learning. When students are back on campus, a system has been created to assign devices for those in need while continuing to provide devices within each classroom for student use. Qualifying families will also be able to check out a hot spot and/or be connected with low-cost internet providers.</p>	<p>All students were provided a device in the 2021-2022 school year for use in the classroom with devices checked out to 7th and 8th grade students. TK-6th grade students needing access at home were able to check out a device. Qualifying families were also able to check out a hot spot and/or be connected with low-cost internet providers. 99.3% of families stated they had access to technology and received communication from the district.</p>	<p>school year will continue to focus on mathematics, ELA, and Science to support implementation of California State Standards. All students were provided a device in the 2022-2023 school year for use in the classroom with devices checked out to 7th and 8th grade students. TK-6th grade students needing access at home were able to check out a device. Qualifying families were also able to check out a hot spot and/or be connected with low-cost internet providers. Again, over 99% of families stated they had access to technology and received communication from the district.</p>	<p>All students were provided a device in the 2023-2024 school year for use in the classroom with devices checked out to 7th and 8th grade students. TK-6th grade students needing access at home were able to check out a device. Qualifying families were also able to check out a hot spot and/or be connected with low-cost internet providers. The parent survey to determine access to technology and communication from the district will be sent in February.</p>	<p>All students will have access to devices and internet to support progress on state standards and proficiency in 21st century skills.</p>
<p>Documentation of training for SSC and DELAC members including the minutes, sign ins, and presentation materials</p> <p>Parent involvement in the LCAP process as documented through sign-in sheets to ensure representation of parents of UDPs along with regularly scheduled meetings for parent input in "Coffee with Coombs" at each site.</p> <p>Attendance at PTA meetings by district staff to connect with parents and</p>	<p>SSC and DELAC training was conducted in the year prior to COVID. Training will be scheduled for the fall of 2021 for each site as part of parental input into the decision-making process for the development of SPSAs and the LCAP.</p> <p>Virtual meetings were calendared in the 2020-2021 school year with limited participation. Digital sign in sheets were maintained to document participation.</p> <p>Sign in sheets document the participation of district</p>	<p>At the beginning of the year, Principals reviewed roles and procedures with their respective School Site Councils. The role of the DELAC in providing input in the decision-making process for the LCAP was discussed at the DELAC meeting in April where input for the LCAP was solicited in addition to information on the Consolidated Application and Title III funding specifically.</p>	<p>Principals reviewed roles and procedures with their respective School Site Councils at the beginning of the year. The role of the DELAC in providing input in the decision-making process for the LCAP was discussed at the DELAC meeting in April where input for the LCAP was solicited in addition to information on the Consolidated Application and Title III funding specifically. The Assistant Superintendent attends PTA meetings at each site to gather input for the LCAP, and the Superintendent regularly</p>	<p>Principals reviewed roles and procedures with their respective School Site Councils at the beginning of the year. All meetings with Engaged Partners have been scheduled beginning in January.</p> <p>Meetings will be calendared each school year including the potential for reaching a wider audience by continuing with virtual options. Sign in sheets will be maintained to document participation.</p> <p>Sign in sheets will document the participation of district staff at regularly scheduled PTA meetings along with the PTA Council meetings for La Habra</p>	<p>SSC and DELAC training is conducted every other year to ensure parent participation in the decision-making process.</p> <p>Meetings will be calendared each school year including the potential for reaching a wider audience by continuing with virtual options. Sign in sheets will be maintained to document participation.</p> <p>Sign in sheets will document the participation of district staff at regularly scheduled PTA meetings along with the PTA Council meetings for La Habra</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
support efforts to involve the parents of UDPs .	staff at regularly scheduled PTA meetings along with the PTA Council meetings for La Habra.		meets with PTA representatives to discuss what's happening in the district in addition to the "Coffee with Coombs" at each site.		
Survey Results	95% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "I feel welcome at my student's school".	94.6% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "I feel welcome at my student's school".	Again, approximately 94% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "I feel welcome at my student's school".	No survey results are available. The survey is administered in February/March.	95% or more of parent respondents marking "Agree" or "Strongly Agree" with the statement, "I feel welcome at my student's school".
Survey Results	97% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "I receive information about my student's academic performance through report cards, progress reports, email, parent-notification letters, and/or parent conferences/phone calls".	95% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "I receive information about my student's academic performance through report cards, progress reports, email, parent-notification letters, and/or parent conferences/phone calls".	95.78% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "I receive information about my student's academic performance through report cards, progress reports, email, parent-notification letters, and/or parent conferences/phone calls".		97% or more of parent respondents marking "Agree" or "Strongly Agree" with the statement, "I receive information about my student's academic performance through report cards, progress reports, email, parent-notification letters, and/or parent conferences/phone calls".
Survey Results	93% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "Our school is safe, orderly, and well disciplined".	93.9% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "Our school is safe, orderly, and well disciplined".	91.58% of the parent respondents marked "Agree" or "Strongly Agree" with the statement, "Our school is safe, orderly, and well disciplined".		93% or more of parent respondents marking "Agree" or "Strongly Agree" with the statement, "Our school is safe, orderly, and well disciplined".
Survey Results	88% or more of students will "Agree" or "Strongly Agree" with the statement "I feel safe at school" and "I have opportunities to connect with my school".	76.9% of students "Agree" or "Strongly Agree" with the statement "I feel safe at school" and "I have opportunities to connect with my school".	82% of students "Agree" or "Strongly Agree" with the statement "I feel safe at school" and "I have opportunities to connect with my school".		92% or more of students will "Agree" or "Strongly Agree" with the statement "I feel safe at school" and "I have opportunities to connect with my school".
Survey Results Sign Ins	94% of parents responded Agree or Strongly Agree to the statement "I am aware of parent involvement	88% of parents responded Agree or Strongly Agree to the statement "I am aware of parent involvement	We were able to disaggregate this data by school site this year, and overall, this is much	No survey results are available. The survey is administered in February/March.	95% or more of parent respondents marking Agree of Strongly Agree with the statement "I am

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
	<p>opportunities such as School Site Council, English Learner Advisory Committee (ELAC), Parent Teacher Association (PTA), Back-to-School Night and Open House, and I have multiple opportunities to be involved in my child's education".</p> <p>Monitor sign ins and participation for SELPA involvement, meeting attendance, and the percentage of families of UPPs engaged in activities and decision-making committees.</p>	<p>opportunities such as School Site Council, English Learner Advisory Committee (ELAC), Parent Teacher Association (PTA), Back-to-School Night and Open House, and I have multiple opportunities to be involved in my child's education".</p>	<p>improved. For the statement "I am aware of parent involvement opportunities such as School Site Council, English Learner Advisory Committee (ELAC), Parent Teacher Association (PTA), Back-to-School Night and Open House, and I have multiple opportunities to be involved in my child's education", the break down for parents responding Agree or Strongly Agree is: El Portal 96.9%; Jordan 91.2%, Macy 94.3%, Meadow Green 93.7%, Olita 100%, and Rancho Starbuck 96.3%.</p>		<p>aware of parent involvement opportunities such as School Site Council, English Learner Advisory Committee (ELAC), Parent Teacher Association (PTA), Back-to-School Night and Open House, and I have multiple opportunities to be involved in my child's education".</p> <p>Once a baseline is established (since the data is not currently aggregated across multiple meetings), there will be a 5% increase in the number of families actively involved in activities and committees across the district.</p>

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	Certificated Staffing-Teachers Fully credentialed teachers will be employed and appropriately assigned. This includes some teachers that support unduplicated pupils; however, those services are documented elsewhere within the Local Control Accountability Plan (LCAP). Where the documentation of services is provided, the expense is identified as a repeated expenditure.	No	Fully Implemented	All positions have been filled for the year.		\$16,479,066.00	\$7,376,928

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.2	<p>Certificated Staffing-Administration and other Support Staff This includes certificated personnel working at the district office, Principals, the Assistant Principal at Rancho Starbuck, School Psychologists, and SLPs (Speech and Language Pathologists).</p>	No	Fully Implemented	All positions have been filled for the year.		\$2,872,876.00	\$1,500,020
1.3	<p>Classified Staffing-Technology Department The Technology Department, consisting of three full-time and one part-time employee, will oversee the District's technology needs. This includes monitoring the networks and infrastructure for access to the internet and online testing for the state. With the Chromebook Initiative, maintenance and support of devices is an ongoing need. Go Guardian was implemented as well across the district to allow teachers the ability to monitor students on their Chromebooks for added safety. Communication tools such as websites, phone, and email systems will also be maintained by the Tech Department as will safety and security measures such as Raptor which was purchased for implementation in the 2018-19 school year. Raptor is an electronic check in system for all people visiting a campus that alerts staff to potential issues with a visitor.</p>	No	Fully Implemented	All positions were filled for the start of the year. A recently vacated position is posted to be filled.		\$442,721.00	\$246,643

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>Catapult is an emergency management system for communication during emergency situations such as a lock down, which is also managed by the Tech Department. It allows for better coordination with outside emergency personnel such as police and fire as well as internally for teachers to account for students. Tech staff also work with students in specialized opportunities to learn about technology such as drones, programming, and robotics.</p>						
1.4	<p>Classified Staffing-Custodial, Maintenance, and Grounds Provide basic custodial, maintenance, and grounds services.</p>	No	Fully Implemented	All positions have been filled for the year.		\$2,144,680.00	\$1,135,817
1.5	<p>Basic Utilities Basic utilities including electrical and water.</p>	No	Fully Implemented	Payments are made on a regular basis for the year.		\$1,050,552.00	\$497,005
1.6	<p>Instructional Materials-Textbooks and Software In order to ensure that all students have standards-aligned instructional materials, the district has a Textbook Adoption timeline to plan for the expenditure of funds to stay in alignment with the release of</p>	No	Fully Implemented	All materials were purchased in alignment with requirements for Williams. Any additional textbooks or software licenses are purchased as needed.		\$195,425.00	\$77,401

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>new frameworks under the state adoption cycle. This also includes the purchase of any necessary supplemental materials and software programs that are part of the overall instructional program designed to support progress on mastery of state standards. For the 2021-2022 school year, we anticipate the purchase of new science materials since the pilot was interrupted in the 2020 school year. Software items included here are those purchased by the district that directly impact student progress on standards and/or tools teachers use for instructional purposes within the classroom including Lexia, ST Math, SeeSaw, Kami, and Google Enterprise.</p>						
1.7	<p>Site Technology Allocation Each school is provided with a technology allocation to update and expand equipment inventory with a priority placed on any teacher computer that is five or more years old. After those replacements have been made, the sites work with their site leadership teams to determine how best to use the funds in alignment with their identified needs and goals in their School Plan for Student Achievement (SPSA).</p>	No	Fully Implemented	Sites were given their allocations for the year to plan for purchases.		\$45,000.00	\$9,920

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.8	Instructional Supplies-Per Pupil Site Allocation Each school was provided with a per pupil allocation for the purchase of instructional supplies. This allocation is based on overall enrollment at the site as calculated from CBEDS data in October. It is adjusted each year in alignment with the Consumer Price Index (CPI).	No	Fully Implemented	Sites were given their allocations for the year including any carryover from the prior year.		\$287,375.00	\$166,063
1.9	Maintenance of Chromebooks Maintain and refresh devices from the first cycle of purchasing in 2015-16. As new Chromebooks are purchased, we have been able to expand the 1-1 Chromebook initiative for grades 3-8 to include the TK-2nd grade classrooms. With sending home devices during the pandemic, there is a greater need for replacement of devices in the coming year in addition to the anticipated need to refresh the older devices. The refresh of devices at Rancho Starbuck in 2021-2022 will allow distribution of those current devices into the lower grades. There is not an expectation for any large-scale expenditures in this area for 2022-2023. Funding for necessary maintenance and purchases for 2023-24 will be designated at First Interim.	No	Fully Implemented	Chromebooks continue to be refreshed with new purchases and rotated for maintenance to ensure all students have access.		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.10	<p>Classified Staffing-Data Systems Analyst With the increase in state-required reporting through CalPads in addition to the need for the management of the Student Information System (Aeries), it is necessary to maintain a classified position for the data input and monitoring. As a small district, this position also supports the monitoring of our unduplicated pupils in running queries and reports for English learners, Foster Youth, McKinney-Vento Youth, and low income families. That portion of the salary is accounted for under Goal 4, Action 14.</p>	No	Fully Implemented	Position remains filled for the year.		\$58,846.00	\$60,564
1.11	<p>Single Plan for Student Achievement (SPSA) SPSA goals will be shared at a regularly scheduled Board meeting including conclusions drawn from data analysis to highlight the unique needs of each individual school site. Each school will provide opportunities for parents to engage with the school community, attend trainings or parent nights designed to support the Home School Connection. These are outlined in the site's Single School Plan for Student Achievement (SPSA). As part of managing and tracking the action items and expenditures in the SPSA, we are looking to purchase Title 1 Crate from 806 Technologies to support the monitoring of services for our</p>	No	Partially Implemented	Sites have shared information with their School Site Councils as part of the needs assessment process. Information on ATSI status has been shared with Principals along with the data released in December on the California School Dashboard. This information is used to shape goals and actions in the coming months in preparation for the SPSA presentations to the Board in May.		\$5,000.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	Unduplicated Pupils who drive the development of goals in the SPSA.						
1.12	School Site Council and DELAC Continue to provide annual training and/or refreshers for School Site Council members on their roles and responsibilities. Each Title I school will hold a Title I meeting to inform parents of opportunities for advisory groups and volunteerism. Schools will continue to implement an English Language Advisory Council (ELAC) or transfer the responsibilities to the School Site Council. The ELAC representative from the site along with other parents of English learners attend District English Language Advisory Committee (DELAC) meetings to provide input on services for English learners at the district level. This is a vital part of involving parents in the decision-making process.	No	Partially Implemented	Annual training and/or refreshers for School Site Council members on their roles and responsibilities happens on site at the beginning of each school year. Each Title I school held a Title I meeting to inform parents of opportunities for advisory groups and volunteerism. Schools will continue to implement an English Language Advisory Council (ELAC) or transfer the responsibilities to the School Site Council.		\$0.00	\$0
1.13	Parent Teacher Associations (PTA) Each school will continue to form a Parent Teacher Association (PTA) with district support to reach out to the parents of UDPs. Meetings are scheduled both in the morning and in the evening to allow for greater attendance. PTAs strive to include parents in meaningful ways from	No	Fully Implemented	Each site has an active PTA with participation by site and district administration at various meetings throughout the year.		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>event planning to roles within the PTA. At least once a year, district personnel attend meetings to discuss the LCAP in addition to parent meetings held by the Superintendent known as "Coffee with Coombs". Site Principals regularly attend meetings to provide information and receive feedback for planning purposes. The District will support the efforts of the La Habra PTA Council and each school will send a representative to the council meetings.</p>						
1.14	<p>Family Engagement Fund tools to support parent outreach: phone outreach system and websites for the district, sites, and teachers. The District will continue to offer trainings and/or institutes designed to partner with parents in supporting student success. An annual parent survey will be administered to provide parents with an opportunity for feedback and ideas for enhancing educational programs. The Director of Special Education will continue to support families in accessing resources and training through the SELPA to ensure our students with special needs are being supported.</p>	No		Outreach tools have been funded, and the parent survey will be sent in February.		\$34,647.00	\$5,732
1.15	<p>Classified Staff-Administration and other Support</p>	No	Fully Implemented	All positions have been filled for the year.		\$3,093,966.00	\$1,463,024

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	The costs associated with Office Managers, Fiscal Services, Attendance Clerks, and other classified support staff necessary for the basic operations at the district office and sites are included here.						

Goal 2

Goal Description
Early Literacy

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Early Childhood Accountability Plan and quarterly updates on progress.	The Early Childhood Leadership Team has met to develop the beginnings of the Early Childhood Accountability Plan. Quarterly updates were provided during the 2020-2021 school year; however, progress on some goals was delayed due to school closures including the opening of a state-funded preschool. The hope is to complete the plan in the coming year with programs and services beginning in the 2021-2022 school year.	The Early Childhood Leadership team has monthly meetings to revisit goals and determine next steps to enhance our work with programs and resources to support families in early childhood. The Learning Link, Fun Physical Friday, Young Essential Scholars (YES) Newsletter, Early Developmental Index (EDI) brochure, Ready4K mobile application, Help Me Grow parent forums (both in English and Spanish) and LJSD Learning Link website are programs and resources that are currently in place and	The Early Childhood Leadership Team (ECLT) continues to meet as a group and individually with the lead on the First 5 Grant to discuss ways of enhancing our resources and programs to meet the needs of our families with children ages newborn to five years old. We continue to diversify our group with more members with various lenses to support our conversations. We have added a preschool teacher and a grandparent who participated in the Learning Link. As we look at the data on both the	The Early Childhood Leadership Team (ECLT) continues to meet as a group and monitor steps outlined on the Early Childhood Accountability Plan (ECAP). The Strategic Change Questionnaire is also used to evaluate progress and set goals for next steps in serving families. A Parent Cafe was added this year for additional supports. All programs and resources align with the Early Developmental Index (EDI) with an emphasis on vulnerable areas according to the data. With this data we have developed skill	The three-year plan will have been developed and implemented including quarterly updates to the plan.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
		<p>examples of ways we serve our families in the 2021-2022 school year. The ECLT also uses the Program Guidance Tool and Early Childhood Accountability Plan to celebrate accomplishments and determine next steps in ongoing efforts to support families that are aligned with the First 5 deliverables.</p>	<p>Early Childhood Accountability Plan (ECAP) and Strategic Direction Questionnaire (SDQ), we find that we are well on our way to meeting the First 5 deliverables and continued growth with the First 5 deliverables. This year we focused on health and working with various organizations to provide screenings and education for our young scholars. We had the UCI eye mobile to screen vision and provide glasses for identified scholars, Healthy Smiles for dental screenings, and the Priority Center to provide the Ages and Stages Questionnaire (ASQ) around the developmental domains that align with the Early Developmental Index (EDI) and Foundations (standards for preschool) for our preschool scholars. We continue provide the Learning Link, Young Essential Scholars (YES) Newsletter, Early Developmental Index (EDI) brochure, Ready4K mobile application, Help Me Grow parent forums (both in English and Spanish) and LJSD Learning Link website as programs and resources to serve our families in the 2022-2023 school year. We are excited to see growing numbers participate in all areas, especially our</p>	<p>builder kits to provide for families through our programs and at community events. Our preschool teachers are now trained to administer the Ages and Stages Questionnaire (ASQ) that aligns with the developmental domains on the EDI and Foundations, preschool standards. We use the Ready4k text applications and Young Essential Newsletter as vehicles for resources for families linked to early childhood and community partnerships events. We continue to update the LJSD webpage dedicated to early childhood with information, resources and programs to support families with children ages newborn to 5. We also are using social media to share the various resources, programs and events and celebrations. We are collaborating with the La Habra Little Learners in the spring with a literacy day to focus on ways parents/guardians can support their young learners at home for school readiness. We will be partnering with the local library and other providers with an array of activities to consider.</p>	

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Agendas and Minutes from the Early Childhood Leadership Team.	The agendas and minutes from the 2020-2021 school year reflect the initial planning of this group for reaching out to engage stakeholders to help develop the vision and plan for early literacy within Lowell Joint. The committee includes primary teachers, a principal, the district nurse, various other district personnel, parents, and community members to support outreach to families with children ages 0-5 that are not enrolled within our school system.	The 2021-2022 agenda and minutes are ongoing reflections of the work completed with the diverse Early Childhood Leadership Team. With the new Universal Pre-Kindergarten plan, the team has added new members to include educators and staff representative of the P-3 alignment. An Early Childhood Program Coordinator has been hired to oversee the planning and implementation of UPK in LJSD for the 2022-2023 school year including the support for opening of two preschools, learning link and other resources to support families and with children ages 0-5. The California State Preschool Program application has been submitted with hopes to offer both fee based and state funded preschools.	Learning Link. We also held our first parent professional development on Gross and Fine Motor Skill that was selected based on a vulnerable area for readiness according to our EDI data. The 2022-2023 agenda and minutes are ongoing reflections of the work completed by our ECLT. We met both as a group and within smaller groupings to assess data and discuss ways to enhance programs and resources to support our families with children ages newborn to five. Our newly hired Early Childhood Program Coordinator worked with Early Learning Specialist and Preschool Team to support both the fee based and state funded preschools at two of our elementary settings. Based on parent need, we shifted one preschool to be full school day while the other was part day with morning and afternoon classes. In the 2022-223 school year we had 52 total scholars at our preschool. We had 93 families participate in the Learning Link. We had 23 families participate in our Family Night. Based on data from our Early Developmental Index (EDI), the team members focused on health as well.	In 2023-2024 we continue to meet as a collective team, but also find that with the ECAP action steps there are smaller teams or partnerships that meet based on the need. Our collaborative work is shared at ECLT team meetings. The Parent Cafe will be used to work with families directly involved with the Learning Link and Preschools to provide a safe place to dialogue and discuss ways to enhance our work in serving the 0-5 population and families. A survey was sent in the new year about participation and we have 5 interested parents/guardians that will meet monthly to explore enhancing support using the EDI data and parent voice as the advocates. We continue to use data to shift, now offering full day, part year preschool programs and the Learning Link every 6 weeks to encourage more families in participation. This year we have 60 spaces every 6 weeks that are full with a waiting list of families for our Learning Link. With	The Early Childhood Leadership Team will continue to assess data around the needs of our early learners and their families to develop programs and connect families with resources to support school readiness.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
		<p>We used organizations to help with vision checks, dental screening and presentations, as well as developmental screenings. We held a parent night based on data around EDI to support families with a increased knowledge around gross and fine motor skills. We developed a skill builder kit for families that provided activities to support gross motor skills. We will continue to use our data to enhance programs and resources in the 2023-2024 school year.</p>		<p>the collaborative support of the La Habra Little Learners, we can also offer Fun Physical Fridays at a local park that will begin in February. Parents will also have access to a health mobile at these Friday events for developmental screenings and access to resources from the La Habra Collaborative such as diapers. The LUSD preschools that are at 3 different campuses have grown and we have 66 total scholar. We met together to explore the EDI data with the preschool and TK teachers. Based on feedback, we were able to provide sensory bins for fine and gross motor development that aligned with our EDI data. We also were able to provide doll houses to foster social play opportunities for our young scholars. This is another area of need. We continue to use the skill builder kits as resources for our Learning Link, Preschool and TK families emphasizing the various ages and focused on vulnerable areas on the EDI. We also work with First 5 and our community task forces with the skill builder kits to share at community events. The First 5 deliverables are constantly reviewed and new actions steps guide</p>	

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
<p>Data from Constant Contact for Newsletters and Brochures with Early Literacy Information; Participation with Ready4K</p>	<p>The Early Literacy Teacher on Special Assignment (TOSA) has begun sending out newsletters through Constant Contact and is developing a brochure to support parents with understanding developmental milestones for early learners. There are 58 participants signed up to receive monthly newsletters after initial emails to staff and parents. Ready4K licenses have been purchased with 47 people currently signed up to receive weekly texts with activities and information for parents targeting the specific ages of their children.</p>	<p>The Early Literacy Teacher on Special Assignment (TOSA) uses the Young Essential Newsletter (YES) to share programs and resources to support families. We have increased to 70 participants. We went from a monthly newsletter to a quarterly newsletter and strategically provided activities, community based programs, information linked to the Early Developmental Index (EDI) to inform families on ways to support their child with age appropriate kindergarten readiness resources. Using data from the Early Developmental Index (EDI), a informational brochure on a domain (Gross and Fine Motor Skills) was developed to support families in both English and Spanish. This brochure also offers easy activities linked to various ages to guide parents/guardians in ways to support their child in this area. This brochure is shared at our Learning Link, our collaborative and community providers build awareness around the current data. The data for Ready 4K indicates that over 4000 text messages</p>	<p>We continue to offer both the Young Essential Scholars (YES) Newsletter and Ready4K text messaging application to our families. We have 80 families receiving the newsletter and over 11000 text messages and 600 custom messages delivered to our Ready4K families. The Newsletter continues to provide activities, community opportunities and information about developmentally appropriate resources for our families with children ages newborn to five. We highlight the vulnerable areas outlined our EDI data with helpful information about the domains (Physical Health & Well Being, Social Competence, Emotional Maturity, Language & Cognitive Development, and General Knowledge & Communication) along with various ways to support their child with school readiness skills. Similarly, the text messaging application aligns with the developmental domains and provides families with 3 messages a week linked to the age of their child/children, with a fact,</p>	<p>the work of the ECLT and our ongoing agenda items.</p> <p>The use of the Young Essential Newsletter (Y.E.S), Ready4K Text Messaging and Skill Builder Kits are resources that our team utilizes to emphasize and have a lens on early childhood. We have 90 families linked to our newsletter. The Newsletter continues to house resources, activities and events that families can find helpful to school readiness. There is always information about the EDI data to help families have a better understanding of the data along with developmentally appropriate activities. The Ready4K free text messages continues to be sent to our 96 participating families with over 17,000 messages linked to tips on building skills in SEL, math, and literacy linked to the developmental age of the child. With this application we can send other messages to these families. We have been able to provide over 700 custom messages to date. We currently do not collect data about the skill builder kits. We do provide at the first day of each Learning Link session. We have 6 sessions each year that run for 6 weeks. We will</p>	<p>Data from Constant Contact and Ready4K will show an increase in the number of families subscribed to these resources.</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Sign-ins to document parent involvement in the Learning Link.	The Learning Link has not opened yet, so we have no data.	A google form for registration of participation in the Learning Link is used to collect information about families and their child. Our Aeries data base tracks attendance of families attending the Learning Link. We currently have 50 families participating in our Learning Link on a regular basis. Due to high levels of participation and limited space we have 12 families a day with outdoor Fun Physical Fridays with a focus on gross and fine motor skills with 30 participating families. We have increased our Instructional aide form 10 hours to 15 hours and now 18 hours to meet the demand and hope to increase next year at various school sites.	In the 2022-2023 school year we used google survey for registration of the Learning Link. We decided to have 6 week sessions in order to maximize the number of slots we could offer families in the district and surrounding areas. We then used google documents as a tracking of attendance. The google documents and survey are housed in a shared drive for the team. We had 94 families participate in our Learning Link this year. We offered 6 sessions throughout the year with 2 classes on Monday/Wednesday and 2 classes on Tuesday/Thursday. We also had a Hop Into Spring (38 families in attendance) and End of the Year Celebration (42 families in attendance) at the park and had similar Fun Friday activities that we did in the 2021-2022 school year. We did an end of the year survey for families to gather more data with 46 participating of the 94 to get feedback. Due to	be providing a survey at the end of the year to collect data about the skills builder kits and their impact. We also were able to send a skill builder kits to all our TK families. We will be sending a survey for feedback in February. In the 2023-2024 school year we decided to continue using Google Forms for registration as well as a Google spreadsheet for attendance. We have added another form to track phone calls and emails related to enrollment, absences and feedback around parent/guardian participation in the Learning Link. As well, our Learning Link facilitator used Class Dojo to communicate with families. We find these tools useful in tracking data as well as cohesiveness with team members. We can contact parents when absent to check in and see if there is any support needed. We have a video for families that register for the Learning Link with expectations for participation both for the parent and for the facilitator. In this we can make sure that families know more about the Learning Link. We also offer family events such as our Fall Fun, Winter	Parents will regularly make use of the Learning Link to build school readiness skills in children ages 0-5.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
<p>Enrollment in the preschool program.</p>	<p>The preschool program has not opened yet. A for-fee option is being developed for the beginning of the 2022 year with the potential for a state-funded preschool should funding become available.</p>	<p>Two preschool locations have been strategically determined by leadership for the 2022-2023 school year. There will be 48 spaces at both campuses with a goal of 24 fee based and 24 state funded spaces for our LJSD families. (LJSD re-applied for a state funded program) We did open a Learning Link in October of 2022 to serve families with spaces limited to 12 using some of the First 5 funds to hire an instructional aide to facilitate learning with parents/guardians and their children in activities</p>	<p>increase in numbers, we are looking at ways to open a second Learning Link in the new school year. We are also considering the use of Aeries again to track families and will work with our analyst to compare data collection and determine the best system to utilize.</p>	<p>Celebration, and will be offering Hop into Spring and an end of the year graduation for our Learners that will be going to preschool. We offer these events as opportunities to gather together to celebrate while focusing on music and motor skills aligned with our EDI data. We were unable to fund a second Learning Link, but due to our collaborative work with the La Habra Little Learners, will be offering Fun Physical Friday again beginning in February. We are looking at ways to better track participation in the Learning Link, thus conversations about Aeries will start to determine the best system to utilize.</p>	<p>All slots within a for-fee and/or state-funded preschool will be filled to provide support for our earliest learners.</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Attendance at and implementation of professional development around language acquisition as measured by sign-in sheets, classroom observation and ongoing coaching.	<p>While many of the teachers attended training in OCDE Project GLAD in 2013-14 and 2014-15, there has not been any follow up. Additionally with many new staff in the district over the last 6 years, a number of people need to attend the initial 2-day training and the 4-day demo. Eight teachers attended the 2-day in June of 2021.</p> <p>A google site was started to provide resources across grade levels that is specific to the implementation of OCDE Project GLAD within Lowell Joint</p>	<p>linked to Kindergarten readiness. With growing demand our Learning Link plus Fun Physical Friday is up to 12 families a day and is serving 48 families with children ages 0-5 years old.</p> <p>In the 2021-2022 school year there has been a shortage of substitute teachers thus having an impact on the opportunities for professional development. We were able to have another 2 Day Research and Theory training for GLAD with 8 additional participants. In addition, we continue to provide resources and support through the TOSA Newsletter and Google Site specifically focusing on high impact strategies to support listening, speaking, reading and writing across the grade levels. Planning efforts for the 2022-2023 school year are to have opportunities to offer the initial 6 day training and follow up during the summer and school year as well as after school. The TOSA has specific time allocated for teacher support, modeling of strategies and coaching in daily schedule.</p>	<p>students with capacity for 72.</p> <p>In the 2022-2023 school year we continue to face a shortage of substitute teachers thus having an impact on professional development. We continue to provide resources and support using the TOSA Newsletter and Google Site with specific strategies that are part of the GLAD (Guided Language Acquisition Design) focusing on listening, speaking, reading and writing strategies across the grade levels. We did provide 2 after school professional developments for the middle school educators around language acquisition specifically around designate and integrated English Language Development. In additions, we did use the Early Development Index data to determine that both language skills related to social competence and communication were vulnerable areas for our children. We had a professional development for our preschool and TK instructional aides that was</p>	<p>In 2023-2024 school year we continue to strategically support teachers with professional learning opportunities around language acquisition. We utilize the TOSA newsletter and Google Site to highlight specific strategies lined to language development and linguistic supports (sensory, graphic and interactive) for our multi-language learners. We continue to work with the middle school educators with integrated English language professional development, 2 this year with another opportunity at the end of January. In addition the TOSAs have provided coaching opportunities and modeling of strategies across the content areas. We engaged in a process using the ELL Shadowing by Ivannia Soto to collect data on levels of speaking and listening in the classroom during one full day of instruction. The data was utilized as a bridge to the desired results for our multi-language learners across</p>	<p>All teachers will have attended both the initial 2-day training and the 4-day demonstration for OCDE Project GLAD. In addition, regularly scheduled follow up sessions will be provided along with in-class modeling and coaching by the Early Literacy TOSA who is also a trainer for OCDE Project GLAD. Implementation by teachers is clearly evident through artifacts within the room and shared resources developed by teachers in on the google site.</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Desired Outcome for 2023-24
			<p>provided by professor Jennifer Kinkle to support educators on ways to enhance communication and social skills.</p>	<p>the content areas. Middle school teachers will commit to school-wide implementation with data collection to continue conversations on the impact of these strategies on student success. During our district-wide professional development days we provided sessions in math and language arts with Guided Language Acquisition Design (GLAD) strategies linked to district curriculum. Our TOSA has met with various grade levels to plan standards based units while modeling and co-teaching language and co-teaching language acquisition strategies. The district is planning after school opportunities for teachers to meet, reflect and plan strategies starting in February with an emphasis on effective strategies while using our district curriculum and resources (Teachers Lounge - Make & Take). With a continued lack of substitutes, the district continues to strategically vision ways to provide professional development and follow up to meet the needs of our teachers.</p>

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	<p>Early Literacy Teacher on Special Assignment (TOSA) The Early Literacy Teacher on Special Assignment (TOSA) is responsible for coordinating the development of the Early Childhood Accountability Plan and its deliverables while also supporting teachers with strategies for the development of literacy. This includes the actions specifically identified within the LCAP as well as those in the Early Childhood Accountability Plan that is required by the grant funding from First Five Orange County. The Early Literacy TOSA will work with teachers on identifying areas of need through the data gathered in the Early Developmental Index and district-wide benchmarks. This is especially important in returning from disrupted schooling to ensure that the foundational skills developed in the primary grades are addressed in supporting students with proficiency in reading and writing.</p>	Yes	Fully Implemented	This position continues to be funded by First Five and one-time dollars. There are a few expenses related to costs associated with the position. Primary teachers	TOSAs keep logs of their activities along with a shared calendar that staff are able to sign up on.	\$148,556.00	\$65,245
2.2	<p>Early Literacy Committee Convene an Early Childhood Leadership Team that will develop an Early Childhood Accountability Plan (ECAP) with evidence of implementation and support.</p>	No	Fully Implemented	The Early Childhood Leadership Team (ECLT) continues to meet as a group and work individually to address the action steps outlined on the Early Childhood Accountability Plan (ECAP). The Strategic Change Questionnaire is used to evaluate		\$1,000.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
				<p>progress and set goals for next steps in serving families. All our programs and resources align with the Early Developmental Index (EDI) with an emphasis on vulnerable areas according to the data. With this data we have developed skill builder kits to provide for families through our programs and at community events. Our preschool teachers are now trained to administer the Ages and Stages Questionnaire (ASQ) that aligns with the developmental domains on the EDI and Foundations, preschool standards. We use the Ready4k text applications and Young Essential Newsletter as vehicles for resources for families linked to early childhood and community partnerships events. We continue to update the LJSD webpage dedicated to early childhood with information, resources and programs to support families with children ages newborn to 5. We also are using social media to share the various resources, programs and events</p>			

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.3	<p>Early Literacy-Community Engagement The following include strategies identified for engaging with community providers, parent groups and individuals to support early learners with a primary focus on our families needing support with community resources and navigating school readiness:</p> <ul style="list-style-type: none"> • Establish relationships with neighboring community providers, parent groups and individuals in the LUSD district boundaries. • Develop ongoing communication with existing providers, parent groups and individuals to work collaboratively in supporting early learning. • Utilize YES (Young Essential Scholars) Newsletter to showcase community providers, parent groups and 	No	Fully Implemented	<p>and celebrations. We are collaborating with the La Habra Little Learners in the spring with a literacy day to focus on ways parents/guardians can support their young learners at home for school readiness. We will be partnering with the local library and other providers with an array of activities to consider.</p> <p>A Parent Cafe was started this year for families to gather for information on resources or access to classes to support preparing their child/children for school. Community partnerships with the La Habra Collaborative and La Habra Little Learners Task Force support early learning programs. Families also have access to outdoor activities housed at nearby parks for music and movement through collaborative work with the La Habra task force and community providers. Continued partnerships with Help Me Grow, UCI Eye Mobile, Healthy Smiles and the Priority Center support screenings aligned with developmental milestones.</p>	Families subscribing to Ready-4-K and attendance at meetings/trainings are a good indicator of involvement along with input from surveys and attendance at community events.	\$30,002.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>individuals that support early learners.</p> <ul style="list-style-type: none"> • Provide a Learning Link for families to engage in meaningful activities linked to early learning. • Provide access to Ready4K to target resources to existing families and those with children ages 0-5 within our community. • Utilize quarterly informational brochure documenting early childhood milestones for families supporting children ages 0-5. 						
2.4	<p>Early Literacy-Preschool Program and Learning Link With approximately 55% of our families within Lowell Joint meeting the requirements for free and reduced lunch, there is a tremendous need to support our community with access to quality preschool at no charge. As the discussion began around opening a state-funded preschool, many additional families expressed an interest in having a fee-based program as well since we would be able to offer a program at less expensive rates than some of the local alternatives. We have applied for two preschool licenses so that we are able to move forward with a state-funded preschool as funds</p>	Yes	Fully Implemented	<p>Preschool opportunities have expanded to three campuses while offering both CSPP and Fee-Based programs for part day and full day experiences. The Learning Link now offers 6 week classes to provide more opportunities for expanded family participation.</p>	<p>Monthly reports to the state for CSPP along with required monitoring for the First Five grant provide details for implementation of plans and services.</p>	\$37,344.00	\$12,393

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>become available and a fee-based option. We will continue to run a Learning Link: a space where parents come with their children ages 0-5 to engage in activities designed to develop and support school readiness skills. The goal was to have the space open for 10 hours a week, which we were able to do in the spring of 2021. So we are exploring options to increase hours and potentially offer a second site. With all of the additional offerings under Universal Pre-Kindergarten, we will examine the feasibility once we have enrollments for both TK and preschool completed.</p>						
2.5	<p>Transitional Kindergarten Transitional Kindergarten is not currently compulsory, however, those students who would not otherwise be enrolled in preschool or other school readiness programs prior to entry into Kindergarten are at a serious disadvantage without the opportunity to participate in activities designed to nurture and develop foundational skills. This is especially true for frequently underserved student groups. Providing opportunities in both TK and preschool programs at no cost for UPPs helps to level the playing field in developing school-readiness skills. This includes the addition of Instructional Aides in order to maintain the required 12-1 ratio under Universal Pre-Kindergarten</p>	Yes	Fully Implemented	All positions were filled for both teachers and instructional aides to support TK classrooms.	State requirements are monitored through reporting on ratios.	\$1,048,155.00	\$567,612

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	along with the TK teachers that were already funded. This Action is principally directed at UPPs.						

Goal 3

Goal Description

Modernization and Maintenance of Facilities

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Board agendas and minutes Bond Oversight Committee agendas and minutes	The Facilities Master Plan will be Board approved and implementation will begin with regular updates to the Board of Trustees on progress.	The Facilities Master Plan was Board approved and implementation is monitored with regular updates to the Board of Trustees on progress.	Implementation of the Facilities Master Plan is monitored with regular updates to the Board of Trustees on progress.	The Facilities Master Plan continues to be monitored and updated with regular reporting to the Board of Trustees on progress.	Identified timelines for Facilities Master Plan will be met including projects completed under the bond.
SARCs and FIT Reports	All school sites were inspected using the Facilities Inspection Tool (FIT) to ensure that facilities are in "Good Repair" or higher.	All school sites were inspected using the Facilities Inspection Tool (FIT) to ensure that facilities are in "Good Repair" or higher.	All school sites were inspected using the Facilities Inspection Tool (FIT) to ensure that facilities are in "Good Repair" or higher. Two received "Exemplary" status.	All school sites were inspected in the Fall of 2023 using the Facilities Inspection Tool (FIT) to ensure that facilities are in "Good Repair" or higher. Two received "Exemplary" status.	All school sites will continue to receive a "Good Repair" or higher marking on the annual FIT reported in the School Accountability Report Cards (SARCs)
Board agendas and minutes Bond Oversight Committee agendas and minutes	Three of the sites have completed the scope of work identified in the bond with some additional district-funded work being completed in the summer of 2021 (marquees, painting).	Jordan is now completed (4th of 6 sites) and Meadow Green is moving to the Maybrook site for the 2022-23 school year.	Meadow Green is now completed (5th of 6 sites) and Rancho Starbuck is moving to the Maybrook site for the 2023-24 school year.	Rancho Starbuck has been temporarily relocated to the Maybrook campus and bond-related work has begun with projected completion prior to the end of this school year.	All schools will have completed the work identified in Measure LL including new roofing, HVAC systems, and the associated electrical and plumbing. Some sites also required updated piping for sewer lines. Additional district-funded projects will

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
					be completed including marques, painting, and water bottle filling stations.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	<p>Facilities Master Plan</p> <p>Given the scope of work necessary to support the aging facilities within the district, a Facilities Master Plan needs to be approved to prioritize the major maintenance projects in conjunction with the work being done through Measure LL. The primary focus of the bond is related to roofing and HVAC with the associated electrical and plumbing. These additional bond dollars will allow District funds for maintenance to be used on other needs on the prioritized list within the Facilities Master Plan. The plan will set the vision for the next 20 plus years as "Caretakers of a Legacy". The plan was developed over the last few years and is ready to be submitted for Board approval. Once approved, there will be regular updates to the Board. There are \$2,056,000 dollars budgeted for non-personnel expenses out of Fund 14, 25, and 40. These are not included in the general fund budget.</p>	No	Partially Implemented	The Facilities Master Plan continues to be monitored and updated with regular reporting to the Board of Trustees on progress.		\$0.00	\$0
3.2	<p>FIT Reports</p> <p>Continue to inspect all school sites to ensure that facilities are in "Good Repair."</p>	No	Fully Implemented	All school sites were inspected in the Fall of 2023 using the Facilities Inspection Tool (FIT) to		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.3	Measure LL-Bond In November of 2018 the community passed a bond to support the much needed facilities work at each of the six sites. The scope of work is outlined in the Master Plan and the expenditures are documented here to support the ongoing work in meeting this goal beyond the use of general fund monies. There is \$13,267,359 budgeted in non-personnel for major maintenance and modernization for the 2021-2022 school year with an additional \$115,392 in personnel. These costs are not included in the general fund budget since they are a reflection of the bond monies.	No	Partially Implemented	ensure that facilities are in "Good Repair" or higher. Two received "Exemplary" status. Rancho Starbuck has been temporarily relocated to the Maybrook campus and bond-related work has begun with projected completion prior to the end of this school year.		\$0.00	\$0

Goal 4

Goal Description
In order to meet the unique academic, behavioral, and social emotional needs of all students, a Multi-Tiered System of Support (MTSS) will continue to be expanded and refined.

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
California School Dashboard	Roughly 48% of English learner students were making progress towards	Students took 3 Diagnostic Tests this year. In a sampling of our EL	In a sampling of our EL students, 91% of our students have increased	50.3% of English learners made progress towards English language	60% of English Learners will be making progress towards English language

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
<p>English Learner Progress Indicator (ELPI) ELPAC Data Las Links iReady Data</p>	<p>English Language proficiency in 2019 on the English Learner Progress Indicator. In the 2018-2019 year, we had 19% scoring well-developed (4) on the ELPAC and another 44% at moderately developed (3). We have current data for our 3rd-8th grade students with 19% still at the well-developed (4) on the ELPAC and another 36% at moderately developed (3) for 2021. We do not have the TK-2nd grade scores for 2021 from the state as of yet.</p>	<p>students, 91% of our students have increased performance from Diagnostic 1 to Diagnostic 3. 40% of the students exceeded the typical growth, and of those, 32% exceeded the stretch growth, which works to support closing the achievement gap.</p> <p>For students in grades 3-8, 33% scored at the moderately developed level with 21% well-developed. This is an overall of 54%, which is about the same as our baseline year.</p>	<p>performance from Diagnostic 1 to Diagnostic 3. 40% of the students exceeded the typical growth, and of those, 32% exceeded the stretch growth, which works to support closing the achievement gap.</p> <p>On the 2021-22 ELPAC for students in grades 3-8, 36% scored at the moderately developed level with 16% well-developed. This is an overall of 52%. On the 2022-23 ELPAC for students in grades 3-8, initial results show that 42% scored at the moderately developed level with 16% well-developed. This is an overall of 60%.</p> <p>29% of our students maintained ELPI Levels and 45% of our students progressed at least one ELPI level.</p>	<p>proficiency, which is an increase of 5% over the prior year. 50% increased one level on the ELPI with 29% maintaining their level from the prior year. 21% decreased at least one level from the prior year.</p>	<p>proficiency with 25% scoring well-developed and 50% at moderately developed. For the summative ELPAC, we would like to increase the number of students scoring at the well-developed range by 5% while also increasing those in the moderate range by 5%</p>
<p>SBAC Data</p>	<p>For ELA, 23% of English learners met or exceeded the standard with only 16% in mathematics. This is in comparison to English only students with 64% meeting or exceeding the standard for ELA and 56% for mathematics.</p>	<p>Current data is not available for SBAC. Using our benchmark iReady data, we show that 91% of our EL students increased performance in ELA and 70% increased in their performance in Math.</p>	<p>For 2022, ALL students scored 47% who met or exceeded the standard on the CA Dashboard in ELA and 33% in Math. English Learners performed with 12% met or exceeded in ELA and 10% in Math. When Spring of 2023 data becomes available, new data will be analyzed to determine if additional actions are necessary.</p>	<p>For 2023, ALL students scored 47% who met or exceeded the standard on the CA Dashboard in ELA and 45% in Math. English Learners performed with 14% met or exceeded in ELA and 13% in Math. ALL students had a overall growth of 9% in ELA and 12% in Math. EL students had an overall growth of</p>	<p>To close the achievement gap while still raising achievement levels for all students, English learners will need to gain 5% each year with English only students gaining at least 2% in both ELA and mathematics.</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Dataquest-Reclassification Rates	19% of students were reclassified in the 2020-2021 school year, which is well above LA county at 8.1% and the state at 8.6%.	We don't have new RFEF rates for 2021-22 from Dataquest at this time. We reclassified 59 students with the potential for a few more in the next few weeks as CAASPP scores become available.	DataQuest reports a 2021-22 Reclassification Rate of 15.5%. Based on current ELPAC reports, our RFEF rate for the 2022-23 school year is 16%.	2% in ELA and 3% in Math. DataQuest reports a 2022-23 Reclassification Rate of 8.0%. %.	Reclassification rates will remain above both county and state rates.
iReady Data	An initial diagnostic will be administered by September of 2021 since this is a new assessment system. From this, both goals and stretch goals will be determined for each student. iReady data will allow us to track Spanish proficiency for our Dual Language students, which we have not done in the first 2 years of the program with a formal assessment tool.	Students took 3 Diagnostic tests throughout the year and showed substantial growth. In ELA: August: 17% Above Grade Level Most Recent: 39% Above Grade Level August: 21% On Grade Level Most Recent: 20% On Grade Level Total moved from 37% on or above grade level to 60% MATH: August: 5% Above Grade Level Most Recent: 27% Above Grade Level August: 14% On Grade Level Most Recent: 21% On Grade Level Total moved from 19% on or above grade level to 48%	Students took 3 Diagnostic tests throughout the year and showed substantial growth. ELA August 2022: 19% scored above grade level Most Recent: 42% scored above grade level August 2022: 20% scored on grade level Most Recent: 20% scored on grade level Total moved from 39% on or above grade level to 62% MATH: August 2022: 7% scored above grade level Most Recent: 31% scored above grade level August 2022 14% scored on grade level Most Recent: 21% scored on grade level Total moved from 21% on or above grade level to 52%	Diagnostic 1 Assessment Period: 08/17/2023 - 09/15/2023 Reading Diagnostic 1: Total Students Assessed: 2,800 Total Students at Mid or Above Grade Level: 589 (21.04%) Total Students Early On Grade Level: 535 (19.11%) Total Students One Grade Level Below: 1,043 (37.25%) Total Students Two Grade Levels Below: 332 (11.86%) Total Students Three or More Grade Levels Below: 301 (10.75%) Math Diagnostic 1: Total Students Assessed: 2,784 Total Students at Mid or Above Grade Level: 204 (7.32%) Total Students Early On Grade Level: 421 (15.15%) Total Students One Grade Level Below: 1,438 (51.66%)	80% of students will meet their goals with 30% completing stretch goals. These numbers will be re-evaluated upon training within the system and monitoring growth over the first year of implementation. 60% of Spanish learners will be making progress towards Spanish Language proficiency in alignment with our goal for developing English proficiency with our English learners. This may be adjusted after baseline data is gathered in the fall of 2021.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
<p>Professional Development records</p> <p>Classroom Observations</p>	<p>All teachers hired before the pandemic have been trained in Thinking Maps with 2 additional days in Write from the Beginning.</p> <p>8 teachers hired after 2015 were trained in the 2-day Research portion of Project GLAD with the 4-day Demonstration scheduled for the fall since all elementary teachers were trained in 2013-3015.</p> <p>All teachers hired before the school closures were trained in Explicit, Direct Instruction (EDI).</p>	<p>Teachers continue to utilize Thinking Maps and Write from the Beginning to support student growth in the area of writing and organizing thoughts.</p> <p>All trained teachers demonstrate the ability to implement GLAD strategies in their classroom as a way to support language acquisition based on classroom observations by Principals.</p> <p>Teachers continue to use EDI strategies in the classroom to best support their instructional practices. This is something that is used in teacher evaluations to show teacher effectiveness and stay in line with the CA standards for teaching.</p>	<p>Teachers continue to be go through professional development to be GATE certified and integrate depth and complexity strategies.</p> <p>They utilize Thinking Maps and Write from the Beginning to support student growth in the area of writing and organizing thoughts.</p> <p>All trained teachers demonstrate the ability to implement GLAD strategies in their classroom as a way to support language acquisition based on classroom observations by Principals.</p> <p>Teachers continue to use EDI strategies in the classroom to best support their instructional practices. This is something that is used in teacher evaluations to</p>	<p>Total Students Two Grade Levels Below: 410 (14.74%)</p> <p>Total Students Three or More Grade Levels Below: 311 (11.16%)</p> <p>Diagnostic 2 Assessment Period: January 8, 2024 - January 31, 2024</p>	<p>All teachers will be trained in both Thinking Maps and Write from the Beginning.</p> <p>All teachers will have been through both the 2-day and 4-day portions of Project GLAD training and a system of ongoing follow-up and coaching will be in place to support implementation.</p> <p>All teachers will be trained in Explicit, Direct Instruction (EDI).</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Absentee letters SARB packets Monthly Chronic Absentee lists Attendance rates Chronic absenteeism Middle school drop out rate	<p>Letters are automatically generated in Aeries on the 3rd, 5th, 7th, 9th, and 13th absence to notify parents for both truancy and chronic absenteeism. One student was taken through the SARB process prior to school closures.</p> <p>Principals are given monthly Chronic Absentee lists to follow up with students. This is monitored along with the percentage of students chronically absent, the overall attendance rate, and the middle school drop out rate to measure student engagement.</p> <p>With the change in attendance protocols for the 2019-2020 school year, no P2 data was available. However, prior to the school closures in March we were on target in month 7 with about 96% attendance based on a query of attendance within Aeries.</p> <p>Because of the school closures in March of 2019,</p>	<p>Letters were automatically generated in Aeries on the 3rd, 5th, 7th, 9th, and 13th absence to notify parents for both truancy and chronic absenteeism. Some adjustments were made with the number of students required to quarantine/isolate multiple times due to Covid regulations, which would otherwise have resulted in identification as chronically absent.</p> <p>Principals were regularly given Chronic Absentee lists to follow up with students.</p> <p>Current attendance data within Aeries as of May 2022 shows an average attendance of 94.2% with a range from 91.84% to 95.76% between the six sites. Given the extreme number of students who experienced one or more quarantine/isolation experiences due to Covid, this is not surprising.</p> <p>We had no drop outs in the 2021-2022 school year.</p>	<p>Chronically Absent Letters were automatically generated in Aeries on the 3rd, 5th, and 9th absence to notify parents for both truancy and chronic absenteeism. At that time, the School Attendance Review Team puts the student on an attendance contract. Schools used tiered intervention strategies to support students and families. SARB Meetings are scheduled after the 12th absence.</p> <p>Dataquest reports our Chronic Absentee rate at 16.6% for the 2021-2022 school year, which is a significant increase from 2020-2021; however, the comparable state and county percentages at 30.8% and 21.3% respectively, indicate that our systems and supports are still working in this different climate relatively speaking. The 2022-23 data is not available on Dataquest as of yet; however, we had approximately 550 students (including those</p>	<p>practices. This is something that is used in teacher evaluations to show teacher effectiveness and stay in line with the CA standards for teaching.</p> <p>Principals are given Chronic Absentee lists each month to follow up with students.</p> <p>Current attendance data within Aeries as of month 4 shows an average attendance of 95% districtwide.</p> <p>We have had no drop outs in the 2023-2024 school year to date.</p> <p>The Chronic Absentee rate for 2022-23 settled at 18%, which was a slight increase overall for the district. This continues to be an area of concern that we are working to address.</p>	<p>Continue to generate letters and monitor student attendance.</p> <p>All students who are severely chronically absent (more than 25% of days enrolled) will begin the SARB process.</p> <p>Principals will continue to receive monthly lists of chronically absent students as well as those in danger of becoming chronically absent to engage in preventative measures.</p> <p>Attendance rates will continue to be at 96% or higher.</p> <p>The Chronic Absentee rate will be less than 3% overall with significant student groups being no more than 5%.</p> <p>Maintain the drop out rate at less than 1% for middle school students.</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
	<p>there is not a direct comparison point for Chronic Absenteeism on the CA Dashboard. However, SARB documentation for the county shows a rate of 4.34%. This is an average across all grade levels.</p> <p>We had no drop outs in the 2019-2020 school year.</p>		<p>who left the district) who were chronically absent. This is about the same as 2021-2022 so we anticipate the percentage will be similar for 2022-23.</p> <p>Principals were regularly given Chronic Absentee lists to follow up with students.</p> <p>Current attendance data within Aeries as of May 2023 shows an average attendance of 92% districtwide.</p> <p>We had no drop outs in the 2022-2023 school year.</p>		
<p>CREW logs Nurse Documentation of supports EL Goal Sheets (Intervention Coordinators)</p>	<p>To focus on the specific needs of our Foster Youth, low income (specifically Homeless), and our English learners, support personnel check-in regularly with these students and document contacts and any necessary supports to ensure both student engagement and success. Quarterly reports are generated to summarize the meetings held and review any identified needs.</p>	<p>Support of our Foster Youth, Homeless, and EL students was provided by support personnel through phone calls home, emails, work with students on campus, intervention throughout the school day, counseling, and peer tutoring.</p>	<p>Support of our Foster Youth, Homeless, and EL students was provided by support personnel through phone calls home, emails, work with students on campus, intervention throughout the school day, counseling, and peer tutoring.</p> <p>Students have also been offered a tuition free extension of the school day through the Expanded Learning Opportunities Program in which intervention and enrichment have been provided.</p>	<p>CREW is now called the CARE program. CARE stands for Counseling and Resource Enhancement, and the CARE Team consists of 1 counselor, 4 full-time psychologists, 10 paid psych interns, 7 paid counseling interns, a program specialist, the Director of Special Ed, and an Intern Program Director. All unhouseed students, foster youth, and English learners are regularly met with by team members. There have been 1,096 contacts as of December 2023.</p>	<p>Support staff will continue to meet regularly with Foster Youth, low income (specifically Homeless), and English learners to monitor progress academically, behaviorally, and socially to make any necessary adjustments to supports.</p>
<p>Suspension and Expulsion Rates</p>	<p>Due to school closures in March of 2019, there is not</p>	<p>There were no expulsions in the 2020-2021 data</p>	<p>There were no expulsions in the 2021-2022 data</p>	<p>The overall suspension rate for the district was</p>	<p>The overall suspension rate for the district will be</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
	a direct comparison point on the CA Dashboard for suspensions and expulsion rates. However, we had no expulsions and a 1.6% Suspension Rate reported on Dataquest for the 2019-2020 school year.	reported from Dataquest with only 6 suspensions across the district for a .2% suspension rate. This is partly driven by distance learning with no students in person for a significant chunk of the year.	reported from Dataquest. There were 90 suspensions across the district for a 2.3% suspension rate. This is lower than the state average and 0.1% above the County average.	1.8% for the 2022-23 school year and there were no expulsions. There have been no expulsions to date in the current year.	less than 3% with no significant student group being higher than 6%. The district will continue to maintain less than 1% in expulsions.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.1	Professional Development (District-wide) Provide non-student work days for professional development opportunities beyond early-release Mondays. These days are focused on intensive professional development to close the achievement gap for unduplicated pupils. The focus prior to the pandemic was on Thinking Maps as a foundation to the Write from the Beginning program since writing is an identified need for Unduplicated Pupils across the district. Having the ability to use nonlinguistic representations of complex thinking to remove language barriers is a critical component in supporting our English learners. Another training component will be the new iReady assessment system to support the identification of student needs for both intervention support and enrichment opportunities. Woven within these days will also be training for the social emotional side of our most vulnerable students in reconnecting after the pandemic. This includes our students from low	Yes	Fully Implemented	We have completed 2 of the 3 PD days scheduled. The next one is scheduled for March 29. Teachers have been provided with choice in learning to improve individual support in areas that serve the needs of students. Session 1 focus was math concepts. Session 2 focus was ELA support.	It provided the opportunity for teachers to go deeper into curriculum. Outside experts in Thinking Maps, iReady, behavior, UDL, math, and the use of TOSAs were used to achieve these outcomes.	\$420,000.00	\$35,585

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>income households along with our English learners who were especially impacted by the school closures. Early-release Mondays will also be used for training in social emotional learning, iReady, and Thinking Maps, along with collaborative planning time. A consultant was also hired to provide ongoing professional development for new teachers in induction.</p>						
<p>4.2</p>	<p>Professional Development- English Learners Continue to provide ELD training so that EL students will be provided appropriate access to the California Content Standards based on data analysis of ongoing needs for our students in alignment with best practices. This includes support for the district-wide initiative in implementing OCDE Project GLAD (Guided Language Acquisition Design). Training will also include support for teachers in understanding the ELD Standards along with strategies for both Designated and Integrated ELD.</p>	<p>Yes</p>	<p>Fully Implemented</p>	<p>District staff and TOSAs have provided professional learning opportunities in on-site trainings. This training focuses on scaffolding instruction, identifying students level of language proficiency, and implementation of state standards. There has also been specific in-class support with GLAD implementation and lesson delivery. Units have been created and taught in the classroom with the support and coaching of district staff.</p>	<p>3 Professional Development opportunities have been provided to the junior high with a focus on ELD Standards, and classroom coaching has been provided at the elementary level. This was done by internal staff so no expense has been incurred to date.</p>	<p>\$35,000.00</p>	<p>\$0</p>
<p>4.3</p>	<p>Progress Monitoring and Support of English Learners In addition to teachers who provide Designated English Language Development (ELD) and Integrated ELD on a daily basis as part of Tier</p>	<p>Yes</p>	<p>Fully Implemented</p>	<p>Teachers at all schools are providing 30 minutes of ELD instruction to focus on language development. Three Bilingual Aides/Parent</p>	<p>Las Links is no longer used as an assessment tool. iReady is being used for all students as a</p>	<p>\$250,376.00</p>	<p>\$76,905</p>

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>1 instruction, four Bilingual Aides provide additional support to both students and parents. All 3-8 grade English learners track their own academic and language progress with goal sheets, and teachers will monitor the progress of English learners every trimester and/or quarter with interventions implemented as appropriate. Our Bilingual Aides work directly with students under the supervision of certificated staff in addition to supporting teachers with pulling the data from Aeries for monitoring and tracking student progress. Teachers meet with students and parents during conference time to discuss English learner progress. The aides complete the basic data portion (assessment scores, enrollment, etc.) Intervention Coordinators at each site meet one-on-one with English learners to support the development of their goals after discussing progress data on local measures and/or state assessment data. All English learners (including those reclassified that are still being monitored for progress), are given a language assessment to track language proficiency and provide additional supports as needed. This has been done through Las Links as an additional assessment specific to our English learners.</p>			<p>Liaisons support teachers, students, and families. Teachers and Intervention Coordinators work with English Learners to create goals and monitor progress. They have tracked their own progress and report how they did at each grading period at minimum.</p>	<p>universal assessment.</p>		
4.4	<p>Dual Immersion Program The district developed a Dual Immersion Program two years ago</p>	Yes	Fully Implemented	Dual Language Immersion continues to support Spanish	iReady is the tool used in place of Las	\$1,003,806.00	\$426,864

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>both to support our English learners and provide the opportunity for English only students to develop a second language. There are currently 4 grades available (TK-3rd grade) with 4th being added in the 2022-23 school year. iReady also includes assessments in Spanish that will allow us to better track students on their Spanish language proficiency. Spanish fluency will be assessed using Las Links in the coming year. All new core materials have been purchased for the program to better address Spanish language standards and support differentiation based on student needs.</p>			<p>speakers and give the opportunity for English only students to develop a second language. Currently, there is one class per grade level, TK - 5 with 6th grade being added in the 2024-25 school year. Dual teachers have been provided with an opportunity to go through professional development specific to supporting language and being successful in a dual language program.</p>	<p>Links to support the tracking of Spanish proficiency. We will continue to support this</p>		
<p>4.5</p>	<p>ELD, Reading Intervention, and Spanish Elective at Rancho In addition to a double block of English for all students, English learners at Rancho Starbuck are included in an English Language Development elective to increase language proficiency before entering high school. We typically have less than 15 long-term English learners across the entire district, but the added support helps to prepare students for the increased language demands at both the intermediate and high school levels. A Spanish elective allows for a cognitive break in the day for English learners who are also in need of developing Spanish language proficiency. Some English only students are also in the class</p>	<p>Yes</p>	<p>Fully Implemented</p>	<p>Rancho students focus on ELA through a double block of English Language Arts. English learners at Rancho Starbuck are included in an English Language Development elective to increase language proficiency before entering high school. A Spanish elective allows for a cognitive break in the day for English learners who are also in need of developing Spanish language proficiency. English only students are also in the class to develop beginning Spanish,</p>	<p>Read 180 is used as part of the ELD time as a supplemental tool to improve comprehension and language.</p>	<p>\$68,355.00</p>	<p>\$31,351</p>

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	to develop beginning Spanish, which also allows native Spanish speakers the opportunity to support their English only peers.			which also allows native Spanish speakers the opportunity to support their English only peers.			
4.6	Before and After School Intervention Continue to hire staff to provide for extended day intervention classes principally directed toward the needs of our UPPs. We are looking at ways to increase the number of staff available and/or to partner with outside agencies to provide targeted support for our students needing tutoring.	Yes	Fully Implemented	Schools are providing before and afterschool intervention. Their specific targets depend on student need and the individual needs and focus areas of the school. We continue to look and partner with outside agencies to provide this tutoring for students.	Boys and Girls Club is one agency that works with our students with homework support.	\$80,000.00	\$38,000
4.7	Intervention Coordinators Continue to fund stipends for each school to hire an intervention coach. Coaches meet throughout the year with district personnel to discuss MTSS and needed adjustments to support our Unduplicated Pupil needs. They have been trained in Illuminate to run reports to facilitate the analysis of data in monitoring our subgroup populations to determine groupings for intervention and to identify gaps in supports with a primary focus on our English learners, Foster Youth, Homeless, and low income students.	Yes	Fully Implemented	Each school has at least one intervention coach. They meet with district personnel to ensure continuity across the district between schools. They are trained with various data keeping and software programs to look at and disaggregate student data. The work is started with our UPP students and moved on to benefit all students.	Teachers trained to use data reports in iReady, Illuminate, and CAASPP to guide and support their instructional practices.	\$21,273.00	\$9,170

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.8	Intervention Support During the Day As part of differentiation within the classroom, teachers provide support to students in making progress toward identified goals. For our English learners, Bilingual Aides provide push-in support for language development. Elementary sites with Title I funds have hired an Intervention Aide in addition to other intervention supports within the day. The District had provided an aide for each site during the 2021-22 school year with one-time dollars to support the most struggling students in closing some of the gaps created from the prior year. With some additional one-time dollars, the District will fund an aide per site again for the 2023-2024 school year.	Yes	Fully Implemented	The use of Bilingual Aides help to support our EL students throughout the school day. This is under guidance of the certificated teacher. Teachers work with students to identify a growth area. Students work with the intervention support to track their data and know how much they are expected to grow to maintain appropriate growth or to catch up in areas of need. Two Intervention teachers are also available at the elementary sites and one at Rancho for targeted support during the day.	iReady Stretch growth reports are used to help identify need. Intervention support pushes into classrooms to help in smaller groups. 3 Bilingual Aides are used and they are spread out across schools to balance the number of students and families they support.	\$370,796.00	\$125,000
4.9	Teacher Planning/Choir Teacher Teachers will collaborate regularly to monitor student progress, dialogue about best practices, and design intervention programs. This includes an FTE for a music teacher, which allows for additional collaboration time at the elementary level during music instruction while also increasing student access to the Arts.	No	Fully Implemented	The choir teacher continues to provide release time for teachers so they can plan and work with their team to design lessons, analyze data, and prepare various teaching units.	Teachers are provided with a 45 minute block weekly.	\$215,953.00	\$72,691

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.10	Classified Staff-Instructional Assistants & Special Ed Support Aides These assistants and aides provide direct support to our students with special needs. This can include one-on-one instruction or guided practice, small group support, support for a specific student while mainstreamed, and work within a self-contained classroom.	No	Fully Implemented	Special Education classrooms are equipped with Instructional Aides. Some of these are 1:1 paraprofessionals and others are classroom support.	Staffing shortages have made hiring and retaining aides difficult. This is especially true as wages increase in other job sectors.	\$1,526,399.00	\$741,347
4.11	Math Intervention-Rancho Starbuck Maintain Math intervention sections at the intermediate school for targeted students (one seventh grade section and one eighth grade section). This Action is principally directed at UPPs.	Yes	Fully Implemented	Math intervention sections are provided at Rancho. The focus is on UPPs but can be also used for all students who need the support.	OCDE is also working with Rancho to support this goal.	\$49,956.00	\$22,318
4.12	Illuminate Continue to fund a technology program/system to assist teachers in monitoring student progress and analyzing data to close achievement gaps for UPPs (Illuminate). We are in the process of evaluating the need for this with the addition of iReady. Aeries is our student information system, so Illuminate is an additional resource.	Yes	Fully Implemented	Teachers continue to use a technology program/system to assist in monitoring student progress and analyzing data to close achievement gaps. This allows them to build standards based assessments. Look at state level data, and have continuity with	Aeries is also used as our student information system. Illuminate is an additional resource.	\$25,000.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.13	Reading Intervention-Rancho Starbuck As needed, maintain sections to the Rancho Starbuck master schedule for reading intervention (one for grade 7 and one for grade 8). There has not been a need for additional sections outside of expense in Goal 4 Action 5. The site has managed intervention in Reading through the one section and the FLEX program based on targeted student needs. This Action is principally directed at UPPs.	No	Not Implementing	grade books and report cards. Sections were not necessary for the current year.		\$0.00	\$0
4.14	Coordination of Services Coordination and administration of all programs funded through Supplemental Grant dollars. This includes monitoring the progress of Unduplicated Pupils (UPPs) by certificated personnel at the District Office. With the growing supports and services from the inception of LCFF for our Unduplicated Pupils (from just over \$230,000 to over \$2 million), there is a need to add an additional classified person in fiscal services related to the administration of program actions and expenditures. This also includes half of the classified salary for our Data Systems Analyst position to provide aggregated and disaggregated data for the LCAP, reports to principals each month on attendance, chronic absenteeism,	Yes	Fully Implemented	The added classified personnel have supported the implementation of various programs, analyzing and disaggregating data, and providing various crucial reports to administration.		\$260,959.00	\$142,568

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	and suspensions, and support for monitoring each of the unduplicated pupil groups so that students are receiving appropriate services. The remainder of that salary is in Goal 1, Action 10.						
4.15	ABA Class and Program Specialist Position Both a Program Specialist and an ABA Teacher are funded to increase overall services and opportunities for students struggling with behavior. The primary goal is to re-engage students in meaningful learning opportunities by providing intervention for behavior, mental health, and other nonacademic barriers to learning.	No	Fully Implemented	The ABA Teacher and Program Specialist continue to provide support for our students with significant disabilities. This model is primarily focused on behavior modification that impeded learning.		\$298,903.00	\$182,368
4.16	Learning Hubs-Libraries School libraries will continue to be open additional hours to provide homework and tutoring help. This is in addition to their regular duties as Library Media Techs to support our students needing a place to do homework, get help with tutoring, and/or access to technology they may not have at home. This also allows for before and after school intervention to be housed in the school library so that students are able to receive the targeted support they need in flexible groupings. Additional funds were expended in	Yes	Fully Implemented	School libraries have continued to be open additional hours to provide homework and tutoring help. Some provide before and after school intervention in the library so that students are able to receive the targeted support they need in flexible groupings.	Libraries got a refresh in the 2022-23 school year to add titles and replace where needed.	\$263,256.00	\$96,161

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	the 2022-23 school year to refresh school libraries with additional titles and replacements where needed. This Action is principally directed at UPPs.						
4.17	MTSS Coordination and Monitoring of UPPs District personnel will coordinate, revise and update the LJSD district-wide Multi-Tiered System of Support (MTSS) for intervention and remediation with Intervention Coordinators. Additional funds are used to target struggling and/or advanced students. As part of MTSS, our Homeless/Foster Youth Liaison supports the overall monitoring of support for and achievement of our Homeless students in coordination with sites and the counselor at Rancho Starbuck. The Director of Educational Services is the Homeless and Foster Youth Liaison as well as the Attendance Supervisor for the district.	Yes	Fully Implemented	District personnel has revised and updated the LJSD district-wide Multi-Tiered System of Support (MTSS) for intervention and remediation with Intervention Coordinators. As part of MTSS, our Homeless/Foster Youth Liaison supports the overall monitoring of support for and achievement of our Homeless students in coordination with sites and the counselor at Rancho Starbuck. The Director of Educational Services is the Homeless and Foster Youth Liaison as well as the Attendance Supervisor for the district.	The district has begun addressing the SART/SARB process as it connects to MTSS.	\$339,343.00	\$154,349
4.18	Assessment System In order to assess unduplicated pupils and provide appropriate supports, the district needs to invest in a more comprehensive system that will allow for benchmarks, language proficiency assessments and intervention content targeted to	Yes	Fully Implemented	iReady is used as benchmarks that provide continuity between grade levels. Teachers can monitor progress over years and look at more than just the current year. This system allows	Teachers have utilized all components of this tool including diagnostic components, personalized	\$160,000.00	\$231,838

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>student need. A group of teachers were brought together to evaluate the iReady program along with district personnel and Principals. We will be introducing the new system in the 2021-2022 school year, which will necessitate new baseline data for benchmarks as well as training for staff. The data provided from the system will better allow us to assess and monitor our unduplicated students although it will benefit all. The Dashboard will allow for filtering based on high need student groups so that English learners, Foster Youth and low income students can be readily identified in terms of both need and targeted supports. This is funding for a two-year implementation along with some one-time professional development costs.</p>			<p>the district to monitor our unduplicated pupils closely and provide interventions and scaffolds in a timely manner.</p>	<p>instruction, and the resources to communicate to families.</p>		
4.19	<p>Classified Staff-Custodial Support Continue to fund additional night custodians beyond base needs to provide daily cleaning of classrooms. This allows for a safe and positive school environment when increasing the demands on existing custodial staff due to before and after school interventions, parent engagement activities, extended professional development, collaboration meetings, and other events funded by supplemental monies. This Action is principally directed at JPPs.</p>	Yes	Fully Implemented	<p>Additional night custodians continue to support school sites in the daily cleaning of classrooms. The addition of after school programs have changed the order and timing of when and how schools are cleaned. The additional support helps to make sure the facilities are kept as safe and positive environments.</p>		\$274,737.00	\$120,583

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.20	Attendance Monitoring Student absences will be monitored regularly and attendance letters sent out for students with signs of chronic absenteeism. The district will continue with the attendance incentive program to encourage sites to explore unique ways to promote attendance. The Director of Educational Services is also the Attendance Supervisor for the district and will continue to work through the SARB process with principals as needed. Attendance rates are monitored as well as the middle school drop out rate as indicators of overall student engagement.	No	Fully Implemented	Student absences are monitored regularly and attendance letters are sent out for students with signs of chronic absenteeism. The district will continue with the attendance incentive program to encourage sites to explore unique ways to promote attendance. The Director of Educational Services is also the Attendance Supervisor for the district and will continue to work through the SARB process with principals as needed. Attendance rates are monitored as well as the middle school drop out rate as indicators of overall student engagement.	District Attorney meetings sharing the legal responsibilities are used and attended by families who do not show progress after a School Attendance Review Team has put a contract in place that is not followed by the family.	\$12,000.00	\$8,972
4.21	Creative Response to Emotional and Educational Wellness The Creative Response to Emotional and Educational Wellness or C.R.E.W. has been an overwhelming success. During the pandemic, counseling and psych interns were able to check in and connect with students, provide social emotional lessons during class sessions, and support the overall mental health of students. This has continued during the 2021-22 school year. The counselor	Yes	Fully Implemented	CREW is now called the CARE program. CARE stands for Counseling and Resource Enhancement, and the CARE Team consists of 1 counselor, 4 full-time psychologists, 10 paid psych interns, 7 paid counseling interns, a program specialist, the Director of Special Ed, and an Intern Program Director. All unhouse		\$1,071,703.00	\$546,662

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>and interns monitor the social emotional needs of our UPPs along with a Program Specialist funded through the SELPA and four school psychologists to ensure that both counseling and psychological needs are being met. These services continue to be critical in meeting the social emotional needs of those students still experiencing the effects of trauma from the pandemic. Contacts with Foster Youth, ELs, and low income students (primarily Homeless) are documented weekly to ensure timely supports.</p> <p>In 2021-22, we added services through Care Solace, a third-party vendor who operates as a resource for connecting students, families, and staff with mental health resources. This includes finding the right support, navigating insurance, and checking in to determine if the issues are being addressed. We continue to hire counseling interns to expand support services to our students with only one counselor for the district. Having interns allows every site to provide much needed services. These services are in addition to the existing partnership with the Gary Center (no cost) and a partnership with Supervisor Hahn's Office for limited counseling support. This was a high priority in feedback on the LCAP, so we have increased the number of interns for the coming year with 5.5 counseling interns and six psych interns. The pay was also slightly increased to remain competitive in</p>			<p>students, foster youth, and English learners are regularly met with by team members. There have been 1,096 contacts as of December 2023.</p>			

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	attracting the best candidates. A consultant was also hired to oversee the program and provide ongoing support to the interns.						
4.22	<p>Nurse and LVNs Collaborate with key staff at the county child welfare agency, mental health agency, and other entities providing care and services to foster youth and other UPPs (partial funding for the District Nurse). Offsetting the cost for support to these students along with other local funds has allowed us to hire a nursing assistant who checks in with Foster Youth specifically each week. There is a focus on monitoring the specific needs of our low income families who may need assistance with no or low cost healthcare, screeners, immunizations, or other healthcare supports. An additional LVN position was created to support the district and adjustments were made to the Health Tech position for the 2022-23 school year. These will continue for 2023-2024.</p>	Yes	Fully Implemented	Nursing staff continues to check in with families to make sure specific needs of students - mostly SED, Foster Youth, and Homeless.	Annual report not available until May.	\$344,990.00	\$149,963

Goal 5

Goal Description

Enrichment and 21st Century Skill Development

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Completion of GATE Certification	Three staff members have currently completed GATE certification (meeting the requirements outlined by the OCC GATE consortium). There are an additional 30 plus teachers scheduled to be trained in the 2021-2022 school year.	An additional 64 staff members have completed GATE certification this year. There are 30 additional staff scheduled to be certified in the 2022-2023 school year. The 64 teachers who have completed GATE certification have a subscription to Byrdseed.com- a resource to help teachers incorporate GATE standards into their classrooms.	There are a total of 83 GATE certified teachers in our district. An additional 19 teachers completed GATE certification in Fall 2022. The 19 teachers who completed the Fall certification were given a Byrdseed.com subscription as a resource to help incorporate GATE standards into their daily lessons. There are 38 teachers scheduled to be certified in the 2023-2024 school year.	There are a total of 95 GATE certified teachers in our district (73%). An additional 18 teachers are currently in Cohort 8. Cohort 8 will complete their certification on February 23, 2024.	All teachers within the district will be GATE certified.
GATE Assessments and Local Norms	We are in the process of purchasing assessments and developing local norms.	The CogAT was chosen to be the assessment to use as the Universal Screener. This assessment was purchased and second-grade teachers were trained to proctor within the classroom. The CogAT was given to all second-grade students throughout the district in the Spring of 2022 with the exception of students whose families decided to opt out of any GATE identification. A team of teachers and staff is being developed in order to develop more specific local norms as the identification process continues. An additional assessment for creativity is	Spring 2023 the CogAT was given to all second grade students throughout the district. Fourth grade teachers were trained to proctor the CogAT within the classroom. Fourth grade students throughout the district were given the CogAT for the first time in Spring 2023. Two measures were added this year for GATE identification, the test of creativity and teacher recommendation. A team of teachers and staff was created to review multiple measures and assist in the identification process. A final list of approximately 16 - 20 GATE identified	The CogAT testing dates are January 22 - February 9, 2024. All second and fourth grade students will be taking the Cognitive Abilities Test along with the Test of Creativity. A team of teachers and staff will be created to review multiple measures and assist in the identification process. A final list of approximately 16 - 20 GATE identified students for each school (per grade), based on local norms, the test of creativity, and teacher recommendations will be completed by April 2024.	Appropriate staff will be trained on administering assessments and evaluating criteria for GATE identification using local norms.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
TOSA Calendar	Supports in the 2020-2021 school year focused on the elements necessary for distance learning with a heavy emphasis on technology support, software resources, and blended learning models. With the first GATE training this summer, the TOSA will be able to schedule time to support teachers with implementation of strategies within the classroom in the 2021-2022 school year.	During the 2021-2022 school year, TOSA support transitioned back to in-person support. TOSAs were able to schedule time with teachers, students, and parents with an emphasis on early literacy, STEAM integration, technology support, and software resources following hybrid learning. GATE training has continued with in class support offered and executed. The implementation of ViewSonic Boards within classrooms began with district-wide training followed by individual follow through training.	Our TOSA support was reconfigured during the 2022-2023 school year, allowing for a deeper focus on our GATE identification and implementation. TOSAs were able to assist teachers with the implementation of GATE strategies within their curriculum. The identification process was built upon and now includes screening in second and fourth grade. Building upon enrichment activities for students, the TOSAs have continued to support 21st-century skill development through various STEAM activities both during and after school.	TOSAs continue to support both GATE and STEAM on a regular basis as reflected on their calendars with time spent in classrooms and in training. Involvement with OCC Gate and the OCDE Science Network provide TOSAs with additional support outside of the district to better support teachers in the classroom.	The TOSA's calendar will reflect in-class support of teachers in implementing strategies, facilitation of the identification process with the GATE Advisory Committee, and equal time developing and supporting the STEAM program.
STEAM lab purchases and activity logs Professional Development records	3 of the 5 elementary sites have access to a STEAM lab with varying levels of usage that is not really tracked to determine equal access from all students.	All 5 elementary school STEAM labs are now outfitted with furniture and supplies to provide a positive and enriching environment for students to participate in STEAM activities. A sign-up sheet is in process of development for sites to use during the 2022-2023 school year.	STEAM labs have received matching equipment and furnishing, and setup has been completed at all sites. Principals have been able to schedule time with TOSAs for training with desired pieces of equipment focused on building the capacity of their staff in connection with STEAM and its	Each site has a STEAM lab with available resources. TOSAs have had additional professional development with a science consultant from OCDE to support teachers in increasing access to labs and STEAM related activities in the classroom.	All sites will have a STEAM lab built out with resources on hand for STEAM activities. Teachers will have toured the labs and received professional development on how to integrate the lab into their core curriculum.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
STEAM Participation- Students have multiple opportunities to participate in STEAM activities: Within their classrooms, Computer Science club, AP Computer Science and/or Robotics during the school day and as part of after school enrichment.	Activity logs for the elementary STEAM labs reflect some teacher participation in bringing students to the lab for activities (about 20%). Sign in sheets/Attendance show 300 students participated in the Computer Science club, AP Computer Science, and/or Robotics during the 20/21 year.	Now that students are back on campus full time, school sites have resumed the in-person coding and robotics clubs after school or on Saturdays. With the furniture and materials added to STEAM labs, participation in bringing students to the STEAM labs for activities has increased to 30%.	With the addition of our extended school day, our participation in coding and robotics activities has continued to grow. STEAM labs have seen continued use throughout the school day, and students have had the opportunity to utilize newer technology introduced at the beginning of the school year, increasing their participation.	The number of students involved in after school programs has increased to approximately 700 students, which includes opportunities for enrichment and STEAM activities. The use of STEAM labs varies from site to site, TOSAs are providing additional support to integrate STEAM into the day more frequently for all sites.	Activity logs will reflect all students having multiple opportunities to access the lab and participate in enrichment activities during the school day in addition to after school enrichment opportunities. Participation in Computer Science club, AP Computer Science and/or Robotics will increase by 5%.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
5.1	Professional Development-GATE Certification Training teachers in depth and complexity to support critical thinking and high levels of rigor in the classroom benefits all students. As a small district with typically two teachers at a grade level per site, it is important to train all teachers. This ensures that all students will have access to a highly qualified teacher who understands the unique needs of gifted and talented learners and can differentiate instruction accordingly. A portion of the Teacher on Special Assignment who will coordinate trainings and provide coaching support to teachers around implementation of strategies is included here along	No	Fully Implemented	Nearly all teachers completed the GATE certification and are implementing the use of depth and complexity in their daily instruction. This has provided our students with access to a highly qualified teacher who really understands the unique needs of all learners.	Trainings are coordinated by the district's Teacher on Special Assignment who also provides support in the classroom.	\$108,000.00	\$4,628

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	with the costs for training and resources.						
5.2	GATE Identification The primary goal of developing comprehensive identification criteria is to ensure that typically under-represented student groups (including English learners, low income, and Foster Youth) are afforded access to GATE services. Measures of leadership and creativity along with a non-verbal assessment will be included along with more traditional measures. Training all teachers in the characteristics of gifted and talented students is to ensure teachers are not just identifying students who are doing well in school. The Universal Screener was administered to all 2nd graders this year, and the data is being evaluated to determine further assessments as part of the multiple measures.	Yes	Fully Implemented	Second grade student go through the identification process for GATE. The comprehensive identification criteria has supported identification of all subgroups, including a non verbal component for our English Learners. Teachers have been trained to identify the characteristics of gifted students to make sure that all students are given the opportunity to do well in school and have access to enrichment.	Fourth grade students have been added to the identification process. The window for administering the Universal Screener is currently open for both grade levels.	\$55,718.00	\$22,054
5.3	STEAM Enrichment Continue to expand access to STEAM programs at the elementary level above offerings within the classroom as part of traditional science. This becomes increasingly important as we develop College and Career Pathways for our elementary sites to feed into	No	Fully Implemented	STEAM programs and labs have been used as an integrated tool with the new science adoption and as a place for other activities connected to curriculum. This supports the development of College and Career	Our TOSAs provide support and training on how to connect these labs with curriculum. They support and train teachers using	\$58,883.00	\$16,925

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>Rancho Starbuck programs such as the AP Computer Science course or the Conservatory of the Fine Arts (CoFA). This is especially true for our unduplicated pupils who lack access to technology and STEAM experiences outside of the school system. In evaluating STEAM labs at each of the sites, there are some costs for resources such as equipment and tables at a few sites with some additional costs for materials at all sites. This also includes an ongoing partnership with Fullerton Joint Union High School District to develop pathways that feed into high school programs. Included here is a portion of the cost for the Teacher on Special Assignment who is developing the STEAM program along with overseeing GATE. Many of the new offerings through the Expanded Learning Opportunities funding will support STEAM enrichment: coding, robotics and art for example.</p>			<p>Pathways for our elementary sites to feed into Rancho Starbuck programs such as the AP Computer Science course or the Conservatory of the Fine Arts (CoFA). This has been shown to be especially true for our unduplicated pupils who lack access to technology and STEAM experiences outside of the school system.</p>	<p>Virtual Reality and robotics as example.</p>		
5.4	<p>Technology Integration-21st Century Skills Continue to fund a Teacher on Special Assignment (TOSA) to assist staff in the integration of technology with the content standards to provide access to specialized support programs and resources for differentiating instruction for UPPs. The TOSA also provides support for illuminate and training teachers on reports for</p>	Yes	Fully Implemented	<p>The Teacher on Special Assignment (TOSA) assists staff in the integration of technology with the content standards to provide access to specialized support programs and resources for differentiating instruction for UPPs. The TOSA has also provided support for</p>	<p>There is a stipend for work outside contracted days so analyzing the years progress and planning for the next year can be done.</p>	\$268,085.00	\$76,462

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>data analysis to monitor progress for English learners, students from low income families, and Foster Youth. This often means supporting parents of these students as well who need training in navigating digital resources for use in the home. With the completion of the Chromebook initiative, we are developing training for interactive displays that will allow for more student interaction to support the use of visuals as well as anchoring academic vocabulary within the room through the use of sentence stems, concept maps, and Thinking Maps for example in support of our English learners. Includes stipend for work outside contracted days.</p>			<p>Illuminate and training teachers on reports for data analysis to monitor progress for English learners, students from low income families, and Foster Youth. The district is developing training for interactive displays that will allow for more student interaction to support the use of visuals as well as anchoring academic vocabulary within the room through the use of sentence stems, concept maps, and Thinking Maps, for example, in support of our English learners. The TOSA works to support these initiatives.</p>			

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 02/05/2024

FROM 12/01/2023 TO 12/31/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
P99ER012	AMERICAN EXPRESS	263.94	263.94	1313-5310-0-4300-0000-3700-311-00000000	Materials and Supplies
T99B0013	ELITE MODULAR LEASING & SALES	82,600.00	82,600.00	2121-0000-0-5620-0000-8100-115-00000000	Lease/Portables
T99B0014	A-TECH CONSULTING INC	53,441.00	53,441.00	2121-0000-0-6282-0000-8500-011-00000000	Consultant/Contractor
T99F0071	EAST WHITTIER GLASS & MIRROR	330.00	330.00	0101-0000-0-5630-0000-8110-012-00000000	Repairs or Maintenance
T99F0073	BRUCE CAMPBELL SAND & GRAVEL	584.33	584.33	0101-0000-0-5630-0000-8111-008-00000000	Repairs or Maintenance
T99F0074	COASTLINE TERMITE & PEST CONTR	695.00	695.00	0101-0000-0-5570-0000-8111-008-00000105	Pest Control
T99F0075	GOODMAN TREE SERVICE	2,400.00	2,400.00	0101-0000-0-5630-0000-8111-008-00000000	Repairs or Maintenance
T99F0076	BACKFLOW TESTING SERVICE	1,715.00	260.00	0101-0000-0-5630-0000-8110-004-00000000	Repairs or Maintenance
			65.00	0101-0000-0-5630-0000-8110-006-00000000	Repairs or Maintenance
			260.00	0101-0000-0-5630-0000-8110-008-00000000	Repairs or Maintenance
			260.00	0101-0000-0-5630-0000-8110-009-00000000	Repairs or Maintenance
			675.00	0101-0000-0-5630-0000-8110-012-00000000	Repairs or Maintenance
			130.00	0101-0000-0-5630-0000-8110-015-00000000	Repairs or Maintenance
			65.00	0101-0000-0-5630-0000-8110-025-00000000	Repairs or Maintenance
T99F0078	ONE STOP CELLULAR	43.29	43.29	0101-0000-0-5630-0000-8111-025-00000000	Repairs or Maintenance
T99F0079	GLASBY MAINTENANCE SUPPLY	2,934.74	2,934.74	0101-0000-0-4300-0000-8110-015-00000000	Materials and Supplies
T99F0080	HOME DEPOT CREDIT SERVICES	1,114.59	1,114.59	0101-0000-0-4300-0000-8110-006-00000000	Materials and Supplies
T99F0081	OPTIONS FOR LEARNING	1.00	1.00	2525-0000-0-6200-0000-8100-015-00000000	Bldg & Improvement of Bldg
T99F0082	F.M. THOMAS AIR CONDITIONING	2,022.57	2,022.57	0101-0000-0-5630-0000-8110-025-00000000	Repairs or Maintenance
T99F0083	F.M. THOMAS AIR CONDITIONING	365.00	365.00	0101-0000-0-5630-0000-8110-009-00000000	Repairs or Maintenance
T99F0084	SENTRY SIGNS & PRINTING	170.89	170.89	0101-0000-0-5630-0000-8110-008-00000000	Repairs or Maintenance
T99F0085	ICS SERVICE COMPANY	506.92	506.92	0101-0000-0-5630-0000-8110-009-00000000	Repairs or Maintenance
T99F0086	THE HOME DEPOT PRO INSTITUTION	744.32	744.32	0101-0000-0-4300-0000-8110-008-00000000	Materials and Supplies
T99F0087	PREFERRED CONSTRUCTION SERVICE	13,200.00	10,450.00	0101-0000-0-6282-0000-8500-008-00000000	Consultant/Contractor

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 02/05/2024

FROM 12/01/2023 TO 12/31/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
T99F0087	*** CONTINUED ***				
T99F0088	PQ BIDS INC.	15,000.00	2,750.00	0101-0000-0-6282-0000-8500-004-00000000	Consultant/Contractor
T99F0089	GOODMAN TREE SERVICE	3,800.00	15,000.00	0101-0000-0-5880-0000-8500-012-00000000	Other Charges/Fees
T99M0263	AMERICAN EXPRESS	352.80	3,800.00	0101-0000-0-5630-0000-8111-006-00000000	Repairs or Maintenance
T99M0264	AMERICAN EXPRESS	1,102.50	352.80	0101-9564-0-4300-5760-1110-006-00000000	Materials and Supplies
T99M0265	AMERICAN EXPRESS	4,815.72	1,102.50	0101-9564-0-5200-5001-1195-412-00000000	Travel and Conferences
T99M0266	AMERICAN EXPRESS	277.43	4,815.72	0101-6266-0-5800-1110-1080-612-00000000	Prof/ConsultingServ&Oper Exp
T99M0267	AMERICAN EXPRESS	567.22	277.43	0101-6266-0-4300-0000-2150-612-00000000	Materials and Supplies
T99M0270	AMERICAN EXPRESS	700.09	567.22	0101-0058-0-4300-1110-1000-008-00000108	Materials and Supplies
T99M0271	AMERICAN EXPRESS	77.99	700.09	0101-6762-0-4300-1751-1000-612-00000000	Materials and Supplies
T99M0272	AMERICAN EXPRESS	35.04	77.99	0101-0059-0-4300-1110-1000-009-00000108	Materials and Supplies
T99M0273	AMERICAN EXPRESS	115.75	35.04	0101-9564-0-4300-5760-3145-412-00000000	Materials and Supplies
T99M0274	AMERICAN EXPRESS	222.32	115.75	0101-9564-0-4300-5001-1195-412-00000000	Materials and Supplies
T99M0275	AMERICAN EXPRESS	66.15	222.32	1212-0000-0-4300-0001-1002-620-00000204	Materials and Supplies
T99M0276	AMERICAN EXPRESS	21.79	66.15	0101-6503-0-4300-5760-1110-012-00000000	Materials and Supplies
T99M0277	AMERICAN EXPRESS	43.11	21.79	0101-6500-0-4300-5760-1190-012-00000000	Materials and Supplies
T99M0278	AMERICAN EXPRESS	240.00	43.11	0101-0098-0-4300-1110-1000-008-00000108	Materials and Supplies
T99R0310	BEHAVIOR AND EDUCATION INC	2,160.00	240.00	0101-9564-0-5200-5001-1195-412-00000000	Travel and Conferences
T99R0311	J&C BOOKS LLC	436.59	2,160.00	0101-6500-0-5800-5760-1110-012-00000000	Prof/ConsultingServ&Oper Exp
T99R0312	AMERICAN EXPRESS	231.14	436.59	0101-6300-0-4130-1110-1000-012-00000106	Textbooks
T99R0313	DEAD AND BURIED INC.	845.55	231.14	0101-0000-0-4300-0000-2100-012-00000000	Materials and Supplies
T99R0314	RMH DANCE & PRODUCTIONS	600.00	845.55	0101-0056-0-4300-1110-1000-006-00000000	Materials and Supplies
			600.00	0101-0058-0-5610-0000-2700-008-00000108	Rentals & Leases

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 02/05/2024

FROM 12/01/2023 TO 12/31/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
T99R0315	AMERICAN EXPRESS	89.67	89.67	0101-0511-0-4300-1110-1030-011-00000108	Materials and Supplies
T99R0316	SCIENCE ON THE GO	500.00	500.00	0101-3010-0-5800-1110-1000-001-00020004	Prof/ConsultingServ&Oper Exp
T99R0317	EAST WHITTIER GLASS & MIRROR	988.00	988.00	0101-0000-0-4300-0000-7100-112-00000000	Materials and Supplies
T99R0318	LA HABRA CITY SCHOOL DISTRICT	318.75	318.75	0101-0511-0-4300-1110-1030-011-00000108	Materials and Supplies
T99R0319	DATA MAKES THE DIFFERENCE LLC	169.99	169.99	0101-6500-0-5810-5760-1110-008-00000000	Licenses/Technology
T99R0320	NCS PEARSON INC.	2,620.96	300.43 2,320.53	0101-9564-0-4300-5760-1190-412-00000000 0101-9564-0-4300-5760-3120-412-00000000	Materials and Supplies Materials and Supplies
T99R0321	LA HABRA ROTARY CLUB	295.00	295.00	0101-0000-0-5300-0000-7100-012-00000000	Dues and Memberships
T99R0322	COYOTE FFA ALUMNI & SUPPORTERS	140.00	140.00	0101-0000-0-4300-0000-7100-112-00000000	Materials and Supplies
T99R0323	RMH DANCE & PRODUCTIONS	525.00	525.00	0101-0094-0-4300-1110-1000-004-00000000	Materials and Supplies
T99R0324	NCS PEARSON INC.	55.13	55.13	0101-9564-0-4300-5760-3120-412-00000000	Materials and Supplies
T99R0325	NCS PEARSON INC.	1,212.75	1,212.75	0101-9564-0-4300-5760-3120-412-00000000	Materials and Supplies
T99R0326	JONATHAN S. MONAT P.H.D	3,000.00	3,000.00	0101-0000-0-5820-0000-7110-012-00000000	Legal, Audit, & Election Costs
T99R0327	MELARAGNO, ALBERT	192.94	192.94	0101-6500-0-5800-5760-1110-412-00000000	Prof/ConsultingServ&Oper Exp
T99S0010	BEHAVIOR AND EDUCATION INC	100,000.00	100,000.00	0101-6502-0-5100-5760-1180-012-00000000	Subagreement for Serv
T99X0017	SOUTHWEST SCHOOL SUPPLY	18,843.94	10,087.88 8,756.06	0101-0058-0-4300-0000-2700-008-00000108 0101-0058-0-4300-1110-1000-008-00000108	Materials and Supplies Materials and Supplies
	Fund 01 Total:	187,267.65			
	Fund 12 Total:	222.32			
	Fund 13 Total:	263.94			
	Fund 21 Total:	136,041.00			
	Fund 25 Total:	1.00			
	Total Amount of Purchase Orders:	323,795.91			

LOWELL JOINT SD
Consolidated Check Register
 from 12/1/2023 to 12/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00004704	V9900009	AERIES SOFTWARE	CONF-23794	OH	12/01/2023		MW	IS	199.00
99 00004705	U9900001	CITY OF LA HABRA WATER DEPARTM	101111223	OH	12/01/2023		MW	IS	3,258.92
99 00004706	U9900002	FRONTIER	1110120923	OH	12/01/2023		MW	IS	32.55
99 00004707	U9900003	MCI A VERIZON COMPANY	409108526	OH	12/01/2023		MW	IS	11.15
99 00004708	U9900004	SOUTHERN CALIFORNIA EDISON	1019111923	OH	12/01/2023		MW	IS	5,659.00
99 00004709	U9900005	SOUTHERN CALIFORNIA GAS CO	1019112023	OH	12/01/2023		MW	IS	890.14
99 00004710	U9900008	T-MOBILE	1021112023	OH	12/01/2023		MW	IS	164.92
99 00004711	V9903434	LITERACY RESOURCES LLC	623297	OH	12/01/2023		MW	IS	874.80
99 00004712	V9903521	YMCA OF ORANGE COUNTY	OCT23ELOPPGRM	OH	12/01/2023		MW	IS	57,154.66
99 00004713	N9900007	GOLD STAR FOODS	OCT2023	OH	12/01/2023		MW	IS	48,310.80
99 00004714	N9900013	SOUTHERN CALIFORNIA PIZZA	OCT2023	OH	12/01/2023		MW	IS	11,525.80
99 00004715	R9900016	ANDREA DESMOND	DEC 2023	OH	12/04/2023		MW	IS	603.64
99 00004716	F9900011	BEST LAWNMOWER INC.	109487	OH	12/04/2023		MW	IS	282.45
99 00004717	R9900001	BRENT ALLSMAN	DEC 2023	OH	12/04/2023		MW	IS	603.64
99 00004718	V9900028	BUENA PARK PLAQUE & TROPHY	29304	OH	12/04/2023		MW	IS	176.71
99 00004719	V9903553	CA DEPARTMENT OF JUSTICE	693307-OCT	OH	12/04/2023		MW	IS	224.00
99 00004720	R9903247	CAROLYN KANE	DEC 2023	OH	12/04/2023		MW	IS	1,358.28
99 00004721	R9900019	DEBORAH NEEDHAM	DEC 2023	OH	12/04/2023		MW	IS	603.64
99 00004722	R9900014	EDDY VEGA	DEC 2023	OH	12/04/2023		MW	IS	603.64
99 00004723	R9900007	GAYLE ROGERS	DEC 2023	OH	12/04/2023		MW	IS	269.02
99 00004724	R9900018	GRACIA HAWORTH	DEC 2023	OH	12/04/2023		MW	IS	1,358.28
99 00004725	F9900039	IMPERIAL SPRINKLER SUPPLY	0013065418-001	OH	12/04/2023		MW	IS	2,281.54
99 00004726	R9900015	KATHRYN ALLSMAN	DEC 2023	OH	12/04/2023		MW	IS	603.64
99 00004727	R9900013	MARGARET DUMADAG	DEC 2023	OH	12/04/2023		MW	IS	603.64
99 00004728	F9900052	PDQ EQUIPMENT RENTAL	809541	OH	12/04/2023		MW	IS	110.20
99 00004729	R9900010	PENNY MAYERCHECK	DEC 2023	OH	12/04/2023		MW	IS	1,358.28
99 00004730	F9900053	PEST OPTION INC.	437900	OH	12/04/2023		MW	IS	962.06
99 00004731	F9900054	PLUMBING WHOLESAL OUTLET	S100722576-001	OH	12/04/2023		MW	IS	5,584.90
99 00004732	R9900017	REBECCA SMITH	DEC 2023	OH	12/04/2023		MW	IS	603.64
99 00004733	R9900011	RONALD RANDOLPH	DEC 2023	OH	12/04/2023		MW	IS	689.04
99 00004734	I9900011	TRINIDAD, GINA	11062023	OH	12/04/2023		MW	IS	175.17
99 00004735	U9900009	VERIZON WIRELESS-LA	9949455141	OH	12/04/2023		MW	IS	612.63
99 00004736	U9900010	WARE DISPOSAL	1375685	OH	12/04/2023		MW	IS	4,314.07
99 00004737	V9900009	AERIES SOFTWARE	CONF-23791	OH	12/05/2023		MW	IS	199.00

LOWELL JOINT SD
Consolidated Check Register
 from 12/1/2023 to 12/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00004738	V9900036	CDW GOVERNMENT INC.	OH	12/05/2023		MW	IS	427.76
99	00004739	V9903531	DAVIS, SUMMER	OH	12/05/2023		MW	IS	1,512.00
99	00004740	V9903362	DELL MARKETING L.P.	OH	12/05/2023		MW	IS	781.33
99	00004741	V9903702	TWAMLEY, SHANE	OH	12/05/2023		MW	IS	15,500.00
99	00004742	I9900006	DEBRA AMOS dba FEEDING DREAMS	OH	12/05/2023		MW	IS	1,350.00
99	00004743	V9903697	ALAN HAN	OH	12/07/2023		MW	IS	500.00
99	00004744	V9903421	ARAIZA, ISABEL	OH	12/07/2023		MW	IS	500.00
99	00004745	V9900053	DATA IMPRESSIONS	OH	12/07/2023		MW	IS	425.17
99	00004746	V9903362	DELL MARKETING L.P.	OH	12/07/2023		MW	IS	780.79
99	00004747	V9900076	FULLERTON JOINT UNION HS DIST	OH	12/07/2023		MW	IS	3,233.51
99	00004748	V9900077	FULLERTON SCHOOL DISTRICT	OH	12/07/2023		MW	IS	1,877.00
99	00004749	V9903376	GoTo Communications Inc.	OH	12/07/2023		MW	IS	4,810.85
99	00004750	V9900088	IMPERIAL BAND INSTRUMENTS	OH	12/07/2023		MW	IS	1,308.01
99	00004751	V9903279	LOPEZ, ALEJANDRO	OH	12/07/2023		MW	IS	500.00
99	00004752	I9900010	MIARES, EDWARD	OH	12/07/2023		MW	IS	1,000.00
99	00004753	V9903628	RONICA DIXON	OH	12/07/2023		MW	IS	172.44
99	00004754	F9900013	BRUCE CAMPBELL SAND & GRAVEL	OH	12/08/2023		MW	IS	584.33
99	00004755	F9900027	EAST WHITTIER GLASS & MIRROR	OH	12/08/2023		MW	IS	330.00
99	00004756	V9903434	LITERACY RESOURCES LLC	OH	12/08/2023		MW	IS	704.16
99	00004757	V9900134	OCDE	OH	12/08/2023		MW	IS	277.21
99	00004758	F9900054	PLUMBING WHOLESAL OUTLET	OH	12/08/2023		MW	IS	135.72
99	00004759	V9903657	REFRIGERATION SUPPLIES DISTRIB	OH	12/08/2023		MW	IS	431.00
99	00004760	V9900172	SCHOOL SERVICES OF CALIFORNIA	OH	12/08/2023		MW	IS	375.00
99	00004761	U9900004	SOUTHERN CALIFORNIA EDISON	OH	12/08/2023		MW	IS	4,314.82
99	00004762	U9900006	SUBURBAN WATER SYSTEMS	OH	12/08/2023		MW	IS	10,591.29
99	00004763	V9903493	VERNES PLUMBING	OH	12/08/2023		MW	IS	475.00
99	00004764	V9903703	Yi Liu	OH	12/08/2023		MW	IS	288.00
99	00004765	V9900015	APPLE INC.	OH	12/11/2023		MW	IS	931.90
99	00004766	V9900024	BEARCOM	OH	12/11/2023		MW	IS	264.09
99	00004767	S9990001	BEHAVIOR AND EDUCATION INC	OH	12/11/2023		MW	IS	2,160.00
99	00004768	V9903347	BREAKOUT INC.	OH	12/11/2023		MW	IS	99.00
99	00004769	V9903582	FACILITRON INC	OH	12/11/2023		MW	IS	1,328.94
99	00004770	S9990002	GALLAGHER PEDIATRIC THERAP	OH	12/11/2023		MW	IS	2,093.71
99	00004771	V9903266	SPIRIT HERO	OH	12/11/2023		MW	IS	493.92

LOWELL JOINT SD
Consolidated Check Register
 from 12/1/2023 to 12/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00004772	U9900010	WARE DISPOSAL	1356513	OH	12/11/2023		MW	IS	3,986.93
99 00004773	V9900013	AMERICAN EXPRESS	WW2784583	OH	12/13/2023		MW	IS	8,300.75
99 00004774	V9900013	AMERICAN EXPRESS	80132350213	OH	12/13/2023		MW	IS	110.00
99 00004775	E9900004	ALAN MAO	10032023	OH	12/14/2023		MW	IS	29.46
99 00004776	E9900034	CARIN CHRISTERSON	11162023	OH	12/14/2023		MW	IS	78.00
99 00004777	V99003316	NAPA AUTO PARTS	446543	OH	12/14/2023		MW	IS	67.16
99 00004778	E9900256	OWEN FISCUS	MILEAGE-NOV23	OH	12/14/2023		MW	IS	49.09
99 00004779	F9900052	PDQ EQUIPMENT RENTAL	811658	OH	12/14/2023		MW	IS	1,125.73
99 00004780	U9900004	SOUTHERN CALIFORNIA EDISON	1102120423	OH	12/14/2023		MW	IS	10,660.73
99 00004781	U9900005	SOUTHERN CALIFORNIA GAS CO	1026112823	OH	12/14/2023		MW	IS	285.09
99 00004782	V9900180	SPARKLETT'S	15734879 111923	OH	12/14/2023		MW	IS	221.32
99 00004783	U9900006	SUBURBAN WATER SYSTEMS	181003799871	OH	12/14/2023		MW	IS	6,809.32
99 00004784	F9900008	BACKFLOW TESTING SERVICE	13530	OH	12/15/2023		MW	IS	1,715.00
99 00004785	F9900014	BUG FLIP	69261	OH	12/15/2023		MW	IS	225.00
99 00004786	I9900020	CAMILLE VARGAS	C.VARGAS NOV	OH	12/15/2023		MW	IS	45.00
99 00004787	F9900015	CANNINGS HARDWARE LA HABRA	497892	OH	12/15/2023		MW	IS	334.32
99 00004788	F9900019	CITY OF LA HABRA	LH-23-545AR	OH	12/15/2023		MW	IS	1,560.17
99 00004789	V9903605	COASTLINE TERMITE & PEST CONTR	29667	OH	12/15/2023		MW	IS	695.00
99 00004790	V9903547	CRISIS PREVENTION INSTITUTE	NAIN-036995	OH	12/15/2023		MW	IS	200.00
99 00004791	V9900056	DELTA DENTAL OF CALIFORNIA	BE005824757DEC2	OH	12/15/2023		MW	IS	2,506.18
99 00004792	V9903673	GOODMAN TREE SERVICE	12052023	OH	12/15/2023		MW	IS	2,400.00
99 00004793	F9900035	HOME DEPOT CREDIT SERVICES	778951798	OH	12/15/2023		MW	IS	1,114.59
99 00004794	F9900038	ICS SERVICE COMPANY	38270	OH	12/15/2023		MW	IS	2,588.62
99 00004795	F9900040	JAMES HARDWARE COMPANY	2311073202	OH	12/15/2023		MW	IS	113.56
99 00004796	I9903532	LOGAN, BRENNEN	B.LOGAN NOV 23	OH	12/15/2023		MW	IS	123.75
99 00004797	V9903540	ONE STOP CELLULAR	2111	OH	12/15/2023		MW	IS	43.29
99 00004798	V9900161	RMH DANCE & PRODUCTIONS	120523	OH	12/15/2023		MW	IS	600.00
99 00004799	V9903704	SCIENCE ON THE GO	784	OH	12/15/2023		MW	IS	500.00
99 00004800	F9900057	SOUTHEAST CONSTRUCTION PRODUCT	2311-017472	OH	12/15/2023		MW	IS	279.48
99 00004801	U9900004	SOUTHERN CALIFORNIA EDISON	1107120723	OH	12/15/2023		MW	IS	2,956.56
99 00004802	I9900020	CAMILLE VARGAS	C.VARGAS NOV	OH	12/15/2023		MW	IS	5.00
99 00004803	V9903531	DAVIS, SUMMER	S.DAVIS NOV 2023	OH	12/15/2023		MW	IS	501.55
99 00004804	I9903532	LOGAN, BRENNEN	B.LOGAN NOV 23	OH	12/15/2023		MW	IS	13.75
99 00004805	F9900019	CITY OF LA HABRA	LH-23-545AR	OH	12/15/2023		MW	IS	85.80

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00004806	ELITE AIR CONDITIONING INC	9597	OH	12/15/2023		MW	IS	31,300.00
99	00004807	GHATAODE BANNON ARCHITECTS	5619	OH	12/15/2023		MW	IS	53,240.60
99	00004808	HAUFFE COMPANY	489	OH	12/15/2023		MW	IS	19,712.00
99	00004809	HAULAWAY STORAGE CONTAINERS	002163337	OH	12/15/2023		MW	IS	582.40
99	00004810	RMA GROUP	88387	OH	12/15/2023		MW	IS	4,291.25
99	00004811	ALISON GARDNER	STAPLES812023	OH	12/18/2023		MW	IS	27.05
99	00004812	RHONDA OVERBY	THNGCOLLB924	OH	12/18/2023		MW	IS	135.71
99	00004813	VOID.CONTI	VOID - Continued Stub	OH	12/18/2023		VM	VD	0.00
99	00004814	THE HOME DEPOT PRO INSTITUTION	776810046	OH	12/18/2023		MW	IS	4,031.65
99	00004815	ALISON GARDNER	12112023	OH	12/19/2023		MW	IS	149.49
99	00004816	ALLIANCE OF SCHOOLS FOR COOPER	6896WC	OH	12/19/2023		MW	IS	107,428.00
99	00004817	CALIFORNIA IT IN EDUCATION	0003-0768-5437	OH	12/19/2023		MW	IS	120.00
99	00004818	CAMERON MILLER	12062023	OH	12/19/2023		MW	IS	288.97
99	00004819	DANIELS TIRE SERVICE INC.	140112140	OH	12/19/2023		MW	IS	372.81
99	00004820	DFA-ACTUARIES LLC	202311171346	OH	12/19/2023		MW	IS	500.00
99	00004821	Dominguez, Martin	12112023	OH	12/19/2023		MW	IS	276.74
99	00004822	F.M. THOMAS AIR CONDITIONING	46062	OH	12/19/2023		MW	IS	2,387.57
99	00004823	GLASBY MAINTENANCE SUPPLY	338403	OH	12/19/2023		MW	IS	12,202.84
99	00004824	GOPHER	IN330313	OH	12/19/2023		MW	IS	291.01
99	00004825	iPRINT TECHNOLOGIES	1089129	OH	12/19/2023		MW	IS	81.60
99	00004826	JULIE MAYHEW	12122023	OH	12/19/2023		MW	IS	42.67
99	00004827	LA HABRA CITY SCHOOL DISTRICT	LJSD-2311	OH	12/19/2023		MW	IS	318.75
99	00004828	PDQ EQUIPMENT RENTAL	810193	OH	12/19/2023		MW	IS	1,528.88
99	00004829	SCHOOL SERVICES OF CALIFORNIA	0140112-IN	OH	12/19/2023		MW	IS	375.00
99	00004830	SENTRY SIGNS & PRINTING	4787	OH	12/19/2023		MW	IS	170.89
99	00004831	SOUTHERN CALIFORNIA NEWS GROUP	0000577816	OH	12/19/2023		MW	IS	418.37
99	00004832	VOID.CONTI	VOID - Continued Stub	OH	12/19/2023		VM	VD	0.00
99	00004833	SOUTHWEST SCHOOL SUPPLY	6000226135	OH	12/19/2023		MW	IS	5,477.16
99	00004834	UNUM LIFE INSURANCE COMPANY	010103312024	OH	12/19/2023		MW	IS	539.52
99	00004835	WHITNEY TAKACS	12112023	OH	12/19/2023		MW	IS	93.83
99	00004836	BUG FLIP	NOV2023	OH	12/19/2023		MW	IS	180.00
99	00004837	Continental Sales	NOV2023	OH	12/19/2023		MW	IS	3,795.05
99	00004838	GOLD STAR FOODS	NOV2023	OH	12/19/2023		MW	IS	28,069.67
99	00004839	KWIPPED INC	R3886-P19580	OH	12/19/2023		MW	IS	3,081.49

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99	00004840	LADY BUGS ENVIRONMENTAL TERMIT	151983	OH	12/19/2023		MW	IS	55.00
99	00004841	P & R PAPER SUPPLY COMPANY	NOV2023	OH	12/19/2023		MW	IS	4,642.86
99	00004842	SOUTHERN CALIFORNIA PIZZA	NOV2023	OH	12/19/2023		MW	IS	9,572.85
99	00004843	SUBWAY	NOV2023	OH	12/19/2023		MW	IS	3,412.50
99	00004844	APPLIED BEST PRACTICES	28891	OH	12/19/2023		MW	IS	647.00
99	00004845	ELITE MODULAR LEASING & SALES	9019301164	OH	12/19/2023		MW	IS	234,929.46
99	00004846	ERICKSON-HALL CONSTRUCTION	PAY_APP #5	OH	12/19/2023		MW	IS	1,253,864.15
99	00004847	HAUFFE COMPANY	493	OH	12/19/2023		MW	IS	17,920.00
99	00004848	OPTIONS FOR LEARNING	9751S430	OH	12/19/2023		MW	IS	1.00
99	00004849	Granite Telecommunications LLC	627277811	OH	12/20/2023		MW	IS	3,196.15
99	00004850	ICS SERVICE COMPANY	37837	OH	12/20/2023		MW	IS	506.93
99	00004851	VOID CONTIVoid - Continued Stub	CONTINUE	OH	12/20/2023		VM	VD	0.00
99	00004852	SOUTHWEST SCHOOL SUPPLY	6000219774	OH	12/20/2023		MW	IS	3,139.44
99	00004853	THE HOME DEPOT PRO INSTITUTION	774159198	OH	12/20/2023		MW	IS	744.32
99	00004854	ALAN HAN	12142023	OH	12/21/2023		MW	IS	500.00
99	00004855	ARAIZA, ISABEL	12152023	OH	12/21/2023		MW	IS	500.00
99	00004856	LOPEZ, ALEJANDRO	12142023	OH	12/21/2023		MW	IS	500.00
99	00004857	LOWES	990563-MBNKFA	OH	12/21/2023		MW	IS	9.83
99	00004858	MIJARES, EDWARD	12142023	OH	12/21/2023		MW	IS	1,000.00
99	00004859	NIGRO & NIGRO	19153	OH	12/22/2023		MW	IS	20,100.00
99	00004860	ARAMARK	25736766	OH	12/27/2023		MW	IS	50.68
99	00004861	ATKINSON ANDELSON LOYA RUUD &	700149-NOV2023	OH	12/27/2023		MW	IS	4,741.25
99	00004862	AMANDA MALM	12072023	OH	12/28/2023		MW	IS	27.06
99	00004863	BARBARA CASTILLO	12122023	OH	12/28/2023		MW	IS	190.65
99	00004864	CDW GOVERNMENT INC.	ZR00417813	OH	12/28/2023		MW	IS	11,488.00
99	00004865	DAVIS, SUMMER	014	OH	12/28/2023		MW	IS	1,512.00
99	00004866	ERIC CHITTUM	12132023	OH	12/28/2023		MW	IS	25.59
99	00004867	J&C BOOKS LLC	I-3132	OH	12/28/2023		MW	IS	436.59
99	00004868	JIM COOMBS	12112023	OH	12/28/2023		MW	IS	437.60
99	00004869	JUDY ROHRBACH	11062023	OH	12/28/2023		MW	IS	77.24
99	00004870	OCDE	94TI21800	OH	12/28/2023		MW	IS	150.00
99	00004871	PEST OPTION INC.	437227B	OH	12/28/2023		MW	IS	62.41
99	00004872	QUADIENT FINANCE USA INC.	NOV 2023 STMT	OH	12/28/2023		MW	IS	1,500.00
99	00004873	REHABMART	82011	OH	12/28/2023		MW	IS	1,416.97

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99 00004874	U9900004	SOUTHERN CALIFORNIA EDISON	1109121123EP2	OH	12/28/2023		MW	IS	4,407.73
99 00004875	U9900005	SOUTHERN CALIFORNIA GAS CO	1116121523	OH	12/28/2023		MW	IS	630.04
99 00004876	V9900179	SOUTHWEST SCHOOL SUPPLY	6000222268	OH	12/28/2023		MW	IS	1,828.24
99 00004877	U9900008	T-MOBILE	1104120323	OH	12/28/2023		MW	IS	118.99
99 00004878	V9900195	THINKING MAPS	INV0067701	OH	12/28/2023		MW	IS	2,200.00
99 00004879	V9903702	TWAMLEY, SHANE	12302023	OH	12/28/2023		MW	IS	3,000.00
99 00004880	V9903493	VERNES PLUMBING	12463487	OH	12/28/2023		MW	IS	200.00
99 00004881	F9900069	WALTERS WHOLESale ELECTRIC	S124404685.001	OH	12/28/2023		MW	IS	345.13
99 00004882	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VSR	OH	12/29/2023		MW	IS	6,034.29
99 00004883	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VSR	OH	12/29/2023		MW	IS	6,071.74
99 00004884	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VSR	OH	12/29/2023		MW	IS	6,045.18
99 00004885	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23DDR	OH	12/29/2023		MW	IS	29,283.59
99 00004886	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23DDR	OH	12/29/2023		MW	IS	29,465.06
99 00004887	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23DDR	OH	12/29/2023		MW	IS	29,334.62
99 00004888	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VLIFBU	OH	12/29/2023		MW	IS	1,266.05
99 00004889	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VLIFBU	OH	12/29/2023		MW	IS	1,265.62
99 00004890	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VLIFBU	OH	12/29/2023		MW	IS	1,279.90
99 00004891	R9900016	ANDREA DESMOND	JAN 2024	OH	12/29/2023		MW	IS	628.28
99 00004892	R9900001	BRENT ALLSMAN	JAN 2024	OH	12/29/2023		MW	IS	708.41
99 00004893	V9903553	CA DEPARTMENT OF JUSTICE	699977	OH	12/29/2023		MW	IS	480.00
99 00004894	R9903247	CAROLYN KANE	JAN 2024	OH	12/29/2023		MW	IS	1,573.82
99 00004895	V9900045	COYOTE FFA ALUMNI & SUPPORTERS	2	OH	12/29/2023		MW	IS	140.00
99 00004896	R9900019	DEBORAH NEEDHAM	JAN 2024	OH	12/29/2023		MW	IS	708.41
99 00004897	R9900014	EDDY VEGA	JAN 2024	OH	12/29/2023		MW	IS	708.41
99 00004898	U9900002	FRONTIER	12102023	OH	12/29/2023		MW	IS	32.46
99 00004899	R9900007	GAYLE ROGERS	JAN 2024	OH	12/29/2023		MW	IS	291.15
99 00004900	R9900018	GRACIA HAWORTH	JAN 2024	OH	12/29/2023		MW	IS	1,573.82
99 00004901	V9903303	iPRINT TECHNOLOGIES	1093351	OH	12/29/2023		MW	IS	212.81
99 00004902	R9900015	KATHRYN ALLSMAN	JAN 2024	OH	12/29/2023		MW	IS	708.41
99 00004903	V9900101	LA HABRA ROTARY CLUB	2583	OH	12/29/2023		MW	IS	295.00
99 00004904	V9900104	LEADER SERVICES	CDS 6533	OH	12/29/2023		MW	IS	116.03
99 00004905	R9900013	MARGARET DUMADAG	JAN 2024	OH	12/29/2023		MW	IS	708.41
99 00004906	V9903326	MELARAGNO, ALBERT	11182023	OH	12/29/2023		MW	IS	175.00
99 00004907	E9900148	MICHELLE MCNEFF	12112023	OH	12/29/2023		MW	IS	45.94

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99 00004908	R9900010	PENNY MAYERCHECK	JAN 2024	OH	12/29/2023		MW	IS	1,573.82
99 00004909	F9900055	PQ BIDS INC.	LOWELLJOINTSD	OH	12/29/2023		MW	IS	15,000.00
99 00004910	R9900017	REBECCA SMITH	JAN 2024	OH	12/29/2023		MW	IS	708.41
99 00004911	V9900161	RMH DANCE & PRODUCTIONS	120823LJSD	OH	12/29/2023		MW	IS	525.00
99 00004912	R9900011	RONALD RANDOLPH	JAN 2024	OH	12/29/2023		MW	IS	739.30
99 00004913	U9900005	SOUTHERN CALIFORNIA GAS CO	1117121823	OH	12/29/2023		MW	IS	750.97
99 00004914	I9900011	TRINIDAD, GINA	1221223	OH	12/29/2023		MW	IS	1,993.81
99 00004915	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VSA	OH	12/29/2023		MW	IS	241.70
99 00004916	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VSA	OH	12/29/2023		MW	IS	265.87
99 00004917	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VSA	OH	12/29/2023		MW	IS	265.87
99 00004918	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23DDA	OH	12/29/2023		MW	IS	1,162.50
99 00004919	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23DDA	OH	12/29/2023		MW	IS	1,278.75
99 00004920	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23DDA	OH	12/29/2023		MW	IS	1,278.75
99 00004921	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VLIFBU	OH	12/29/2023		MW	IS	58.83
99 00004922	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VLIFBU	OH	12/29/2023		MW	IS	58.83
99 00004923	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VLIFBU	OH	12/29/2023		MW	IS	58.83
99 00004924	I9900011	TRINIDAD, GINA	1221223	OH	12/29/2023		MW	IS	221.19
99 00004925	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VSA	OH	12/29/2023		MW	IS	265.87
99 00004926	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VSA	OH	12/29/2023		MW	IS	265.87
99 00004927	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VSA	OH	12/29/2023		MW	IS	290.04
99 00004928	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23DDA	OH	12/29/2023		MW	IS	1,278.75
99 00004929	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23DDA	OH	12/29/2023		MW	IS	1,278.75
99 00004930	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23DDA	OH	12/29/2023		MW	IS	1,395.00
99 00004931	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VLIFBU	OH	12/29/2023		MW	IS	54.96
99 00004932	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VLIFBU	OH	12/29/2023		MW	IS	54.96
99 00004933	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VLIFBU	OH	12/29/2023		MW	IS	59.72
99 00004934	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VSR	OH	12/29/2023		MW	IS	37.45
99 00004935	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VSR	OH	12/29/2023		MW	IS	37.45
99 00004936	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VSR	OH	12/29/2023		MW	IS	37.45
99 00004937	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23DDR	OH	12/29/2023		MW	IS	181.47
99 00004938	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23DDR	OH	12/29/2023		MW	IS	181.47
99 00004939	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23DDR	OH	12/29/2023		MW	IS	181.47
99 00004940	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VLIFBU	OH	12/29/2023		MW	IS	4.76
99 00004941	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VLIFBU	OH	12/29/2023		MW	IS	4.76

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99 00004942	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VLIFBU	OH 12/29/2023		MW	IS	4.76
99 00004943	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VSA	OH 12/29/2023		MW	IS	24.17
99 00004944	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VSA	OH 12/29/2023		MW	IS	24.17
99 00004945	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VSA	OH 12/29/2023		MW	IS	24.17
99 00004946	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23DDA	OH 12/29/2023		MW	IS	116.25
99 00004947	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23DDA	OH 12/29/2023		MW	IS	116.25
99 00004948	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23DDA	OH 12/29/2023		MW	IS	116.25
99 00004949	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	OCT23VLIFAD	OH 12/29/2023		MW	IS	8.65
99 00004950	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	NOV23VLIFAD	OH 12/29/2023		MW	IS	8.65
99 00004951	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC23VLIFAD	OH 12/29/2023		MW	IS	8.65

Issued: 2,286,145.64
99 Bank Total: 2,286,145.64

Grand Total: 2,286,145.64

District Property Declared Surplus

January, 2024

District ID#	Quantity	Item Description	Model Number	Serial Number
N/A		Classroom Desks	N/A	N/A
N/A		Classroom Chairs	N/A	N/A
21000079	1	JORDAN PORTABLE ROOM 5A	N/A	N/A
21000077	1	JORDAN PORTABLE CLASSROOM 22	N/A	N/A
21000080	1	JORDAN TRAILER B	N/A	N/A
21000081	1	JORDAN TRAILER A	N/A	N/A
21000136	1	JORDAN PORTABLE CLASSROOM 23	N/A	N/A
21000070	1	MEADOW GREEN ADMINISTRATION	N/A	N/A
21000114	1	MAYBROOK PORTABLE CLASSROOM 22	N/A	N/A
21000009	1	MAYBROOK PORTABLE CLASSROOMS 81-85	N/A	N/A
21000011	1	MAYBROOK PORTABLE CLASSROOMS 04,41	N/A	N/A
21000012	1	MAYBROOK PORTABLE CLASSROOMS 42-43	N/A	N/A
21000013	1	MAYBROOK PORTABLE CLASSROOM 51-52	N/A	N/A
21000014	1	MAYBROOK PORTABLE CLASSROOM 53-61	N/A	N/A
21000015	1	MAYBROOK PORTABLE CLASSROOMS 62-63	N/A	N/A
21000016	1	MAYBROOK PORTABLE PRESCHOOL C-D	N/A	N/A
21000017	1	MAYBROOK PORTABLE PRESCHOOL A-B	N/A	N/A
21000018	1	MAYBROOK PORTABLE RESTROOM	N/A	N/A
00437	1	VERING WALK IN FREEZER	8x10	N/A
01514	1	GBC ELECTRIC COLLATOR	204299	N/A
21300014	1	PICK UP	TOYOTA 19868202	JT4RN50R8G015918
21300015	1	PICK UP	TOYOTA 19868202	JT4RN50RXG015961
21200010	1	VAN	TOYOTA 1987	JT4YR28V5H5045311
21300016	1	PANEL VAN	TOYOTA 19875562	JT4YR28V5H5045311
00733	1	PHOTOCOPIER	GESTETNER CP5325	870036
01033	1	PHOTOCOPIER	KYOCERA MITA DC5690	JS37000241
01505	1	PRESS PRINTING	HAMADA 665CDC	N/A
00467	1	CPU W/MONITOR	IBM 55SX	N/A
00627	1	CPU W/MONITOR	APPLE CT610	N/A
01034	1	PHOTOCOPIER	GESTETNER 5325	870538

District Property Declared Surplus

January, 2024

District ID#	Quantity	Item Description	Model Number	Serial Number
00555	1	PHOTOCOPIER	KYOCERA MITA DC6090	N/A
00910	1	PHOTOCOPIER	KYOCERA MITA DC4056	019298H
01424	1	PHOTOCOPIER	KYOCERA MITA DC6090	N/A
21200001	1	PICKUP	TOYOTA 1994	4TARN81P4RZ194264
21300001	1	PICK UP	TOYOTA 1994	4TARN81P4RZ194264
00008	1	OVEN CONVECTION	GARLAND	N/A
00373	1	CPU W/MONITOR	IBM PS1	N/A
00722	1	MIXER FOOD FLOOR	HOBART H-600	1531116
00723	1	FREEZER WALKIN	KOLPAK 8X6	01G1625
00911	1	PHOTOCOPIER	GESTETNER 5327	001086
00912	1	PHOTOCOPIER	GESTETNER 5327	870530
01052	1	REFRIGERATOR 1 DOOR	VERIG	N/A
01054	1	DISHWASHER COMMERCIAL	HOBART	N/A
01055	1	REFRIGERATOR 3 DOOR	HOBART OF1	321053660
01058	1	OVEN STACKING - DOUBLE	WOLF AIR FLOW	N/A
01426	1	PHOTOCOPIER	GESTETNER CP5327	N/A
01452	1	PHOTOCOPIER	GESTETNER CP5325	870527
01500	1	PHOTOCOPIER	GESTETNER CP5327	870526
01508	1	COLLATOR VERITCAL	MAXXUM 43	N/A
01022	1	PHOTOCOPIER	KYOCERA MITA DC4090	PM37022480
01507	1	COMMERICAL PAPER CUTTER	TRIUMPH 485095	48509259
01304	1	PHOTOCOPIER	KYOCERA MITA DC2360	QI37023120
21200081	1	ROUTER	CISCO 4700M	N/A
21200083	1	FIREWALL	CISCO PIX	6006530
21300008	1	TRANSPORT VAN	FORD	1FDKE30XVHA1517
21300012	1	PICK UP	TOYOTA 1997	4TANL42N7VZ303286
00005	1	REFRIGERATOR 2 DOOR	HOBART	N/A
00006	1	REFRIGERATOR 1 DOOR	HOBART	N/A
00445	1	OVEN CONVECTION	BLODGETT DBL STCK	N/A
00446	1	OVEN CONVECTION	BLODGETT DBL STCK	0501EA047T

District Property Declared Surplus

January, 2024

District ID#	Quantity	Item Description	Model Number	Serial Number
00557	1	PHOTOCOPIER	CANON NP4050	N/A
01301	1	SERVER COMPUTER	COMPAQ PROML350	N/A
00444	1	REFRIGERATOR 3 DOOR	TRAUSLEN RDT332	T180550101
00521	1	DISHWASHER COMMERCIAL	HOBART	N/A
00715	1	KETTLE STEAM FLOOR	GROEN AH/1-40	124304
00716	1	KETTLE STEAM FLOOR	GROEN AH/1-40	N/A
01425	1	PHOTOCOPIER	SAVIN 3350	873125
01459	1	PHOTOCOPIER	KYOCERA MITA KM6230	XY37005281
01484	1	PHOTOCOPIER	KYOCERA MITA KM6230	XY37005296
01502	1	PHOTOCOPIER	KYOCERA MITA KM1810	N/A
21200052	1 LOT	TELEPHONE SYSTEM	MERIDIAN 1 OPTI 11C PBX	N/A
21300024	1	PICK UP	TOYOTA 1999	4TANL42N9XZ481610
21300029	1	PICK UP	TOYOTA 2000	4TAVL52N3YZ594007
00338	1	PHOTOCOPIER	KYOCERA MITA PSAI3030	NM37054039
00551	1	PHOTOCOPIER	KYOCERA MITA DC4090	PM37022454
00731	1	PHOTOCOPIER	TOSHIBA DP8070	RH010989
00732	1	PHOTOCOPIER	TOSHIBA DP8070	RH011056
01430	1	PHOTOCOPIER	KYOCERA MITA KM4230	N/A
21300031	1	PICK UP	TOYOTA 2000	5TENL42N5YZ705644
21300033	1	PICK UP	TOYOTA 2001	5TENL42N01Z743661
21200094	1	SERVER	COMPAQ PROLIANT ML350	N/A
21300035	1	PICK UP	TOYOTA 2001	5TEVL52N51Z874249
01678	1	ROUTER	CISCO 3845	SFTX0917A2Q9
N/A	1	Food Service Oven (Meadow Green)	115A	N/A
N/A	1	Food Service Oven (Jordan)	Blodgett DFG100	082008RA049S
N/A	1	Food Service Oven (Meadow Green)	Blodgett DFG100	082008RA051S
N/A	1 LOT	Food Service POS System (All Sites)	Various	N/A
N/A	1 LOT	Computers (EP, DO, & MG)	Apple	N/A
N/A	372	Student Desks	N/A	N/A
N/A	384	Student Chairs	N/A	N/A

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Montemayor, Kathleen	01/08/2024	05/29/2024	DO	To be paid daily rate of \$250 daily rate as Virtual Academy Teacher at Macy Elementary
Mohler, Megan	01/16/2024	02/13/2024	DO	To be paid Long term daily rate of \$250 daily rate as Fourth Grade Teacher Meadow Green Elementary
Carr, Candice	01/22/2024	05/24/2024	DO	To be paid daily rate of \$250 daily rate as First grade teacher Meadow Green Elementary
Shupe, Violeta	01/08/2024	03/04/2024	DO	To be paid daily rate of \$200 daily rate as TK DLI teacher Jordan Elementary

Classified Job Description:

- Psychologist Intern Job Description
- Counselor Job Description

II. CLASSIFIED EMPLOYEES February 5, 2024

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Astorga, Jessica	1/12/24			DO	Additional Assignment: Substitute Instructional Assistant
Cardenas, Robert	1/17/24		R28/S05	M&O	Step Increase: Maintenance General
Castro, Jenny	1/6/24		R16/S05	EP	Step Increase: Instructional Assistant
Chavez, Alora	2/22/24		R20/S02	OL	Step Increase: Library Media Tech.
DeCarrillo, Imelda	1/9/24			DO	New Hire: Substitute Instructional Assistant
Dixon, Ronica	2/1/24		CL MNGT/S07	DO	Step Increase: Child Devp. Servs. Coordinator
Espinoza, Sergio	1/6/24			RS	Longevity: 10 years Nutrition Services warehouse delivery driver
Evanoff, Mary Jo	2/13/24		CONF R Z/S05	DO	Step Increase: Executive Assistant to Superintendent
Heard, Tayler	1/9/24			DO	New Hire: Substitute Instructional Assistant
Hutcherson, Janel	1/9/24		R23/S04	M&O	Step Increase: M&O Secretary
Lozano, Melissa	2/11/24		R30/03	DO	Step Increase: SLPA
Mao, Alan	1/22/24		CL MNGT/S03	DO	Step Increase: Director of Technology
McGill, Loretta	1/24/24		R20/S03	EP	Step Increase: Library Media Technician
Muravez, Alicia	1/14/24		R14/S08	OL	Step Increase: Satellite Cafeteria Worker
Ocegueda, Magee	1/11/24			DO	New Hire: Substitute Clerk Typist

Ocegueda, Magee	1/11/24		DO	Additional Assignment: Substitute Instructional Assistant
Ocegueda, Magee	1/11/24		DO	Additional Assignment: Substitute Health Technician
Ocegueda, Magee	1/11/24		DO	Additional Assignment: Substitute DO Receptionist
Ramirez, Adrianna	1/9/24	R16/S03	EP	Step Increase: Clerk Typist
Schreihart, Jeffrey	1/10/24		MA	Termination: Probation Site Supervisor
Weissman, Catherine	2/3/24	CL MNGT/S05	DO	Step Increase: Bond Contracts & Accounting Compliance Manager



Lowell Joint School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



School Psychologist Paid Internship Opportunity – Please Post

Look for the EdJoin Posting January 11 – April 1, 2024 (until filled)

School Psychology graduate students who are interested in fulfilling their internship hours in the Lowell Joint School District are encouraged to apply online through Edjoin to participate in our 2024-2025 Internship Opportunities. As part of the selection process, candidates will be screened and interviewed. Our innovative programs provide the opportunity for leadership, practical application, consultation, and assessment skills necessary to be a highly effective School Counselor. The intern school psychologist position supports the school programs in the areas of academics, career, and social/emotional development.

As a psychologist intern in the Lowell Joint School District you will learn to:

- Work effectively with all students to ensure their success
- Network & collaborate with parents, teachers, and administrators to Develop and refine your skills adhering to the National Association of School Psychologist (NASP) standards
- Be a part of the Multi-Tiered System of Supports and provide social, emotional and behavioral interventions for all students
- Participate in all district professional development opportunities
- Administer essential psycho-educational assessments
- Participate in Student Success Team ("SST") meetings and interventions
- Deliver short-term, school-based counseling services to general education students
- Deliver school-based counseling services per the student's IEP and assist in short-term counseling services for non special education students
- Plan, organize, and develop Individual Educational Plan (IEP) meetings for students with social-emotional needs.
- Administer, plan and organize mental health assessments and services for students with significant social/emotional needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direction of the Director of Special Education and the direct supervision of a fully credentialed and experienced school psychologist (minimum of two years working under a Pupil Personnel Services Credential), the School Psychologist Intern's responsibilities will include, but not be limited to, the following duties:
- Conducting and interpreting initial and triennial psycho-educational evaluations

- Consulting and collaborating with Special Education teams in the development and implementation of Individual Education Plans
- Counseling (individual, group, class, and/or crisis with pupils and parents)
- Developing and implementing prevention and intervention programs for individuals and groups of pupils, including participating in the student study team process
- Carrying out other duties related to the scope, function and role of psychologist as directed by the director or school psychologist.
- Under the direction of the school psychologist, deliver school-based counseling services per the students IEP, and assist in the implementation of school-based counseling for general education students.
- Under the direction of the school psychologist and/or program specialist, administer mental health assessments and participate in the delivery of Educationally Related Mental Health Services (ERMHS) per the students IEP. Under the direction of the school psychologist/SST coordinator, plan, organize, and coordinate SST meetings in alignment with the District's policy and procedures.
- Under the direction of the school psychologist, deliver short-term school-based services to general education students.

PROFESSIONAL DEVELOPMENT:

- School psychologist interns will have the opportunity to participate in the following professional development opportunities.
- Attend monthly meetings with the school psychologist department to hear about the recent updates in special education.
- Attend monthly meetings with fellow interns to discuss cases
- Optional educational experiences with a local feeder high school.
- Attend SELPA trainings on topics such as special education law, behavior management, and Alternative Dispute Resolution.

ESSENTIAL REQUIREMENTS:

- 5 days/week required, approximately 40 hours/week Hours are flexible, but a typical school day is 8:30-3:00.
- Assigned hours are flexible to work within the university schedule.
- At least 2 days of orientation and preparation prior to the start of the school year.
- School Year officially begins August 12, 2024 and ends May 30, 2025
- Paid internship is \$20,000, which is paid in 10 equal increments.



Lowell Joint School District

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Counselor Paid Internship Opportunity – Please Post

Look for the EdJoin Posting January 11 – April 1, 2024 (until filled)

Counselor graduate students who are interested in fulfilling their internship hours in the Lowell Joint School District are encouraged to apply online through Edjoin to participate in our 2024-2025 Internship Opportunities. As part of the selection process, candidates will be screened and interviewed. Our innovative programs provide the opportunity for leadership, practical application, consultation, and assessment skills necessary to be a highly effective School Counselor. The intern school counselor position supports the school programs in the areas of academics, career, and social/emotional development. Counseling interns enhance the learning process for all students to facilitate school achievement and to prepare them to be responsible and productive members of society.

As a counseling intern in the Lowell Joint School District you will learn to:

- Work effectively with all students to ensure their success
- Network & collaborate with parents, teachers, and administrators to develop and refine your skills adhering to the ASCA (American School Counselor Association) standards
- Be a part of the Multi-Tiered System of Supports and provide social, emotional and behavioral interventions for all students
- Participate in all district professional development opportunities
- Participate in Student Success Team (SST) meetings and interventions
- Deliver short-term, school-based counseling services to general education students
- Deliver school-based counseling services per the student's IEP and assist in short-term counseling services for non special education students
- Prepare and deliver classroom lessons
- Lead student groups in social-emotional, academic, career lessons

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Intern Program Director and fully credentialed and experienced school counselor with a Pupil Personnel Services Credential, the School Counselor Intern's responsibilities will include, but not be limited to, the following duties:

- Social-Emotional screeners and data interpretation
- Counseling (individual, group, class, and/or crisis with pupils and parents)
- Developing and implementing prevention and intervention programs for individuals and groups of pupils, including participating in the student study team process

- Carrying out other duties related to the scope, function and role of school counselor as directed by the Intern Program Director.
- Under the direction of the Intern Program Director, deliver school-based counseling services.

PROFESSIONAL DEVELOPMENT:

School counselor interns will have the opportunity to participate in the following professional development opportunities:

- Attend biweekly meetings with the school counseling department
- Attend monthly meetings with fellow interns to discuss cases
- Optional educational experiences with a local feeder high school
- Attend professional development opportunities

ESSENTIAL REQUIREMENTS:

- 4 days/week required, approximately 32 hours/week
- Assigned days/times are flexible according to university class schedule
- At least 2 days of orientation and preparation prior to the start of the school year
- School year officially begins in early August and is completed at the end of May
- Paid internship is \$16,000, which is paid in 10 equal increments

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2023/2024 No. 917 Order of Biennial Trustee Election and Specifications of the Election Order for Los Angeles County

ACTION/
(RESOLUTION)

Pursuant to Education Code Section 5300, elections will be held on Tuesday, November 5, 2024, to elect members to the governing boards in Los Angeles County. A blanket "Order of Election," will cover all governing board elections held on this date. Governing boards of school districts scheduled to hold elections on this date are required to take action to initiate the regular biennial governing board election by adopting the attached resolution.

It is recommended that Resolution 2023/2024 No. 917 Order of Biennial Trustee Election and Specifications of the Election Order for Los Angeles County be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

RESOLUTION NO. 917

**RESOLUTION AND ORDER OF THE
BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT,
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
FOR THE BIENNIAL TRUSTEE ELECTION AND
SPECIFICATIONS OF THE ELECTION ORDER FOR
LOS ANGELES COUNTY**

WHEREAS, pursuant to Education Code Section 5000-5030, the Los Angeles County Superintendent of Schools is hereby ordered to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC §5302, §5304, and §5322.

WHEREAS, the election of the governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on November 30, 2024, next succeeding the election.

WHEREAS, for district elections the filing of Candidate Statements will be no more than 200 words allowed and that the payment of the estimated cost must be made by the candidate at time of filing.

WHEREAS, the Los Angeles County Registrar-Recorder/County Clerk will perform all the duties incident to the preparation for and holding of the above-mention election. The Lowell Joint School District will pay the costs of the election. If any agency holds an election on Tuesday, November 5, 2024, the Lowell Joint School District shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate section of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the district is hereby directed to furnish two copies of this order to the County Superintendent not less than 130 days prior to the date set for the election.

NOW BE IT RESOLVED the foregoing Resolution and Order was adopted and affirmed by the Governing Board of Lowell Joint School District of Los Angeles County, being that the Board authorized by law to make the designations contained therein.

PASSED AND ADOPTED by the Board of Trustees of the Lowell Joint School District, Los Angeles and Orange Counties on March 4, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Christine Berg, Clerk to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of March, 2024, and passed by a unanimous vote of those present:

IN WITNESS THEREOF, I have hereunto set my hand and seal this 4th day of March 2024.

Christine Berg, Lowell Joint School District
Clerk to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2023/2024 No. 918 Order of Biennial Trustee Election and Specifications of the Election Order for Orange County ACTION/
(RESOLUTION)

Pursuant to Education Code Section 5300, elections will be held on Tuesday, November 5, 2024, to elect members to the governing boards in Orange County. A blanket “Order of Election,” will cover all governing board elections held on this date. Governing boards of school districts scheduled to hold elections on this date are required to take action to initiate the regular biennial governing board election by adopting the attached resolution.

It is recommended that Resolution 2023/2024 No. 918 Order of Biennial Trustee Election and Specifications of the Election Order for Orange County be approved, and that the Acting Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

RESOLUTION NO. 918

**RESOLUTION AND ORDER OF THE
BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT,
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
FOR THE BIENNIAL TRUSTEE ELECTION AND
SPECIFICATIONS OF THE ELECTION ORDER FOR
ORANGE COUNTY**

WHEREAS, the election of the governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on November 30, 2024, next succeeding the election.

WHEREAS, for district elections the filing of Candidate Statements will be no more than 200 words allowed and that the payment of the estimated cost must be made by the candidate at time of filing.

NOW BE IT RESOLVED that pursuant to the authority of Education Code Sections 5304 and 5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 5, 2024.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

PASSED AND ADOPTED by the Board of Trustees of the Lowell Joint School District, Los Angeles and Orange Counties on March 4, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Christine Berg, Clerk to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of March, 2024, and passed by a unanimous vote of those present:

IN WITNESS THEREOF, I have hereunto set my hand and seal this 4th day of March 2024.

Christine Berg, Lowell Joint School District
Clerk to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Presentation of 2023-24 Second Interim Report

INFORMATION/
ACTION

Education Code Sections 35035(g), 42130, and 42031 require Board approval of the District's 2023-24 Second Interim Report and Certification by the Board as to whether or not the District will maintain positive cash and fund balances for the current and subsequent two fiscal years. This report reflects the projections based on financial information through January 31, 2024. This Board approved interim report is due to the Orange county Department of Education by March 15, 2024.

It is recommended that the Board of Trustees adopt the 2023-24 Seond Interim Report and approve the Positive Certification for the reporting period.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Administrative Services Cooperative, Inc. for Student Transportation Services for the 2023/2024 School Year Not to Exceed \$200,000

ACTION/
(RATIFICATION)

A bid for transportation services of our special education student was conducted and awarded to Administrative Services Cooperative, Inc. beginning with the 2018/19 school year. This bid is renewable annually up to a total of five years. The pricing for the 2023/24 school year is increasing due to increased cost to transport in Los Angeles and Orange Counties.

The previous year expenses were approximately \$185,000, and the projected costs for 2023/24 are projected to be \$200,000. This increase captures the increased costs as well as the growing special education population. This fee also includes extended school year (ESY) transportation.

It is recommended that the Agreement with Administrative Services Cooperative, Inc. for Student Transportation Services for the 2023/24 School Year Not to Exceed \$200,000, be approved and that the Superintendent or designee be authorized to execute the necessary documents.

DB

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of 2024-25 Transportation Plan

ACTION

Home-to-School (HTS) Transportation Reimbursement was implemented by Assembly Bill (AB) 181 (Chapter 52, Statutes of 2022) and amended by AB 185 (Chapter 571, Statutes of 2022). It provides reimbursement funding for school districts and county offices of education (COEs) based on the prior year eligible transportation expenditures and prior year Local Control Funding Formula (LCFF) transportation related add-on funding.

In accordance with Education Code 39800.1, the District shall develop a plan describing the transportation services it will offer to its pupils and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income. The plan shall be adopted by the local educational agency's governing board and updated by April 1 each year thereafter. The District's Pupil Transportation Plan is designed to provide safe and consistent transportation services for our families specifically emphasizing our special needs students. Specifics of the Transportation Plan are codified in the Lowell Joint School District's Board Policies and Administrative Regulations. The District does not operate its own bus service and school bus transportation is provided through a contracted service provider.

DB

Superintendent's Comment:

APPROVAL RECOMMENDED.



LOWELL JOINT SCHOOL DISTRICT

2024-25

TRANSPORTATION PLAN

LOWELL JOINT SCHOOL DISTRICT TRANSPORTATION PLAN

In accordance with Education Code 39800.1, the District shall develop a plan describing the transportation services it will offer to its pupils and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income. The plan shall be adopted by the local educational agency's governing board and updated by April 1 each year thereafter. The District's Transportation Plan is designed to provide safe and consistent transportation services for our families specifically emphasizing our primary and special needs students. Specifics of the Transportation Plan are codified in the Lowell Joint School District's Board Policies and Administrative Regulations. The District does not operate its own bus service and school bus transportation is provided through a contracted service provider. The initial term of services is for one year from July 1st through June 30th, and may be extended for four (4) additional one year terms by mutual written agreement and upon approval of the District's Governing Board for a maximum term of five (5) years in accordance with provisions contained in Education Code section 17596.

STUDENT ELIGIBILITY: HOME-TO-SCHOOL

Although the District does not provide traditional home to School transportation services, Board Policy 3541 provides that, if applicable, the Board of Trustees desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness.

STUDENT ELIGIBILITY: STUDENTS WITH DISABILITIES

The District desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. Therefore, the District shall provide appropriate transportation services, at no cost, for a student with disabilities when the district is the student's district of residence and the transportation services are required by the student's Individualized Education Program (IEP) or Section 504 accommodation plan.

TRANSPORTATION FEES

There are no fees associated with the transportation services offered by the District.

2024-25 ANNUAL BUS PASS PRICES

Bus passes are not offered by the District.

SCHEDULED PICK-UP TIMES

Students who qualify for transportation services should be ready at the scheduled time of pick-up and behave in an orderly manner while being transported.

FIELD TRIPS

The District may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board Policies and Administrative Regulations. School-related organizations requesting transportation shall be fully responsible for the costs of their trips which will be based on the current rates for the transportation provider used for the services.

AUTHORITY OF DRIVER

CCR Title 5 Section 14103 states: Pupils transported in a school bus or a school pupil activity bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the driver's authority shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home, school, or other destinations.

BUS RIDER RULES

All policies and rules regarding safety, behavior, and discipline on the school bus remain in effect. Parents are encouraged to review the student responsibilities and the rules and regulations provided by the contracted service provider with their student(s). With parent assistance and the cooperation of all student riders, the District is able to continue to provide safe transportation. The principal of each school site shall be responsible for policy enforcement. The Superintendent, or designee, may review any or all violations for final recommendation, if necessary.

- First Violation: The rider and parent/guardian will be contacted by the principal, or designee
- Second Violation: The rider may be denied district transportation services for a period of three or more days
- Third Violation: The rider may be denied district transportation services for a period of two or more weeks
- Fourth Violation: The rider may be denied district transportation services for the remainder of the school year
- Threats of harm, acts of violence, or any behavior that is a danger to self or others may be cause for immediate denial of district transportation services

BUS CONDUCT

- Board the bus, find a seat quickly and remain seated at all times, facing front, while bus is in motion
- Follow instructions of the driver: drivers may assign seats, assign three to a seat, assign seatmates, and take other actions needed for safe passage of the students
- Talk quietly: do not shout, yell, use profane language or gestures, fight, or behave in a boisterous manner
- Keep all body parts inside the bus
- Do not eat, drink, or chew gum, while on the bus
- Do not bring animals, glass objects, or large bulky or hazardous articles of any kind on the bus, including, bicycles and skateboards
- Do not litter on the bus or engage in vandalism, destruction of property, or graffiti (costs will be billed to the student and their parent)
- Do not possess or use tobacco, e-cigarettes, drugs or alcohol, firearms, knives, explosives, or other dangerous objects aboard the bus
- Do not light matches, lighters or firecrackers aboard the bus
- Do not play or tamper with any part of the bus
- Do not ask driver to discharge students anywhere but at a designated bus stops, in accordance with the law
- When exiting the bus, follow the drivers' instructions: if crossing on the opposite side of the street, always cross in front of the bus, and utilize the crosswalk, obeying all traffic laws

USE OF VIDEO CAMERAS

Buses and other vehicles used for transportation may be equipped with video surveillance systems that are intended to assist in the management of student behavior and promote driver safety.

BUS STOP SAFETY

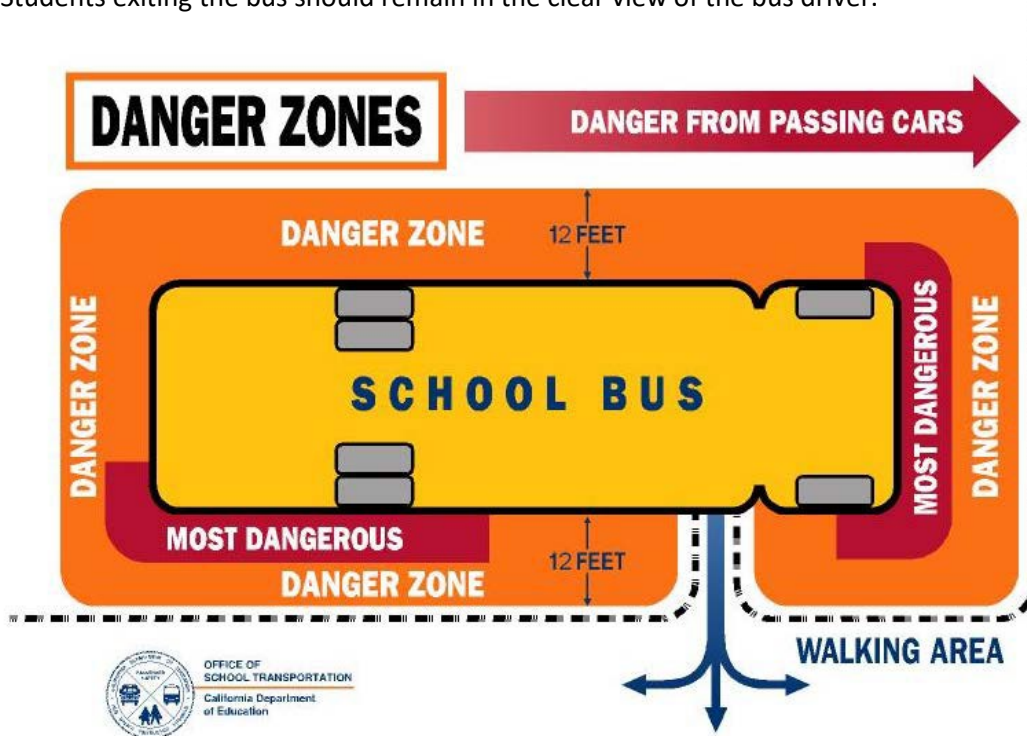
In the event that a bus stop is utilized for qualifying students, school bus drivers will activate red flashing lights and stop signal arms at all bus stops where pupils are loading or unloading from a school bus with the following exceptions:

- School bus loading zones on or adjacent to school grounds
- During activity trips
- Where the school bus is disabled
- Where pupils require assistance to board or leave the school bus
- Where the roadway surface is covered by snow and ice and requiring traffic to stop would create a hazard
- On a state highway with a posted speed of 55 mph or higher
- Where the school bus is completely off the highway

- Or any location determined by the District, with the approval of the California Highway Patrol, to present a traffic or safety hazard

DANGER ZONES AROUND BUSES

Students are cautioned against entering the Danger Zone, which is the area twelve feet around the school bus. Students exiting the bus should remain in the clear view of the bus driver.



SAFE BUS OPERATIONS

A bus driver is prohibited from driving a school bus while using a wireless telephone or other devices. A school bus shall not be operated whenever the number of passengers exceeds the bus seating capacity. No unauthorized person may enter a school bus. The District works with their transportation provider to develop and maintain a comprehensive transportation safety plan. Written safety information shall be provided to parents/guardians of all students who ride the bus. School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. Emergency bus evacuation drills shall be conducted at least annually.

DISTRICT REVENUE/EXPENDITURES

REVENUE:

Total 2022-23 Transportation Expenses (Function 3600)	\$183,515.68
Less Capital Outlay (Object 6xxx, Function 3600)	-
Less Non-agency Expenditures (Goal 7110, 7150, Function 3600)	-
Estimated 60% Reimbursement	\$110,109.41
Less 2022-23 Transportation Add-On (from LCFF Calculator)	<u>\$104,557.00</u>
Eligible Reimbursement	\$5,552.41

TOTAL REVENUE (OBJECT 8590, RESOURCE 0000) \$0.00

EXPENDITURE AND OTHER FINANCING USES

2000-2999 – Classified Salaries	-
3000-3999 – Employee Benefits	-
4000-4999 - Books and Supplies	\$1,857.50
5000-5999 – Services and Other Operating Expenditures	\$181,658.18
6000-6999 – Capital Outlay	-
7000-7999 – Other Outgo	-

TOTAL EXPENDITURES \$183,525.68

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2023/24 No. 919, to Release and Non-Reelect
Temporary Certificated Employees ACTION/
(RESOLUTION)

The District has recommended that due to the potential loss of revenue funding and possible return of leave of absences, the release of temporary certificated employees from their temporary assignments is required.

It is recommended that Resolution 2023/24 No. 919, to Release and Non-Reelect Temporary Certificated Employees, be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2023-24 NO. 919

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
TO RELEASE AND NONREELECT
TEMPORARY CERTIFICATED EMPLOYEES
(Education Code Section 44954)**

A. General Recitals

1. **WHEREAS**, the Board of Trustees employs temporary certificated employees pursuant to Sections 44909, 44918, and 44920 of the Education Code; and
2. **WHEREAS**, Education Code section 44916 requires a temporary certificated employee to receive notice, prior to the first day of paid service, of the temporary nature of the employment and the anticipated length of service; and
3. **WHEREAS**, each employee classified as a temporary certificated employee pursuant to Sections of 44909, 44918, and 44920 of the Education Code received notice, prior to their first day of paid service, of the temporary nature of the employment and anticipated length of their service; and
4. **WHEREAS**, Education Code section 44954 provides that the Board of Trustees shall notify temporary employees in a position requiring certification qualification of the District's decision to release the employees from such a position prior to the next succeeding school year; and
5. **WHEREAS**, through this resolution, it is the intent of the Board of Trustees to release each temporary certificated employee employed for the 2023/2024 school year effective no later than the last school day of the school year.

**B. Employment of Temporary Employees as Leave Replacements
Pursuant to Education Code Section 44920**

1. **WHEREAS**, Education Code section 44920 permits the Board of Trustees to “employ as a teacher ... any person holding appropriate certification documents, and may classify such person as a temporary employee” “based upon the need for additional certificated employees during a particular semester or year because a certificated employee has been granted leave for a semester or year, or is experiencing long-term illness”; and

2. **WHEREAS**, the Board of Trustees employed the following certificated employees under temporary contracts pursuant to Education Code section 44920 during the 2023/2024 school year:

9900000870	9900000492	9900000864	9900000868
9900000232	9900000865	9900000683	9900000766
9900000623	9900000720	9900000361	9900000455
9900000867	9900000811	9900000872	9900000677
9900000614	9900000425	9900000785	9900000638

3. **WHEREAS**, the above-listed employees may be released pursuant to Education Code section 44918 and 44954 regardless of any expiration of a contract or a specially funded project; and
4. **WHEREAS**, the Board of Trustees of the Lowell Joint School District has determined to release the above-listed employees at the conclusion of the current 2023/2024 school year and not to re-elect the following employee for the 2024/2025 school year:

C. Employment of Temporary Employees in Categorically Funded Programs Pursuant to Education Code Section 44909

1. **WHEREAS**, Education Code section 44909 permits the Board of Trustees to “employ persons possessing an appropriate credential as certificated employees in programs and projects to perform services conducted under contract with public or private agencies, or categorically funded projects which are not required by federal or state statutes;” and
5. **WHEREAS**, Education Code section 44909 provides, “Such persons may be employed for periods which are less than a full school year and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of this code respecting the termination of probationary or permanent employees other than Section 44918”; and
6. **WHEREAS**, the Board of Trustees employed no certificated employee under a temporary contract in a categorically funded position pursuant to Education Code section 44909 during the 2023/2024 school year.
7. **WHEREAS**, Education Code section 44909 requires the “terms and conditions under which such persons are employed shall be mutually agreed upon by the employee and the Board of Trustees and such agreement shall be reduced in writing;” and
8. **WHEREAS**, the above-listed individual was employed pursuant to a mutually agreed-upon contract between the employee and the Board of Trustees and for the term of the contract or project; and
9. **WHEREAS**, the employee was hired to perform services conducted under contract with public or private agencies or categorically funded projects which are not required by federal or state statutes; and
10. **WHEREAS**, the employee’s contract specifically identified the particular contract or project under which their services were to be performed; and
11. **WHEREAS**, the term for each specifically fund project or contract has expired, or will expire by the termination date of the employee’s contract; and

12. **WHEREAS**, all categorical funds used to justify the above-listed employee classification as temporary under Education Code section 44909 will be expended and therefore will expire at the end of the 2023/2024 school year; and
13. **WHEREAS**, no categorical funding used to justify certain the above-listed employee classification as temporary under Education Code section 44909 has a duration beyond the 2023/2024 school year; and
14. **WHEREAS**, accordingly, the above-listed employee designated as temporary by the District under Education Code section 44909 may be released at the end of the 2023/2024 school year without the procedural requirements applicable to probationary and permanent employees; and

WHEREAS, the Board of Trustees has determined to release the above-listed employee, whether their lawful status is considered to be temporary or probationary, at the end of the current 2023/2024 school year, and not to re-elect for the 2024/2025 school year, consistent with the terms of Education Code sections 44909, and 44954.

NOW, THEREFORE, BE IT RESOLVED that the above recitals are true and correct; and

BE IT FURTHER RESOLVED that the Board of Trustees of the Lowell Joint School District hereby directs that notice be provided to each of the above employees of his or her release effective upon the close of the 2023/2024 school year or the expiration of any applicable temporary contract (whichever occurs first), that his or her employment with the Lowell Joint School District is thereby ended accordingly, that the employee is not re-elected to employment for the next succeeding school year, and that the notification be provided on or before March 15, 2024.

APPROVED AND ADOPTED this 4th day of March, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of March, 2024, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4th day of March, 2024.

Jim Coombs
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2023-24 NO. 920

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
TO RELEASE PROBATIONARY CERTIFICATED EMPLOYEES
(Education Code Section 44929.21)**

A. General Recitals

1. **WHEREAS**, Education Code section 44929.21 permits a governing board to notify an employee serving the District in a position requiring certification qualifications, on or before June 30 of the employee's first complete consecutive school year of employment, of the decision to non-reelect the employee to such a position for the next succeeding school year; and
2. **WHEREAS**, Education Code section 44929.21 requires a governing board to notify a probationary certificated employee, on or before March 15 of the employee's second complete consecutive year of employment by the District in a position requiring certification qualifications, of the decision to non-reelect the employee for the succeeding school year to such a position; and
3. **WHEREAS**, Education Code section 44908 provides that a probationary employee is deemed to have served a complete school year when he or she has served for at least 75 percent of the number of days the regular schools of the district in which he or she is employed are maintained; and
4. **WHEREAS**, the following individuals are currently employed as probationary certificated employees with the Lowell Joint School District and the Board desires to release from employment and non-reelect these employees for the 2023-2024 school year in any certificated position with the District:

9900000874

5. **NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the above-listed employees are released from employment upon the close of the 2023-2024 school year and are non-reelected for the 2024-2025 school year.
6. **BE IT THEREFORE RESOLVED AND ORDERED** that the Board of Trustees of the Lowell Joint School District hereby directs the Superintendent or designee to provide notice on or before March 15, 2024 to the above-named employees in accordance with Education Code 44929.21, which shall be served in accordance with those provisions, and with adherence to applicable legal timelines, that the Board has determined to release these

probationary employees from employment upon the close of the current school year and to non-reelect these employees for the 2024-2025 school year. The Superintendent or designee is further authorized to take other actions necessary to carry out the intent of this Resolution.

APPROVED AND ADOPTED this 4th day of March, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of March, 2024, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4th day of March, 2024.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
 March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Contractual Agreement with the Lowell Joint Education Association for the Period July 1, 2023, through June 30, 2026, and AB1200 Report PUBLIC HEARING/
ACTION

The Lowell Joint Education Association (LJEA) and the District reached a tentative agreement on a new contract and salary adjustment for July 1, 2023, through June 30, 2026 with contract language reopen for 2023, on February 1, 2024. LJEA conducted a vote of their membership and the tentative agreement was ratified.

As required by Assembly Bill (AB) 1200, the appropriate budgetary forms have been completed by the District and sent to the Orange County Office of Education for review. The AB1200 forms have also been posted for public review as required.

The Board will recall the historical progression of raises over the past ten years included with this agreement as well as the associated total cost of increase compensation:

SALARY RAISES FOR LJSJ		
YEAR	RAISE	COLA (STATE)
26-27	-	3.11
25-26	-	2.73
24-25	0.0%	0.76
23-24	11.0%	8.22
22-23	3.5%	6.56
21-22	5%	5.35
20-21	2%	2.31
Dec. 2019	.5%	above negotiated salary increase
19-20	2%	3.26
18-19	2%	2.71
17-18	1%	1.56
16-17	3%	0
15-16	4%	1.02
14-15	3%	0.85
13-14	5%	1.565
lcf gap funding		

} 19.5% over 4 yrs
Largest in Orange County

TOTAL COMPENSATION COST				
	21/22	22/23	23/24	24/25
COLA	2.70%	6.56%	8.22%	0.76%
Salary Raise	5.00%	3.50%	11.00%	
Step & Column	1.30%	1.40%	1.50%	1.50%
STRS	0.77%	2.18%	0.00%	0.00%
H&W	1.10%	1.20%	2.70%	1.60%
Total Cost of Living Raise/Compensation	8.17%	8.28%	15.20%	3.10%
CPI Goods & Services	0.52%	0.34%	0.34%	0.28%
Total Cost of Living/Operation	8.69%	8.62%	15.54%	3.38%
H&W	21937.76	23182.2	25848.8	27399.73
	1095.48	1244.44	2666.6	1550.928

Superintendent's Comment:

APPROVAL RECOMMENDED.

It is recommended that the contractual agreement with the Lowell Joint Education Association for the period of July 1, 2023, through June 30, 2026, and AB1200 report be approved, and the Superintendent or designee be authorized to execute the necessary documents.

JC/me

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

NOTICE OF PUBLIC HEARING

LOWELL JOINT SCHOOL DISTRICT

The Lowell Joint School District will hold a Public Hearing pursuant to Education Code Section 60119 and 60422 (b) The District is required to hold a public hearing to encourage participation by parents, teachers, members of the community interested in the affairs of the School District, and bargaining unit leaders.

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Lowell Joint School District will approve the attached agreements with the Lowell Joint Education Association at its regular board meeting to be held in the Board Room at the District Office, 11019 Valley Home Avenue, Whittier CA, on Monday, March 4, 2024, at approximately 7:30 p.m. or soon thereafter.

Assembly Bill (AB) 1200 (Chapter 1213/Statutes 1991) requires local educational agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (GC) Section 3547.5 states:

“Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer...”

Questions and/or comments should be directed to Jim Coombs, Superintendent of Schools, (562) 943-0211.

**Orange County Department of Education
District Fiscal Services**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

School District - Bargaining Unit: Lowell Joint School District - Lowell Joint Education Association (LJEA)
Certificated, Classified, Other: Certificated

The proposed agreement covers the period beginning: July 1, 2023 and ending: June 30, 2026
(date) (date)

The Governing Board will act upon this agreement on: March 4, 2024
(date)

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement FY	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2023-24	Year 2 Increase/(Decrease) 2024-25	Year 3 Increase/(Decrease) 2025-26
1 Salary Schedule Increase (Decrease)	\$ 14,750,751.00	\$ 1,622,583 11.00%	\$ - 0.00%	\$ - 0.00%
2 Step and Column Increase (Decrease) Due to movement plus	\$ 221,261.27	\$ 3,319 1.50%	\$ 3,369 1.52%	\$ 3,419 1.55%
3 Other Compensation - Increase (Decrease) (Stipends, Bonuses, Longevity, Overtime, etc.) Description of other compensation: Compensation for teachers teaching combo classes (\$3,000x3)	\$ -	\$ 9,000 0.00%	\$ - 0.00%	\$ - 0.00%
4 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare etc.	\$ 3,327,979	\$ 366,078 11.00%	\$ - 0.00%	\$ - 0.00%
5 Health/Welfare Plans	\$ 3,481,786	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%
6 Total Compensation - Increase (Decrease) (Total Lines 1-5)	\$ 21,781,777.15	\$ 2,000,979	\$ 3,369	\$ 3,419
7 Total Number of Represented Employees	136.60	136.6	136.6	136.6
8 Total Compensation Average Cost per Employee	\$ 159,457	\$ 14,648 9.19%	\$ 25 0.02%	\$ 25 0.02%

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

Year 1 (2023-24) the negotiated percentage increase is 11.0%, beginning July 1, 2023. Year 2 (2024-25) is 0%.

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No, but there was a \$3,000 stipend added for teachers who teach combo classes. There are three (3) teachers with combo classes (\$9,000).

11. Please include comments and explanations as necessary.

Reopeners for three (3) articles in the 2025-26 fiscal year.

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefit? Yes No

If yes, please describe the cap amount.

Soft Cap equal to the CalPERS Kaiser Family rate.

- B. Proposed Negotiated Changes in Noncompensation Items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Adjustments made to grievance process, summer school days, working environment, adjunct duties, release time, job sharing, evaluation process, and leaves.

- C. What are the specific impacts on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

This settlement will necessitate staff reductions in the 2024-25, 2025-26, and 2026-27 school years.

D. What contingency language is included in the proposed agreement? Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

Either side may open up to 3 Articles in the 2025-26 fiscal year. No other contingency or trigger language.

E. Will this agreement create, increase or decrease deficit financing in the current or subsequent year(s) "Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenue and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

The increase in settlement cost of approximately \$2 million will create deficit spending in the current and out years. The school district will spend down a portion of the Ending Fund Balance while making the necessary reductions in the out years.

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

G. Source of Funding for Proposed Agreement

1. Current Year

\$20 Million Ending Fund Balance (approximately 45% of expenditures)

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

This agreement will reduce the Ending Fund Balance to an appropriate level while management utilizes assumptions that reduce FTE's where necessary. In addition, Board Assignments and Commitments are being deferred.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Enter Bargaining Unit: **Lowell Joint Education Association (LJEA)**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/2023)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Local Control Funding Formula Sources (8010-8099)	\$ 35,510,683	\$ -	\$ -	\$ 35,510,683
Remaining Revenues (8100-8799)	\$ 1,070,245	\$ -	\$ -	\$ 1,070,245
TOTAL REVENUES	\$ 36,580,928	\$ -	\$ -	\$ 36,580,928
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 14,080,392	\$ 1,256,868		\$ 15,337,260
Classified Salaries (2000-2999)	\$ 3,413,750	\$ -	\$ -	\$ 3,413,750
Employee Benefits (3000-3999)	\$ 7,714,105	\$ 277,376	\$ -	\$ 7,991,481
Books and Supplies (4000-4999)	\$ 2,514,365	\$ -	\$ -	\$ 2,514,365
Services, Other Operating Expenses (5000-5999)	\$ 2,329,132	\$ -	\$ -	\$ 2,329,132
Capital Outlay (6000-6599)	\$ 201,699	\$ -	\$ -	\$ 201,699
Other Outgo (7100-7299) (7400-7499)	\$ 21,525	\$ -	\$ -	\$ 21,525
Direct Support/Indirect Cost (7300-7399)	\$ (199,455)	\$ -	\$ -	\$ (199,455)
Other Adjustments				
TOTAL EXPENDITURES	\$ 30,075,513	\$ 1,534,244	\$ -	\$ 31,609,757
OPERATING SURPLUS (DEFICIT)	\$ 6,505,415	\$ (1,534,244)	\$ -	\$ 4,971,171
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS (8980-8999)	\$ (4,544,769)	\$ -	\$ -	\$ (4,544,769)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 1,960,646	\$ (1,534,244)	\$ -	\$ 426,402
BEGINNING BALANCE	\$ 13,575,989			\$ 13,575,989
Prior-Year Adjustments/Restatements (9793/9795)				\$ -
CURRENT-YEAR ENDING BALANCE	\$ 15,536,635	\$ (1,534,244)	\$ -	\$ 14,002,391
COMPONENTS OF ENDING BALANCE:				
Nonspendable Reserves (9711-9719)	\$ 30,000	\$ -	\$ -	\$ 30,000
Restricted Reserves (9740)	\$ -	\$ -	\$ -	\$ -
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Other Commitments (9760)	\$ 10,605,088	\$ (1,683,583)		\$ 8,921,505
Other Assignments (9780)				\$ -
Reserve for Economic Uncertainties (9789)	\$ 1,357,631	\$ 149,339		\$ 1,506,970
Unassigned/Unappropriated (9790)	\$ 3,543,916			\$ 3,543,916

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Enter Bargaining Unit: **Lowell Joint Education Association (LJEA)**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/2023)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Local Control Funding Formula Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 8,231,799	\$ -	\$ -	\$ 8,231,799
TOTAL REVENUES	\$ 8,231,799	\$ -	\$ -	\$ 8,231,799
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 4,792,220	\$ 378,034	\$ -	\$ 5,170,254
Classified Salaries (2000-2999)	\$ 2,887,724	\$ -	\$ -	\$ 2,887,724
Employee Benefits (3000-3999)	\$ 3,044,391	\$ 88,702	\$ -	\$ 3,133,093
Books and Supplies (4000-4999)	\$ 2,556,402	\$ -	\$ -	\$ 2,556,402
Services, Other Operating Expenses (5000-5999)	\$ 1,137,895	\$ -	\$ -	\$ 1,137,895
Capital Outlay (6000-6599)	\$ 242,681	\$ -	\$ -	\$ 242,681
Other Outgo (7100-7299) (7400-7499)	\$ 474,397	\$ -	\$ -	\$ 474,397
Direct Support/Indirect Cost (7300-7399)	\$ 43,155	\$ -	\$ -	\$ 43,155
Other Adjustments				
TOTAL EXPENDITURES	\$ 15,178,865	\$ 466,736	\$ -	\$ 15,645,601
OPERATING SURPLUS (DEFICIT)	\$ (6,947,066)	\$ (466,736)	\$ -	\$ (7,413,802)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS (8980-8999)	\$ 4,544,769	\$ -	\$ -	\$ 4,544,769
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (2,402,297)	\$ (466,736)	\$ -	\$ (2,869,033)
BEGINNING BALANCE	\$ 6,407,917			\$ 6,407,917
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 4,005,620	\$ (466,736)	\$ -	\$ 3,538,884
COMPONENTS OF ENDING BALANCE:				
Nonspendable Reserves (9711-9719)	\$ -	\$ -		\$ -
Restricted Reserves (9740)	\$ 4,005,620	\$ -	\$ -	\$ 4,005,620
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Other Commitments (9760)	\$ -	\$ (466,736)	\$ -	\$ (466,736)
Other Assignments (9780)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties (9789)	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Enter Bargaining Unit: **Lowell Joint Education Association (LJEA)**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/2023)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Local Control Funding Formula Sources (8010-8099)	\$ 35,510,683	\$ -	\$ -	\$ 35,510,683
Remaining Revenues (8100-8799)	\$ 9,302,044	\$ -	\$ -	\$ 9,302,044
TOTAL REVENUES	\$ 44,812,727	\$ -	\$ -	\$ 44,812,727
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 18,872,612	\$ 1,634,902	\$ -	\$ 20,507,514
Classified Salaries (2000-2999)	\$ 6,301,474	\$ -	\$ -	\$ 6,301,474
Employee Benefits (3000-3999)	\$ 10,758,496	\$ 366,078	\$ -	\$ 11,124,574
Books and Supplies (4000-4999)	\$ 5,070,767	\$ -	\$ -	\$ 5,070,767
Services, Other Operating Expenses (5000-5999)	\$ 3,467,027	\$ -	\$ -	\$ 3,467,027
Capital Outlay (6000-6599)	\$ 444,380	\$ -	\$ -	\$ 444,380
Other Outgo (7100-7299) (7400-7499)	\$ 495,922	\$ -	\$ -	\$ 495,922
Direct Support/Indirect Cost (7300-7399)	\$ (156,300)	\$ -	\$ -	\$ (156,300)
Other Adjustments				
TOTAL EXPENDITURES	\$ 45,254,378	\$ 2,000,980	\$ -	\$ 47,255,358
OPERATING SURPLUS (DEFICIT)	\$ (441,651)	\$ (2,000,980)	\$ -	\$ (2,442,631)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS (8980-8999)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (441,651)	\$ (2,000,980)	\$ -	\$ (2,442,631)
BEGINNING BALANCE	\$ 19,983,906			\$ 19,983,906
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 19,542,255	\$ (2,000,980)	\$ -	\$ 17,541,275
COMPONENTS OF ENDING BALANCE:				
Nonspendable Reserves (9711-9719)	\$ 30,000	\$ -	\$ -	\$ 30,000
Restricted Reserves (9740)	\$ 4,005,620	\$ -	\$ -	\$ 4,005,620
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Other Commitments (9760)	\$ 10,605,088	\$ (2,150,319)	\$ -	\$ 8,454,769
Other Assignments (9780)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties (9789)	\$ 1,357,631	\$ 149,339	\$ -	\$ 1,506,970
Unassigned/Unappropriated (9790)	\$ 3,543,916	\$ -	\$ -	\$ 3,543,916

* Please see question on page 7.

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Combined General Fund**Enter Bargaining Unit: **Lowell Joint Education Association (LJEA)**

	2023-24	2024-25	2025-26
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Local Control Funding Formula Sources (8010-8099)	\$ 35,510,683	\$ 35,404,177	\$ 36,019,527
Remaining Revenues (8100-8799)	\$ 9,302,044	\$ 6,776,119	\$ 6,877,610
TOTAL REVENUES	\$ 44,812,727	\$ 42,180,296	\$ 42,897,137
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 20,507,514	\$ 20,480,179	\$ 20,497,382
Classified Salaries (2000-2999)	\$ 6,301,474	\$ 6,835,053	\$ 6,958,084
Employee Benefits (3000-3999)	\$ 11,124,574	\$ 11,450,805	\$ 11,742,715
Books and Supplies (4000-4999)	\$ 5,070,767	\$ 3,781,776	\$ 3,332,393
Services, Other Operating Expenses (5000-5999)	\$ 3,467,027	\$ 3,311,461	\$ 3,183,992
Capital Outlay (6000-6999)	\$ 444,380	\$ 460,588	\$ 466,341
Other Outgo (7100-7299) (7400-7499)	\$ 495,922	\$ 495,922	\$ 495,922
Direct Support/Indirect Cost (7300-7399)	\$ (156,300)	\$ (162,159)	\$ (162,159)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 47,255,358	\$ 46,653,625	\$ 46,514,670
OPERATING SURPLUS (DEFICIT)	\$ (2,442,631)	\$ (4,473,329)	\$ (3,617,533)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)		\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (2,442,631)	\$ (4,473,329)	\$ (3,617,533)
BEGINNING BALANCE	\$ 19,983,906	\$ 17,541,275	\$ 13,067,946
CURRENT-YEAR ENDING BALANCE	\$ 17,541,275	\$ 13,067,946	\$ 9,450,413
COMPONENTS OF ENDING BALANCE:			
Nonspendable Reserves (9711-9719)	\$ 30,000	\$ 30,000	\$ 30,000
Restricted Reserves (9740)	\$ 4,005,620	\$ 3,000,000	\$ 3,000,000
Stabilization Arrangements (9750)	\$ -		
Other Commitments (9760)	\$ 8,454,769	\$ 8,638,338	\$ 5,024,973
Other Assignments (9780)	\$ -		
Reserve for Economic Uncertainties (9789)	\$ 1,506,970	\$ 1,399,609	\$ 1,395,440
Unassigned/Unappropriated (9790)	\$ 3,543,916		

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2023-24	2024-25	2025-26
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 47,255,358	\$ 46,653,625	\$ 46,514,670
b.	State Standard Minimum Reserve Percentage for this District <u>enter</u> percentage:	3.00%	3.00%	3.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR \$50,000	\$ 1,417,661	\$ 1,399,609	\$ 1,395,440

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Reserve for Economic Uncertainties (9789)	\$ 1,506,970	\$ 1,399,609	\$ 1,395,440
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 3,543,916	\$ -	\$ -
c.	Special Reserve Fund (Fund 17) Budgeted Reserve for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
g.	Total Available Reserves	\$ 5,050,886	\$ 1,399,609	\$ 1,395,440
h.	Reserve for Economic Uncertainties Percentage	3.19%	3.00%	3.00%

2023-24	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2024-25	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2025-26	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?

5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, Page 1 (i.e., increase was partially budgeted), explain the variance below:

There is a difference of \$12,319 due to the \$9,000 stipend and the \$3,316 increase to step and column.

6. Please include any additional comments and explanations of Page 4 as necessary:

Although there are no budget adjustments necessary to meet the costs of the agreement in the 2023/24-2025/26 school years due to the fund balance, the District will make reductions over the course of that time to bring the ongoing structural deficit under control. The District will spend down the fund balance to an appropriate level during the term of this 3 year agreement.

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

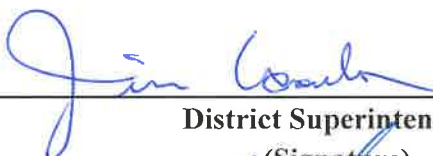
The disclosure document must be signed by the District Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of the Lowell Joint School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Lowell Joint Education Association Bargaining Unit, during the term of the agreement from July 1, 2023 to June 30, 2026.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories:</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>0</u>
<u>Expenditures/Other Financing Uses</u>	<u>2,000,979.00</u>
<u>Ending Balance Increase (Decrease)</u>	<u>(2,000,979.00)</u>

N/A (No budget revisions necessary)



District Superintendent
(Signature)

2/22/2024

Date



Chief Business Officer
(Signature)

2/22/2024

Date

L. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

_____ District Superintendent (or Designee) (Signature)	_____ March 4, 2024 Date
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_____ President or Clerk of Governing Board (Signature)	_____ March 4, 2024 Date
---	---------------------------------------

_____ David Bennett Contact Person	_____ 562-902-4202 Phone
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LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement #FCI-SD5-15 with First 5 ACTION
Orange County Children & Families Commission

Our District was approved for another 3-Year Agreement with First Five Orange County, Children and Families Commission for Kindergarten Readiness Initiative Services. An amount not to exceed \$169,900 over three years has been allocated to our district to support services to children from prenatal through age five living within our attendance area including a part-time Early Literacy Specialist to continue to develop and coordinate services. The term of this Agreement is July 1, 2024 through June 30, 2027.

It is recommended that the Agreement #FCI-SD5-15 with First 5 Orange County Children & Families Commission be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

VIII-A1-1

AGREEMENT FCI-SD5-15

BY AND BETWEEN

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

AND

LOWELL JOINT SCHOOL DISTRICT

FOR THE PROVISION OF SERVICES

This **AGREEMENT** (“Agreement”) entered into as of the 1st day of July, 2024 (“Date of Agreement”) is by and between the **CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**, a public body and legal public entity (“**COMMISSION**”), and **LOWELL JOINT SCHOOL DISTRICT**, a California public school district organized and existing under the laws of the State of California (“**CONTRACTOR**”). This Agreement shall be administered by the President/CEO of **COMMISSION** or his or her authorized designee (“**ADMINISTRATOR**”).

RECITALS

A. In order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”), implementing the Children and Families First Initiative passed by the California electorate in November of 1998, establishing the California Children and Families Commission and providing for establishment in each county of Children and Families Commissions, including **COMMISSION**.

B. **COMMISSION** adopted its Strategic Plan to define how funds authorized under the Act should best be used to meet the critical needs of Orange County’s children prenatal through age five as codified in the Act, which plan has been amended and after the Date of Agreement may be further amended, updated, or revised (“Strategic Plan”).

C. **CONTRACTOR** is a public school district organized and existing under the laws of the State of California, and its powers include without limitation, provision of services to and activities for the benefit of Orange County’s children through age five (5).

D. On December 6, 2023, **COMMISSION** took action and awarded an amount not to exceed \$169,609 to **CONTRACTOR** for three years of the Kindergarten Readiness Initiative (KRI) for the period July 1, 2024 through June 30, 2027.

E. **COMMISSION** desires to contract with **CONTRACTOR** to provide services, carry out certain performance obligations, and achieve certain outcomes, while promoting the purposes of the Act and the Strategic Plan on the terms and conditions set forth in this Agreement and the Project Summary, Exhibit A; Work Plan, Exhibit A-1; and Project Budget, Exhibit B (together, “Services”).

F. As and if applicable, COMMISSION and CONTRACTOR desire to enter into a matching fund program opportunities with the California Children and Families Commission (“First 5 California”) and other matching fund opportunities as may become available.

G. CONTRACTOR desires to provide the services in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, based on the Recitals, which are a substantive part of this Agreement, and agreed mutual consideration, COMMISSION and CONTRACTOR agree as follows:

1. TERM OF AGREEMENT. The term of this Agreement shall commence on July 1, 2024 and terminate on June 30, 2027, unless earlier terminated pursuant to the provisions of Paragraph 23 of this Agreement. CONTRACTOR and ADMINISTRATOR may mutually agree in writing to extend the term of this Agreement, provided that COMMISSION’s Maximum Payment Obligation in this Agreement does not increase as a result.

2. ALTERATION OF TERMS. This Agreement, together with and including any Exhibits fully express all understanding of the parties with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties, except as otherwise expressly provided in this Paragraph 2 and in Subparagraph 8.5. No amendment, addition to, or alteration of, the terms of this Agreement, whether written or oral, shall be valid unless the amendment is made in writing and formally approved and executed by both parties, except as provided in this Paragraph 2 or Subparagraph 8.5 of this Agreement.

2.1 CONTRACTOR work plans, budgets and scopes of services will be subject to an annual review to determine consistency with the COMMISSION's strategic direction. Changes to the work plan, budgets, and scopes of services may be directed by ADMINISTRATOR to bring the Agreement scope into better alignment with the COMMISSION's evolving strategic direction. These changes may include, but are not limited to, reprioritization of the targeted service population, redirection of resources to provide more intensive services, and increased focus on sustainability strategies. If CONTRACTOR is unable to redirect its program to be consistent with this direction, COMMISSION may reduce funding provided in successive years of this agreement.

2.2 Administrator Modification Authority. Notwithstanding anything to the contrary, provided any modifications do not alter the overall goals and basic purpose of the Agreement, and do not increase COMMISSION’s Maximum Payment Obligation during the term of the Agreement, ADMINISTRATOR has the authority to, with the agreement of CONTRACTOR, make modification(s) to the activities, tasks, deliverables, and performance timeframes specified in the Project Summary as set forth in the Scope of Work, Exhibit A; the Work Plan, Exhibit A-1; the funding allocation between and among the line items and/or the “Funds Due” period(s) budgeted in the Project Budget, Exhibit B; the Payment interval; the percentage of Initial Payment(s); the percentage of Retention Amount(s); and the timing of the Retention Amount(s) withheld as described in this Agreement.

3. STATUS OF CONTRACTOR. CONTRACTOR is and shall at all times be deemed to be an independent CONTRACTOR and shall be wholly responsible for the manner in which it performs the Services required of it by the terms of this Agreement. As a condition to commencing performance of any Services for this Agreement and to be eligible for any compensation for services rendered for this

Agreement, CONTRACTOR shall execute an Acknowledgment of Independent Contractor Status, Exhibit C, attached hereto and fully incorporated by this reference. Nothing in this Agreement shall be construed as creating the relationship of employer and employee or principal and agent between COMMISSION and CONTRACTOR or any of CONTRACTOR's agents or employees. CONTRACTOR knowingly, voluntarily, and expressly assumes exclusively the responsibility for the acts of its employees or agents as they relate to the Services to be provided during the course and scope of their employment, whether the employee(s) are compensated through the funds received by CONTRACTOR through this Agreement, or otherwise related directly or indirectly to the performance of Services under this Agreement. CONTRACTOR, its elected or appointed officials, officers, agents, employees, and Subcontractors shall not, in any respect whatsoever, be entitled to any rights or privileges of COMMISSION employees and shall not be considered in any manner to be COMMISSION employees. COMMISSION shall neither have nor exercise any control or direction over the methods by which CONTRACTOR shall perform its obligations under this Agreement. COMMISSION shall not be responsible or liable for the acts or failure to act, whether intentional or negligent, of any employee, agent, or volunteer of CONTRACTOR. CONTRACTOR shall pay all wages, salaries, and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation, and similar matters. CONTRACTOR shall indemnify and hold harmless COMMISSION and the County of Orange ("County") from any liability, damages, costs, and expenses of any nature arising from alleged violations of personnel practices and employment laws.

3.1 COMMISSION as Independent Entity. Notwithstanding other provisions in this Agreement, such as insurance and indemnity provisions protecting COMMISSION and the County of Orange, CONTRACTOR acknowledges that pursuant to the Act, specifically Health & Safety Code Section 130140.1(a)(1), COMMISSION is a legal public entity separate from the County of Orange with independent powers and that in no event will CONTRACTOR look to the County of Orange for performance or indemnity under this Agreement, and CONTRACTOR expressly waives any rights it may have against the County of Orange in any way related to this Agreement. With respect to the above provisions CONTRACTOR agrees all rights under Section 1542 of the California Civil Code and any similar law of any state or territory of the United States are expressly waived. Section 1542 reads as follows:

CIVIL CODE SECTION 1542. GENERAL RELEASE; EXTENT. A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.

4. CONTRACTOR DELEGATION AND ASSIGNMENT. Neither this Agreement nor any interest herein nor claim hereunder may be assigned by CONTRACTOR either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by CONTRACTOR, without the prior written consent of ADMINISTRATOR. Consent by COMMISSION shall not be deemed to relieve CONTRACTOR of its obligations to comply fully with all terms and conditions of this Agreement.

5. SUBCONTRACTS. Except to the extent expressly provided for in the Project Summary, Exhibit A, or as approved by ADMINISTRATOR, CONTRACTOR shall not enter into a subcontract, consulting agreement, or agreement for professional services (each and all referred to as a “Subcontract”) for the provision of services or performance of tasks included within the scope of the Services required by this Agreement without the prior written consent of ADMINISTRATOR. Any Subcontracts approved by ADMINISTRATOR shall not alter in any way any legal responsibility or performance obligation of CONTRACTOR to COMMISSION to perform or cause performance of the Services required under this Agreement. ADMINISTRATOR may require CONTRACTOR to submit a true copy of any permitted Subcontract. All records related to each Subcontract, if any, are subject to examination and audit by ADMINISTRATOR or his or her designee and must be retained for a period of (i) three (3) years after the date of final disbursement of funds under this Agreement, or (ii) three (3) years after any pending audit is completed, whichever occurs later.

5.1 Minimum Subcontract Terms. Each permitted Subcontract, including all terms and provisions shall be independently negotiated between CONTRACTOR and its Subcontractor. Each Subcontract shall include provisions that meet or exceed the following requirements: (i) any specific requirements set forth in the Project Summary, Exhibit A; (ii) a clear and complete description of the nature, extent, and tasks of the work to be performed by the Subcontractor and the relation of the work to the Services required under this Agreement; (iii) identification of the personnel by classification, and, if available by name, who will work or provide services to CONTRACTOR under the Subcontract, including a description of the minimum qualifications, education, experience, and any required licensing for each classification of personnel and number of hours described in relation to full time equivalent (e.g., 1.0 FTE or 0.5 FTE); (iv) a compensation schedule, including hourly rates or fees for each classification of personnel and a maximum payment obligation under the Subcontract, which total amount shall in no event exceed the amounts set forth in the Project Budget, Exhibit B; (v) insurance and indemnification comparable to the requirements and provisions set forth in this Agreement, which insurance shall protect CONTRACTOR, COMMISSION, and the County of Orange from any Claims and other liabilities that arise out of the Subcontract and performance of Subcontractor under the Subcontract; (vi) the term of Subcontract, which term shall not exceed the term of this Agreement; (vii) obligation to maintain and retain accurate and complete client and financial records, which recordkeeping shall be fully compliant with applicable laws and regulations and obligation to maintain records related to work and services provided under the Subcontract for the same retention period referenced in Paragraph 5 above, (viii) remedies and termination provisions which may be available to CONTRACTOR in the event Subcontractor fails to perform under the Subcontract; (ix) compliance with laws and regulations applicable to CONTRACTOR, as a public entity, entering into contracts, including without limitation that any subcontract is duly authorized, approved, and executed and in compliance with notice and bidding and contracting requirements, if any, and prevailing wage laws, if applicable, pursuant to applicable laws and regulations; and (x) any and all other requirements expressly provided in this Agreement.

6. GENERAL INDEMNIFICATION

CONTRACTOR agrees to and shall indemnify, defend with counsel approved in writing by COMMISSION, hold harmless COMMISSION, the County of Orange, and their officers, Commissioners, agents, and employees from and against all liability, claims, losses, demands, injuries to or death of any person or persons, or damages to property, including but not limited to property of Commissioners, officers, employees, or agents of COMMISSION or the County of Orange (together, “Claims”), including defense costs, resulting from court action or in any manner arising out of,

pertaining to, related to, or incident to any intentional, malicious, negligent acts, inactions, errors, or omissions of CONTRACTOR, its officers, employees, agents, or Subcontractors in the performance of this Agreement.

6.1 No elected official, no public official, no Commissioner, no officer, no committee member, no employee, and no agent of COMMISSION or the County of Orange shall be personally liable to CONTRACTOR, any successor in interest, or to any Subcontractor in the event of any default or breach by COMMISSION or for any amount that may become due to CONTRACTOR or to its successor or Subcontractor or for breach of any obligation of the terms of this Agreement.

7. INSURANCE. Without limiting CONTRACTOR's liability for indemnification of COMMISSION as set forth in Paragraph 6 above, CONTRACTOR shall obtain and maintain, in effect, during the term of this Agreement, certain minimum coverage of insurance through any or all of the following types of insurance, as further described, and as applicable, in Subparagraphs 7.1, 7.2, and 7.3 below: (a) self-insurance through the State or as otherwise approved by ADMINISTRATOR or his or her Risk Management designee; (b) insurance via a pooled or joint powers insurance authority; or (c) insurance policies secured from insurance companies that are admitted in California and rated A-:VIII or better or FPR Ratings of 9 through 7 and have a Financial Size Category (FSC) of VIII or better according to the current Best's Key Rating Guide/Property-Casualty/United States, ambest.com, or from an insurance company of equal financial stability as approved by ADMINISTRATOR or his or her Risk Management designee. Evidence of required insurance coverages obtained under (a), (b), or (c) in this Paragraph 7 shall be submitted to ADMINISTRATOR prior to and as a condition precedent to commencement of any Services or proceeding with any work under this Agreement. Submittal and approval of insurance coverage, including self-insurance or pooled coverage, shall neither relieve nor decrease the liability of CONTRACTOR.

7.1 Certificate of Self-Insurance Coverage. In lieu of maintaining insurance coverage by separate insurance policies secured through third party insurance companies as described in Paragraph 7 above and Subparagraph 7.3 below, CONTRACTOR may be self-insured with respect to the minimum amounts and types of required insurance coverage under this Agreement.

7.1.1 Certificate of Self-Insurance. A certificate signed by a duly authorized officer or member of CONTRACTOR shall be submitted to ADMINISTRATOR evidencing self-insurance prior to and as a condition precedent to commencement of Services or proceeding with any work under this Agreement. Further, during the term of this Agreement ADMINISTRATOR may, in his or her reasonable discretion, request reconfirmation of CONTRACTOR's status as self-insured for the required coverage. The self-insurance certificates shall verify that on behalf of Lowell Joint School District, CONTRACTOR has and maintains self-insurance in the following categories and amounts of coverage, including the amounts and companies, if any, that may provide any secondary or additional level of coverage. Further the certification shall state that the self-insurance is intended to cover as additional insureds (or the equivalent of being an additional insured) COMMISSION, its Commissioners, the County of Orange, the members of COMMISSION, the Board of Supervisors of the County of Orange, and their respective officers, agents, and employees, individually and collectively, and that the self-insurance shall apply as primary insurance and that other insurance maintained by COMMISSION or the County of Orange (whether through insurance policies, self-insurance, or pooled/joint powers coverage) shall be excess only and not contributing with insurance provided under the self-insurance. In the event CONTRACTOR elects to no longer self-insure under any of the required types of coverage in this Subparagraph 7.1, then CONTRACTOR shall provide to

ADMINISTRATOR not less than thirty (30) days prior written notice of the cancellation or change in coverage. In this event, CONTRACTOR shall obtain and maintain insurance coverages pursuant to Subparagraphs 7.2 or 7.3 below.

7.1.2 Types of Self-Insurance Coverage. CONTRACTOR shall evidence it is self-insured through the State or as otherwise approved by ADMINISTRATOR or his or her Risk Management designee in his or her sole discretion for the following required coverage:

(a) **Comprehensive General Liability** coverage for bodily injury, including death, and property damage which provides total limits of not less than One Million Dollars (\$1,000,000) CSL per occurrence and One Million Dollars (\$1,000,000) annual aggregate applicable to all owned, non-owned, and hired vehicles/watercraft.

(b) **Comprehensive Automobile Liability** coverage for bodily injury (including death) and property damage equivalent to not less than One Million Dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned, and hired vehicles/watercraft, with not less than One Million Dollars (\$1,000,000) annual aggregate.

(c) **Workers' Compensation** coverage shall be maintained for workers' compensation risk Claims in amounts equivalent to coverage required by the State of California, applicable statutory requirements, and including the equivalent of a broad form all-states endorsement and waiver of subrogation.

(d) **Employers' Liability coverage** for all employees engaged in Services or operations under this Agreement equivalent to not less than One Million Dollars (\$1,000,000) per occurrence.

(e) **Professional Liability.** If the Project Summary, Exhibit A, includes or requires staffing or Services by a licensed professional, such as physician, dentist, pharmacist, registered nurse, psychologist, engineer, architect, etc., then coverage for professional liability/errors and omissions is required equivalent to not less than One Million Dollars (\$1,000,000) per claims made or per occurrence and One Million Dollars (\$1,000,000) annual aggregate. If CONTRACTOR's professional liability policy is a "claims made" policy, CONTRACTOR shall agree to maintain professional liability coverage for two (2) years following the termination of this Agreement.

(f) **Sexual Misconduct Liability.** If the Project Summary, Exhibit A, includes services which require custody, transportation or unsupervised contact by CONTRACTOR, or any Subcontractor, with recipients of services under this agreement, then insurance policy(ies) and coverage for Sexual Misconduct Liability is required in an amount not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate.

7.2 Pooled or Joint Powers Insurance Coverage. CONTRACTOR may provide insurance coverage through membership and participation in a pooled insurance cooperative or joint powers insurance authority, or both, with respect to the minimum amounts and types of required insurance coverage under this Agreement.

7.2.1 Certificate of Pooled/Joint Powers Insurance. A certificate signed by an authorized officer or member of CONTRACTOR and by an authorized officer of the pooled or joint powers insurance authority shall be submitted to ADMINISTRATOR evidencing membership and

participation in pooled or joint powers insurance prior to and as a condition precedent to commencement of Services or proceeding with any work under this Agreement. Further, during the term of this Agreement ADMINISTRATOR may in his or her reasonable discretion request reconfirmation of CONTRACTOR's status as a member in good standing and participant in pooled or joint powers insurance for the required coverage. The certificate shall verify that on behalf of Lowell Joint School District, CONTRACTOR has and maintains insurance in the categories and amounts of coverage described for self-insurance above in Subparagraph 7.1, including the amounts and companies, if any, that may provide any secondary or additional level of coverage. Further the certificate shall state that the pooled or joint powers insurance is intended to cover as additional insureds (or the equivalent of being an additional insured) COMMISSION, its Commissioners, the County of Orange, the members of COMMISSION, the Board of Supervisors of the County of Orange, and their respective officers, agents, and employees, individually and collectively, and that the pooled and/or joint powers insurance shall apply as primary insurance and other insurance maintained by COMMISSION or the County of Orange (whether through insurance policies, self-insurance, or pooled/joint powers coverage) shall be excess only and not contributing with insurance provided under the pooled or joint powers insurance. Pooled or joint powers insurance provided under this Subparagraph 7.2 shall not be canceled or changed so as to no longer meet the specified COMMISSION or County insurance requirements without thirty (30) days prior written notice of the cancellation or change being delivered to ADMINISTRATOR.

7.3 Insurance Policies through Independent Insurance Companies. CONTRACTOR may obtain and maintain insurance policies for the required coverage under this Agreement.

7.3.1 Evidence of Coverage. Prior to commencement of any Services or proceeding with any work under this Agreement, CONTRACTOR shall provide on an insurance industry approved form a Certificate of Insurance (COI) certifying that coverage as required in this Subparagraph 7.3 has been obtained and remains in force for the period required by this Agreement. In addition, a certified copy of the policy or policies shall be provided by CONTRACTOR upon request of ADMINISTRATOR at the address specified in Paragraph 22. Each policy shall meet the following requirements.

(a) **Required Coverage Forms**

(i) Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

(ii) Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

(b) **Required Endorsements.** Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

(i) An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the COMMISSION, the County of Orange, and their elected and appointed officials, officers, employees, agents as Additional Insureds.

(ii) A primary non-contributing endorsement evidencing that CONTRACTOR's insurance is primary and any insurance or self-insurance maintained by the COMMISSION and by the County of Orange shall be excess and non-contributing.

(c) **Notice of Cancellation or Change of Coverage Endorsement:** Each policy shall include an endorsement evidencing that the policy shall not be canceled or changed so as to no longer meet the specified COMMISSION or County insurance requirements without thirty (30) days prior written notice of the cancellation or change being delivered to ADMINISTRATOR at the address shown on the COI; or ten (10) days notice for non-payment of premium. This shall be evidenced by policy provisions or an endorsement separate from the COI.

(d) **Separation Clause Endorsement:** Each policy shall include an endorsement evidencing that the policy provides coverage separately to each insured who is seeking coverage or against whom a Claim is made or a suit is brought, except with respect to the company's limit of liability (standard in the ISO CG 0001 policy).

(e) **Termination of Insurance.** If insurance is terminated for any reason, CONTRACTOR agrees to purchase an extended reporting provision of at least two (2) years to report Claims arising from work performed, or any action or any inaction in connection with this Agreement.

(f) **Qualifying Insurers.** All coverages shall be issued by qualified insurance companies meeting the criteria described in Paragraph 7 above.

(g) **Deductible Amounts in Standard Policy.** COMMISSION acknowledges that a deductible amount on a policy of insurance is acceptable, but only as approved in writing in the sole discretion of ADMINISTRATOR or his or her Risk Management designee; provided no approved deductible shall in any way limit liabilities assumed by CONTRACTOR under this Agreement, including:

(i) Any policy deductible or self-insured retention on any insurance policy (except auto) which exceeds \$25,000. Such policy requires prior written approval of ADMINISTRATOR or his or her Risk Management designee.

(ii) Any policy deductible or self-insured retention on automobile liability over \$5,000. Such policy requires prior written approval of ADMINISTRATOR or his/her Risk Management designee.

(iii) All self-insured retentions or deductibles shall be clearly stated on the COI. If no self-insured retentions or deductibles apply, indicate this on the COI.

(h) **Subcontractor Insurance Requirements.** Should any of the Services under this Agreement be provided by a Subcontract, CONTRACTOR shall require each Subcontractor (of any tier) to provide the coverages mentioned in this Paragraph 7, or CONTRACTOR may insure any Subcontractor under its own policies.

(i) **Occurrence Versus Claims Made Coverage.** It is the intent of COMMISSION to secure "occurrence" rather than "claims made" coverage whenever possible. If coverage is written on a "claims made" basis, the COI shall clearly so state. In addition to coverage requirements above, each policy shall provide that:

(i) Policy retroactive date coincides with or precedes CONTRACTOR's start of work (including subsequent policies purchased as renewals or replacements).

(ii) CONTRACTOR will make every effort to maintain similar insurance during the required extended period of coverage following completion of services, including the requirement of adding all additional insureds.

(iii) Policy allows for reporting of circumstances or incidents that might give rise to future claims.

7.3.2 Types of Insurance Policies/Coverages. If CONTRACTOR provides insurance through a policy or policies, then the following types and coverages are required.

(a) **Comprehensive General Liability Insurance.** Comprehensive General Liability Insurance for bodily injury, including death and property damage which provides not less than One Million Dollars (\$1,000,000) combined single limit (CSL) per occurrence and not less than Two Million Dollars (\$2,000,000) annual aggregate.

(i) The coverage shall include:

(A) Premises and Operations.

(B) Products/Completed Operations with limits of One Million Dollars (\$1,000,000) per occurrence One Million Dollars (\$1,000,000) annual aggregate to be maintained for two (2) years following the end of the term of this Agreement.

(C) Contractual Liability expressly including liability assumed under this agreement, except such requirement does not apply to service contracts.

(D) Personal Injury Liability.

(b) **Comprehensive Automobile Liability Insurance.** Comprehensive Automobile Liability Insurance for bodily injury, including death, and property damage which provides total limits of not less than One Million Dollars (\$1,000,000) CSL per occurrence and One Million Dollars (\$1,000,000) annual aggregate applicable to all owned, non-owned and hired vehicles/watercraft.

(c) **Workers' Compensation Insurance.** Workers' Compensation Insurance shall be maintained. Statutory California Workers' Compensation coverage shall include a broad form all-states endorsement and waiver of subrogation.

(d) **Employers' Liability Coverage.** Employers' Liability Coverage of not less than One Million Dollars (\$1,000,000) per occurrence for all employees engaged in Services or operations under this Agreement.

(e) **Professional Liability.** If the Project Summary, Exhibit A, includes or requires staffing or services by a licensed professional, such as physician, dentist, pharmacist, registered nurse, psychologist, accountant, engineer, architect, etc., then insurance policy(ies) and

coverage for professional liability/errors and omissions is required in an amount not less than One Million Dollars (\$1,000,000) per claims made or per occurrence and One Million Dollars (\$1,000,000) aggregate. If CONTRACTOR's professional liability policy is a "claims made" policy, CONTRACTOR shall agree to maintain professional liability coverage for two (2) years following the termination of this Agreement.

(f) **Sexual Misconduct Liability.** If the Project Summary, Exhibit A, includes services which require custody, transportation or unsupervised contact by CONTRACTOR, or any Subcontractor, with recipients of services under this Agreement, then insurance policies and coverage for Sexual Misconduct Liability is required in an amount not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate.

7.4 Change in Coverage. COMMISSION expressly retains the right to require CONTRACTOR to increase or decrease insurance of any of the above insurance types throughout the term of this Agreement. Any increase or decrease in insurance will be as deemed by ADMINISTRATOR or his or her Risk Management designee as appropriate to adequately protect COMMISSION. COMMISSION shall notify CONTRACTOR in writing of changes in the insurance requirements. If CONTRACTOR does not provide copies of acceptable COIs and endorsements incorporating such changes within thirty (30) days of receipt of such notice, this Agreement may be in breach without further notice to CONTRACTOR, and COMMISSION shall be entitled to all legal remedies.

7.5 Duration of Insurance. CONTRACTOR shall maintain all coverage and insurance for the entire term and for any extended period agreed upon within this Agreement.

7.6 Maintain Records of Insurance Coverage. CONTRACTOR shall maintain records regarding all coverage and insurance for the term of this Agreement and for any extended period agreed upon within this Agreement.

7.7 Withhold Payment for Lack of Required Coverage. COMMISSION reserves the right to withhold payments to CONTRACTOR in the event of material noncompliance with the applicable insurance requirements outlined in this Paragraph 7.

7.8 Remedies for Failure to Provide or Maintain Required Coverage, Insurance, or Endorsements. In addition to any other remedies COMMISSION may have if CONTRACTOR (or any Subcontractor) fails to provide or maintain any insurance required by this Paragraph 7 to the extent and within the time required by this Agreement, COMMISSION may, at its sole option:

(a) Obtain the insurance and deduct and retain the amount of the premiums for the insurance from any monies due under this Agreement.

(b) Order CONTRACTOR and any Subcontractor to cease performance of the Services and withhold any payments which become due to CONTRACTOR or any Subcontractor until CONTRACTOR or Subcontractor demonstrates compliance with the insurance requirements of this Agreement.

(c) Immediately and without further cause terminate this Agreement.

7.9 Exercise of any of the above remedies are in addition to any other remedies COMMISSION may have and are not the exclusive remedies for CONTRACTOR's or its Subcontractor's failure to maintain or secure appropriate policies or endorsements. Nothing in this Agreement shall be construed as limiting in any way the extent to which CONTRACTOR or any Subcontractor may be held responsible for payments of damages to persons or property resulting from CONTRACTOR's or any Subcontractor's performance under this Agreement.

8. RESPONSIBILITIES OF CONTRACTOR

8.1 Conditions to COMMISSION's Obligation to Proceed under Agreement. COMMISSION's obligation to proceed with performance and the payment of each invoice payment under this Agreement is expressly conditioned upon the satisfaction by CONTRACTOR of each of the following conditions precedent ("Conditions") below. These Conditions may be waived in writing by ADMINISTRATOR, in his or her sole discretion, or expressly waived in the Project Summary, Exhibit A. CONTRACTOR may satisfy one or more of the Conditions at any time prior or subsequent to the Date of Agreement, provided that all Conditions shall be satisfied prior to the date the first COMMISSION payment to CONTRACTOR is due. CONTRACTOR shall provide satisfactory evidence of compliance with each of the Conditions.

8.1.1 Evidence of CONTRACTOR Approval of Agreement. CONTRACTOR shall submit evidence of the approval of this Agreement by resolution of CONTRACTOR's governing board, or a true copy of the minutes of the public meeting at which this Agreement was considered and approved, or other evidence of approval satisfactory to ADMINISTRATOR.

8.1.2 Insurance. All provisions and submittal of endorsements or other evidence of insurance required by Paragraph 7 shall be in place and approved by ADMINISTRATOR or his or her Risk Management designee.

8.1.3 Other Conditions. CONTRACTOR has complied with the other Conditions listed in the Project Summary, Exhibit A, if any.

8.2 No Supplanting Government Funds. CONTRACTOR shall not supplant government funds intended for the purposes of this Agreement with any other funds intended for the purposes of this Agreement. CONTRACTOR shall not submit an invoice for payment from COMMISSION or apply sums received from COMMISSION with respect to that portion of its obligations which have been paid by another governmental source of revenue. As a material provision of this Agreement and substantive criterion in COMMISSION's selection of CONTRACTOR for the Services provided under this Agreement and in furtherance of the express directives of the Act, CONTRACTOR is required to ensure that in the performance of this Agreement all funding shall be expended and used to supplement, not supplant, existing levels of service.

8.3 Technical Requirements for PCs and Software Used by CONTRACTOR for all Recordkeeping and Reporting for the Services and Agreement. CONTRACTOR agrees to obtain and maintain all computer hardware and software necessary to meet the requirements of Paragraph 19 in its entirety with respect to COMMISSION's evaluation and contracts management system. CONTRACTOR is required to contact COMMISSION's designated contractor for its evaluation and contract management system prior to the commencement of work pursuant to this Agreement to ensure

that CONTRACTOR's computer hardware and software is capable of meeting CONTRACTOR's evaluation and contract management system obligations.

8.4 Staffing Obligations for Services. COMMISSION and CONTRACTOR agree that the Scope of Work, the level and description of Services, and the classification, number, and qualifications of personnel and staff necessary for the Services, and budget for staffing to be provided by CONTRACTOR in furtherance of the Strategic Plan and the Act are set forth in the Exhibits. CONTRACTOR agrees to provide the level and type of staffing, facilities, equipment and supplies necessary to provide the Services and to meet the outcomes set forth in these Exhibits.

8.4.1 Staffing Conferences. At ADMINISTRATOR's request, CONTRACTOR agrees to send appropriate staff to attend orientation session(s) and/or progress meeting(s) arranged or given by COMMISSION or ADMINISTRATOR.

8.4.2 Personnel Disclosure. If requested by ADMINISTRATOR, CONTRACTOR shall make available to ADMINISTRATOR a current list of all personnel providing Services or performing any work under this Agreement, including personnel of any Subcontractor. Changes to the list shall be immediately provided to ADMINISTRATOR. CONTRACTOR shall prepare and maintain up-to-date personnel records and information about its employees and, if requested by ADMINISTRATOR and to the extent permitted by applicable laws, make available to ADMINISTRATOR the following information/records:

(a) The required list of personnel, including any Subcontractor, which shall include each of the following:

(i) All full time staff positions and all part-time staff positions by name and title, including volunteer positions, who are assigned to, performing under, or providing Services.

(ii) The qualifications and experience, including professional degree(s) and required licensing, if applicable, required for each position.

(iii) The language skill(s), if applicable, of the personnel, such as bi-lingual, sign language, Braille, or other communication skills.

(b) CONTRACTOR shall immediately notify ADMINISTRATOR concerning the arrest or subsequent conviction, for other than minor traffic offenses, of any employee or volunteer staff providing Services under this Agreement when the information becomes known to CONTRACTOR.

8.4.3 CONTRACTOR to Maintain Complete Personnel Records. CONTRACTOR shall maintain complete and accurate records relating to all personnel listed (or required to be listed) in Subparagraph 8.4.2 above. The record keeping shall include evidence that CONTRACTOR has conducted adequate pre-employment and pre-volunteer screening, such as information that CONTRACTOR has conducted or caused to be conducted on each employee or volunteer a pre-employment/hiring background check and that CONTRACTOR has taken all reasonable steps to assure all employees and volunteers assigned to perform Services under this Agreement are suitable to perform the work and do not pose a reasonably foreseeable risk of harm to children or other persons receiving or participating in the Services. CONTRACTOR acknowledges it

has a duty to disclose to COMMISSION and ADMINISTRATOR information within its knowledge that may pose a reasonably foreseeable risk of harm to children. Nothing in the above provisions shall obligate CONTRACTOR to disclose to COMMISSION or ADMINISTRATOR confidential personnel information about employees (or volunteers) except and to the extent disclosure is permitted by applicable laws or authorized by judicial or administrative order. Nothing in the above provisions shall affect or modify the provisions of this Agreement affirming the independent contractor status of CONTRACTOR.

8.5 Implementing Exhibits. As directed by ADMINISTRATOR during the term of this Agreement and pursuant to the Exhibits CONTRACTOR will be required to prepare and submit to ADMINISTRATOR certain planning and implementing documents regarding the Services under this Agreement aimed toward achieving the outcomes set forth in the Work Plan, Exhibit A-1. The planning and implementing documents may include, but are not limited to, service plans, business plans, and supplements to the Work Plan, each of which may clarify or further describe and define the Services required under this Agreement and required dates for performance of certain Services. Each implementing document approved by ADMINISTRATOR, shall become part of the Exhibits and shall be attached to and incorporated into this Agreement. CONTRACTOR shall perform and meet the tasks and requirements set forth in all Exhibits as performance obligations of this Agreement.

9. GENERAL TERMS AND CONDITIONS

9.1 Compliance with Laws. CONTRACTOR shall provide all Services in accordance with all applicable federal and state laws, statutes, regulations, and local ordinances and resolutions. CONTRACTOR shall comply with the Act, and all laws, rules or regulations, applicable to the Scope of Work and provision of Services, as any may now exist or as amended or added after the Date of Agreement.

9.2 Familiarity with Work. By executing this Agreement and prior to performing or providing any Services, CONTRACTOR warrants and shall be satisfied that (a) it has thoroughly investigated and considered the Services, (b) it has carefully considered how the Services should be performed, will be implemented, and will be completed, and (c) it fully understands the facilities, difficulties, and restrictions, attending carrying out the performance obligations of this Agreement. Should CONTRACTOR discover any latent or unknown conditions materially differing from those inherent in the work or as represented by COMMISSION or ADMINISTRATOR, it shall immediately inform COMMISSION in writing of this fact and shall not proceed except at CONTRACTOR's risk until written instructions are received from ADMINISTRATOR.

9.3 Care of Work. CONTRACTOR shall adopt reasonable methods during the term of this Agreement to furnish continuous protection to the property (real and personal property), facilities, equipment, persons providing or receiving Services, work product, records, and other papers to prevent losses or damages. CONTRACTOR shall be responsible for all losses or damages to persons or property (including real property, personal property, both tangible and intangible), except the losses or damages caused by COMMISSION's sole negligence. The performance of Services by CONTRACTOR shall not relieve CONTRACTOR from any obligation to correct any incomplete, inaccurate, or defective work or service at no further cost to COMMISSION when the inaccuracies are due to the negligence, action, inaction, or intentional misconduct of CONTRACTOR.

9.4 Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be determined to be invalid by a final judgment or decree of a court of competent jurisdiction, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of that provision, or the remaining provisions of this Agreement unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 California Law. This Agreement shall be construed and interpreted both as to validity and to performance in accordance with the laws of the State of California. Legal actions concerning any default, dispute, interpretation, declaration of rights, or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, and CONTRACTOR covenants and agrees to submit to the personal jurisdiction of the court in the event of any action.

9.6 Waiver. No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair any right or remedy or be construed as a waiver. One party's consent or approval of any act by the other party requiring the other party's consent or approval shall not be deemed to waive or render unnecessary the party's consent to or approval of any subsequent act of the party. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

9.7 Rights and Remedies Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of the rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

9.8 Covenant Against Discrimination. In the performance of this Agreement, CONTRACTOR shall not engage in, nor permit any employee or agent to engage in, discrimination in employment of persons or provision of Services or assistance, nor exclude any person from participation in, nor deny any person the benefits of, nor or subject any person to discrimination under any program or activity funded in whole or in part with COMMISSION funds on the grounds of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender or sexual orientation, except as permitted by applicable provisions of federal and state law. CONTRACTOR shall comply with Title II of the Americans with Disabilities Act, (42 U.S.C. §12101, *et. seq.*) as it relates to public accommodations.

9.9 Legal Action. In addition to any other rights or remedies, either party may take legal action, at law or at equity, to cure, correct, or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

9.10 Attorneys' Fees. If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of suit from the non-prevailing party.

9.11 Waiver of Jury Trial. Both COMMISSION and CONTRACTOR agree and acknowledge that each is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each party, for itself and its successors, creditors, and assigns, expressly and knowingly waives and releases all rights to trial by jury in any action, proceeding, or counterclaim brought by any party against the other or against its officers, Commissioners directors, employees, agents, or subsidiary or affiliated entities on or with regard to any matters of any kind or type arising out of or in any way connected with this Agreement or any other claim of injury or damage.

9.12 Use of Commission Name and Logo. Funded and partnering organizations are required to use COMMISSION's name and logo on all materials, promotional information and products that relate to Commission-funded programs, unless otherwise agreed to between CONTRACTOR and ADMINISTRATOR at ADMINISTRATOR's sole discretion. CONTRACTOR shall comply with COMMISSION's guidelines related to the use of COMMISSION's name and logo as stated in its Policies and Procedures Guide.

9.13 Time of Essence. Time is of the essence in the performance of this Agreement.

9.14 No Broker or Finders' Fee. CONTRACTOR warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

9.15 No Use of Funds for Lobbying. CONTRACTOR shall not expend any monies paid or payable under this Agreement for the purpose of influencing or attempting to influence an officer, member, or employee of COMMISSION, a member of the Orange County Board of Supervisors, any County of Orange officer or employee, any member or employee of the State Commission, any member of the State legislature or member of Congress, or any other officer or employee of any public agency or entity, in connection with the awarding of any contract, the making of any contract, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.

9.16 Constitutional Use of Funds. As an express condition to this Agreement, CONTRACTOR agrees that the funds provided by COMMISSION to CONTRACTOR shall not be used to promote any religion, religious creed or cult, denomination, sectarian organization or religious belief or to fund any proselytizing activities. The parties agree the above covenant is intended to and shall be construed for the limited purpose of assuring compliance with respect to the use of COMMISSION funds by CONTRACTOR with applicable constitutional limitations respecting the establishment of religion as set forth in the establishment clause under the First Amendment of the United States Constitution and Article I, Section 4 of California Constitution, and is not in any manner intended to restrict other activities of CONTRACTOR.

9.17 Child Abuse Reporting. CONTRACTOR shall establish a procedure to ensure that all employees, volunteers, consultants, agents, or Subcontractors performing Services under this Agreement, report child abuse or neglect to a child protective agency as defined in Penal Code Section 11165.9 to the extent required by applicable law. CONTRACTOR shall require each employee, volunteer, agent, and Subcontractor who provides Services to or for CONTRACTOR in implementation of the Scope of Work described in Exhibit A and funded by this Agreement to the extent each person is legally subject to the requirements, to sign a statement acknowledging these

reporting requirements and to comply with the reporting requirements to the extent required by applicable law.

9.18 CONTRACTOR Cooperation with Other COMMISSION Contractors CONTRACTOR acknowledges that the goal of COMMISSION and its Strategic Plan is to develop an integrated quality service system to ensure access to a quality child and family support services delivery system for Orange County children from the prenatal stage to age five. CONTRACTOR agrees to cooperate reasonably with COMMISSION and ADMINISTRATOR to achieve the objectives of the Strategic Plan and support COMMISSION by forming cooperative partnerships to serve children prenatal through age five and their families with other services funded through COMMISSION.

9.19 Political Activity. CONTRACTOR agrees that the funds provided by this Agreement shall not be used to promote, directly or indirectly, any political party, political candidate or political activity, except as permitted by law.

9.20 Child Care Provider Notification; Admission Procedures and Parental and Authorized Representative's Rights. If applicable to the Services, CONTRACTOR shall establish and carry out the requirements of California Code of Regulations (CCR) Title 22 relating to child care providers and provision of licensed child care, day care, or other early care and education. To the extent required by applicable laws and regulations, CONTRACTOR shall complete the following:

9.20.1 CONTRACTOR shall comply with CCR Title 22, Section 101218.1 to ensure all parents and authorized representatives of minor children receiving Services under this Agreement, are notified regarding any employee, volunteer, consultant, or agent of CONTRACTOR with a criminal record exemption.

9.20.2 CONTRACTOR shall (i) post a current copy of the California Department of Social Services (CDSS) Parents' Rights Poster in a prominent location; (ii) provide all parents and authorized representatives current copies of all CDSS notification forms and retain all parent signature or acknowledgement portions of those forms in the child's file; (iii) upon request, provide parents and authorized representatives with the name of any person associated with CONTRACTOR (including any employee, volunteer, consultant or agent of CONTRACTOR) who has been granted a criminal record exemption and that person's relationship to CONTRACTOR.

9.20.3 CONTRACTOR shall document all requests by parents or authorized representatives for criminal exemption information. Such documentation shall be jointly signed by an authorized representative of CONTRACTOR and the parent or authorized representative and maintained in the child's file.

9.21 Suspension and Debarment. CONTRACTOR certifies that CONTRACTOR's officers and principals are not debarred or suspended from federal financial assistance programs or activities.

10. REPRESENTATIONS AND WARRANTIES OF CONTRACTOR. CONTRACTOR makes the following representations and warranties to COMMISSION. These representations and warranties are ongoing and CONTRACTOR shall advise ADMINISTRATOR in writing if there is any change pertaining to any matters set forth or referenced in the following Subparagraphs 10.1 through 10.6, inclusive.

10.1 No Conflict. To the best of CONTRACTOR's knowledge, participation by public officials of CONTRACTOR in the negotiation, consideration, and action on this Agreement and CONTRACTOR's execution, delivery, and performance of its obligations under this Agreement will not constitute a default or a breach under any contract, agreement, or order to which CONTRACTOR is a party or by which it is bound, nor is there a conflict of interest under the California Political Reform Act, Government Code Section 81000, *et seq.* and Section 87100, *et seq.* or Government Code Section 1090, *et seq.*

10.1.1 CONTRACTOR agrees that no officer, Commissioners, employee, agent, or assignee of COMMISSION having direct or indirect control of any monies allocated by COMMISSION, inclusive of the subject funds, shall serve as an officer or director of CONTRACTOR without the express written acknowledgement of COMMISSION.

10.1.2 Any conflict or potential conflict of interest of any public official of CONTRACTOR shall be fully disclosed in writing prior to the execution of this Agreement and shall be attached to and become a part of this Agreement.

10.2 No Bankruptcy. CONTRACTOR is not the subject of any current or threatened bankruptcy.

10.3 No Pending Legal Proceedings. CONTRACTOR is not the subject of a current or threatened litigation that would or may materially affect CONTRACTOR's performance under this Agreement.

10.4 Application Veracity. All provisions of and information provided in CONTRACTOR's application for funding submitted to COMMISSION including exhibits are true and correct in all material respects.

10.5 No Pending Investigation. CONTRACTOR is not aware that it is the subject of any current or threatened criminal or civil action investigation by any public agency, including, without limitation, a police agency or prosecuting authority, related, directly or indirectly, to the provision of Services under this Agreement.

10.6 Licenses, Permits, and Standards. CONTRACTOR warrants that it has all necessary licenses and permits required by the laws of the United States, State of California, County of Orange, any local jurisdiction in which it may do business or provide Services, and all other appropriate governmental agencies. CONTRACTOR agrees to maintain these licenses and permits in effect for the duration of this Agreement. CONTRACTOR shall only contract with Subcontractors that are duly licensed, insured, and qualified to provide Services under this Agreement, as applicable. CONTRACTOR warrants that its employees, agents, contractors, and Subcontractors shall conduct themselves in compliance with the laws and licensure requirements including, without limitation, compliance with laws applicable to nondiscrimination, sexual harassment, and ethical behavior.

10.6.1 Failure to Obtain or Maintain Licenses. CONTRACTOR shall notify ADMINISTRATOR immediately and in writing of its inability to obtain or maintain, irrespective of the pendency of any appeal, any of the permits, licenses, approvals, certificates, waivers, and exemptions. The inability shall be cause for termination of this Agreement by COMMISSION or ADMINISTRATOR.

11. CONFIDENTIALITY. CONTRACTOR shall maintain the confidentiality of all records, including any hard copies, electronic or computer-based data, and audio and video recordings, in accordance with all applicable state and federal codes and regulations relating to privacy and confidentiality, with COMMISSION's adopted Confidentiality and Data Sharing Protocol attached hereto and incorporated by this reference as each now exists or may be amended after the Date of Agreement, and as may be required by any other funding sources allocated through this Agreement.

11.1 CONTRACTOR Obligation

11.1.1 All records and information concerning any and all persons referred to CONTRACTOR by COMMISSION, or COMMISSION's designee, shall be considered and kept confidential by CONTRACTOR and CONTRACTOR's staff, agents, employees, subcontractors, and volunteers.

11.1.2 CONTRACTOR shall require its employees, agents and volunteers to sign an acknowledgement or other certification which certifies that each will keep the identities and any information with respect to any and all service recipients of CONTRACTOR related to services authorized under this Agreement confidential except as may be required to provide Services under this Agreement, to comply with any reporting and auditing requirements specified in this Agreement, as required by COMMISSION in the administration of this Agreement, and as otherwise permitted by law.

11.1.3 CONTRACTOR agrees that any and all approved subcontracts entered into shall include the confidentiality requirements of this Agreement.

11.1.4 CONTRACTOR shall inform all of its employees, agents, subcontractors, volunteers, and partners of this provision that any person who knowingly and intentionally violates the provisions of federal, state or local confidentiality laws may be guilty of a crime and subject to civil action.

11.2 Authorized Data Sharing. The provisions of Subparagraphs 11.1.1 through 11.1.4 are not applicable to authorized data sharing pursuant to COMMISSION-funded projects or as permitted by law.

12. DISPUTES.

12.1 Except as otherwise provided in this Agreement, when a dispute arises between CONTRACTOR and COMMISSION, the parties shall meet to resolve the issue. If the parties do not reach a resolution, the dispute will be decided by the ADMINISTRATOR, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to CONTRACTOR. The decision of the ADMINISTRATOR shall be the final and conclusive administrative decision.

12.2 Pending final decision of a dispute hereunder, CONTRACTOR shall proceed diligently with the performance of this Agreement and in accordance with the decision of ADMINISTRATOR. Nothing in this Agreement, however, shall be construed as making final the decision of any COMMISSION official or representative on a question of law, which questions shall be settled in accordance with the laws of the state of California.

13. REPORTING REQUIREMENTS

13.1 Reports. Separate from any other reports required in the Project Summary, Exhibit A, or the Work Plan, Exhibit A-1, CONTRACTOR shall prepare and submit to ADMINISTRATOR reports concerning the performance of the Services required by this Agreement and any other reports as ADMINISTRATOR may reasonably require.

13.2 Ancillary Reporting Requirement Related to Enforcement of Child Support Obligations.

13.2.1 County Requirements. In order to comply with child support enforcement requirements of the County of Orange, CONTRACTOR agrees to furnish to ADMINISTRATOR within thirty (30) days of the award of this Agreement:

(a) in the case of an individual contractor, his or her name, date of birth, Social Security number, and residence address;

(b) in the case of a contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten percent (10%) or more in the contracting entity;

(c) a certification that contractor has fully complied with all applicable federal and state reporting requirements regarding its employees; and

(d) a certification that contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment, and will continue to so comply.

13.2.2 Failure to Comply Breach. The failure of CONTRACTOR to timely submit the data or certifications required by Subparagraphs 13.2.1 (a), (b), (c), or (d); to comply with all federal and state employee reporting requirements for child support enforcement; or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of this Agreement. Failure to cure such breach within sixty (60) calendar days of notice from the County of Orange or COMMISSION shall constitute grounds for termination of this Agreement.

13.2.3 Use of Data Solely for Government Enforcement of Child Support Orders. It is expressly understood that this data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders, and for no other purpose.

13.2.4 Exemptions. Agreements with public entities shall be exempt from the requirements of Subparagraph 13.2, above. Agreements with non-profit organizations which have no owners; shall be exempt from the requirements of Subparagraph 13.2.1(b) above.

14. AUDITS. CONTRACTOR shall prepare and maintain adequate records of its performance under this Agreement in sufficient detail to permit an evaluation of the work and Services and an audit of records as described in this Agreement.

14.1 Fiscal Audit of Contract. CONTRACTOR shall employ an independent, licensed Certified Public Accountant (“CPA”) who shall prepare and file with ADMINISTRATOR a “Fiscal Audit” of this Agreement that shall include a review of the invoices submitted and paid for the reasonable cost of Services under this Agreement and a sampling (test) of the supporting documentation.

14.1.1 Multi-Year Funding. There shall be a Fiscal Audit completed for each year of this Agreement. Each annual Fiscal Audit shall become due within sixty (60) days after the anniversary date of the Date of this Agreement. The final Fiscal Audit shall become due within sixty (60) days after the end of the term of the Agreement or the date of termination of this Agreement, whichever occurs earlier. CONTRACTOR and ADMINISTRATOR may mutually agree in writing to extend the date by which each Fiscal Audit is due.

14.1.2 Retention Amount. Upon successful completion of each Fiscal Audit, ADMINISTRATOR shall release the applicable Retention Amount.

14.1.3 Scope of CPA Opinion for Fiscal Audit. CONTRACTOR shall require the CPA who completes each Fiscal Audit to provide an unqualified professional written opinion that states whether the invoices for payment submitted by CONTRACTOR under this Agreement were for actual and reasonably necessary costs and expenses to pay for work performed or goods purchased pursuant to the terms and conditions of this Agreement and whether the indirect cost rate applied to staffing for invoices submitted and paid, if any, is in accordance with the requirements of Subparagraph 15.5. CONTRACTOR shall ensure that corrective action is taken with respect to audit exceptions for lack of internal controls or adequate procedures noted in the Fiscal Audit within six (6) months after issuance of the applicable Fiscal Audit report.

14.2 Retention Amount Withheld Pending Timely and Successful Completion of Each Fiscal Audit. The Retention Amount shall be withheld pending timely and successful completion of each Fiscal Audit described in this Paragraph 14.

14.3 Other and Additional Auditing Authority—Retention of Rights to Audit Performance under Agreement. COMMISSION and ADMINISTRATOR and their authorized representatives, and First 5 California and any of its authorized representatives, (collectively “Representatives”), reserve all rights and shall have access to any books, documents, papers and records, including medical records, of CONTRACTOR and any Subcontractor performing Services under this Agreement for the purpose of financial monitoring or auditing conducted by an independent CPA concerning CONTRACTOR’s and Subcontractors’ performance under this Agreement. The Representatives have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Agreement and the premises in which it is being performed.

14.4 Availability of Records for Auditing Purposes. In the event that CONTRACTOR’s corporate headquarters and its financial records are located outside the borders of Orange County, California, then CONTRACTOR shall make available its books and financial records within the borders of Orange County within ten (10) days after receipt of written demand by ADMINISTRATOR for any audit purposes under this Agreement. All CONTRACTOR’s books of accounts and records related and applicable to any costs of Services, client fees, charges, billings, and revenues received directly or indirectly related to the Services shall be made available at one (1) location within the limits of the County of Orange. All records specified in this Subparagraph 14.4 and maintained pursuant to

the terms of this Agreement shall be made available, after appropriate advance notice and during the party's normal business hours, to designated representatives of the Auditor General of the State of California; First 5 California, an entity independent of the State of California; COMMISSION, an entity independent from the County of Orange, and any other entities as required by state statute or court order. In the event CONTRACTOR does not make available its books and financial records for the Services within the borders of Orange County for the Fiscal Audit, CONTRACTOR agrees to pay all necessary and reasonable expenses incurred by COMMISSION, ADMINISTRATOR, or their designee necessary to obtain, review, and audit CONTRACTOR's books and financial records.

14.5 Monitoring. COMMISSION, ADMINISTRATOR, and First 5 California, and respective representatives, are authorized to conduct on-site monitoring at their discretion during reasonable times, including unannounced on-site monitoring as elected in the Exhibits. Monitoring activities may also include, but are not limited to, questioning employees, volunteers, and participants for the subject Services and entering any premises or any site in which any of the Services funded by this Agreement are conducted or in which any of the records of CONTRACTOR or any Subcontractor are kept. Nothing in this Agreement shall be construed to require access to any privileged or confidential information as set forth in federal or state law.

14.6 Compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. If CONTRACTOR receives federal funding under this Agreement, CONTRACTOR shall comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. CONTRACTOR shall employ a licensed certified public accountant who shall prepare and file with ADMINISTRATOR an annual organization-wide audit of related expenditures during the term of this Agreement in compliance with the Audit requirements in 2 CFR Part 200.500, *et seq.* The audit must be performed in accordance with generally accepted government auditing standards and 2 CFR Part 200.500, *et seq.*

15. MAXIMUM PAYMENT OBLIGATION. The "Maximum Payment Obligation" of COMMISSION to CONTRACTOR under this Agreement shall be One Hundred Sixty-Nine Thousand Six Hundred Nine Dollars (\$169,609) or the actual reasonable cost incurred and paid for performance of the Services, whichever is less.

15.1 Multi-Year Contracts. For multi-year contracts, the Maximum Payment Obligation for each period shall be as follows:

15.1.1 The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2024 through June 30, 2025 shall be \$54,860.

15.1.2 The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2025 through June 30, 2026 shall be \$54,860.

15.1.3 The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2026 through June 30, 2027 shall be \$54,860.

15.1.4 The Maximum Payment Obligation of COMMISSION to CONTRACTOR for EDI services to be provided for the period July 1, 2024 through June 30, 2025 shall be \$5,029.

15.2 Initial Payment. ADMINISTRATOR may, in his or her sole discretion, make an initial payment to CONTRACTOR in an amount not to exceed 8.33% per year of COMMISSION's

Maximum Payment Obligation described in Paragraph 15 above, upon receipt of a written request(s) by CONTRACTOR, which request(s) shall be accompanied by the justification as ADMINISTRATOR may require. ADMINISTRATOR may approve subsequent requests for initial payment not to exceed twenty-five percent (25%) of any budget period, contingent upon CONTRACTOR having repaid all prior initial payment amounts in any prior budget period. The initial payment is intended to cover initial costs that are estimated to have been incurred or are expected to be incurred in the performance of Services by CONTRACTOR. ADMINISTRATOR may, in his or her sole discretion, deduct the initial payment(s) from any one or more subsequent payments owed to CONTRACTOR during the term of this Agreement. If, at the end of the term of this Agreement, there is any balance of the initial payment not deducted from subsequent payment requests, CONTRACTOR shall owe and shall immediately refund said monies to COMMISSION.

15.3 Provisional Payment. At ADMINISTRATOR's sole discretion, CONTRACTOR may submit an invoice prior to the beginning of the mutually agreed upon billing period to perform the Services required by this Agreement, and COMMISSION shall pay CONTRACTOR's provisional payment invoice within a reasonable period of time estimated to be thirty (30) days after receipt of a correctly completed invoice. CONTRACTOR shall submit to ADMINISTRATOR a reconciliation of actual costs incurred during the billing period covered by the provisional payment no later than ninety (90) days after the provisional payment invoice is submitted or within thirty (30) days of the end date of this Agreement, whichever occurs earlier. Any overpayment resulting from a Provisional Payment(s) and subsequent reconciliation of actual cost incurred for the period shall be deducted from subsequent invoices submitted by CONTRACTOR or repaid by CONTRACTOR to COMMISSION in accordance with the provisions of Paragraph 16 below.

15.4 Billing/Payment Interval. COMMISSION shall pay CONTRACTOR invoice payments monthly or quarterly in arrears, at ADMINISTRATOR's sole discretion, as specified in Exhibit A, for actual reasonable costs incurred and paid by CONTRACTOR to perform the Services required by this Agreement in accordance with the amounts and categories specified in the Project Budget, Exhibit B, for the Services; provided, however, that payments for each line item shall not exceed the amount specified, and ADMINISTRATOR may approve adjustments of the amount set forth within each line item, so long as the total of all amounts within all line items, as adjusted, shall not exceed COMMISSION's Maximum Payment Obligation. Notwithstanding the monthly or quarterly invoice payments and exclusive of the initial payment or the provisional payment, if any, an amount equal to ten percent (10%) of each monthly or quarterly invoice shall be withheld by COMMISSION through ADMINISTRATOR as the Retention Amount (defined in Subparagraph 15.8 below) pending the timely and successful completion of each Fiscal Audit as described above in Paragraph 14. The total of all invoice payments and provisional payments shall not exceed COMMISSION's Maximum Payment Obligation.

15.5 Indirect Cost Rate. Notwithstanding anything to the contrary, CONTRACTOR's indirect cost rate shall in no event exceed ten percent (10%) of the applicable funding under this Agreement. CONTRACTOR and ADMINISTRATOR may mutually agree to an annual increase or decrease of the indirect cost rate listed in Exhibit B (Budget) to this Agreement based on a review of the State of California Department of Education independently assigned indirect cost rate(s), provided that COMMISSION's Maximum Payment Obligation in this Agreement does not increase as a result.

15.6 Facilities/Lease Costs. In the event that CONTRACTOR has an ownership interest in real property where Services are to be provided under this Agreement, CONTRACTOR shall only

be entitled to the proportionate share of depreciation of the improvements at the rate of no more than four percent (4%) each year plus the proportionate share of real property taxes and maintenance.

15.7 Invoices. CONTRACTOR shall submit completed invoices monthly or quarterly upon a form approved or supplied by ADMINISTRATOR.

15.7.1 Each monthly or quarterly invoice shall be submitted with an express written certification by CONTRACTOR representing and affirming to COMMISSION the following:

(a) CONTRACTOR has and maintains accurate records evidencing the requested monthly or quarterly payment, including, without limitation, the following: (1) original invoice(s), (2) original or true copies of source documents including, *inter alia*, statement of work performed, itemized on a monthly basis, general ledgers, supporting journals, time sheets, invoices, canceled checks (if received), or bank statements, receipts, and receiving records, and (3) originals or true copies of other receipts, agreement(s), or other documentation supporting and evidencing how the funds have been expended during the applicable quarter; provided, however, for the first monthly or quarterly payment, ADMINISTRATOR, in his or her sole discretion, may consider and approve an invoice from CONTRACTOR that includes reimbursement of CONTRACTOR expenses incurred prior to the Date of Agreement, as more fully set forth in the Project Budget, Exhibit B; and

(b) the Services provided during the preceding quarter (or other period for which payment is requested) have not and do not supplant existing services but in fact enhance or establish new services to Orange County's prenatal through age five children.

15.7.2 CONTRACTOR shall maintain, at CONTRACTOR's facility, source documentation for all invoices including, but not limited to, ledgers, journals, time sheets, invoices, bank statements, canceled checks, receipts, receiving records, and records of services provided.

15.7.3 COMMISSION shall exercise reasonable efforts to cause the monthly or quarterly installment payments to be released within a reasonable time period from submittal of a complete invoice and current compliance with reporting obligations of Paragraph 19, approximately thirty (30) days after receipt of the invoice.

15.8 Retention Amount. CONTRACTOR expressly acknowledges and agrees that an amount equal to ten percent (10%) of each quarterly invoice attributable and allocable to Services ("Retention Amount") may be withheld by COMMISSION through ADMINISTRATOR pending the timely and successful completion and performance of each Fiscal Audit for the Services as described in Paragraph 14. At ADMINISTRATOR's sole discretion, in place of an amount equal to ten percent (10%), CONTRACTOR's entire final monthly or quarterly invoice in each fiscal year may be withheld as the Retention Amount pending the timely and successful completion and performance of each Fiscal Audit for the Services as described in Paragraph 14.

15.9 Final Invoice/Settlement. With the exception of the Retention Amount payment, any and all final invoices for Services must be received by ADMINISTRATOR no later than sixty (60) days after the end of the term of this Agreement or sixty (60) days from the date of the earlier termination of this Agreement. Invoices for Services received after this date and time may not be processed for payment or reimbursed. CONTRACTOR and ADMINISTRATOR may mutually agree in writing to modify the date upon which the final invoice must be received.

15.10 Source of COMMISSION Funding. CONTRACTOR knowingly and expressly acknowledges and agrees that the sole source of funding provided and to be provided pursuant to this Agreement is and shall only be from monies allocated, received, and available to COMMISSION from the surcharges, taxes, and revenues collected and allocated to COMMISSION through the provisions of the Act, unless otherwise expressly stated in Exhibit A. To the extent, if at all, any or all provisions of the Act are found invalid, stayed, tolled, or are modified by litigation, subsequent initiative, or legislation, and the funding provided for under this Agreement is affected, then COMMISSION is and shall be relieved of obligations under this Agreement, or this Agreement shall be modified or amended to conform to the changes to the Act, as elected by COMMISSION. If COMMISSION is not allocated or does not receive adequate funding for its performance under this Agreement, then COMMISSION shall be relieved of obligations under this Agreement, or this Agreement shall be amended to conform to the changes, in funding allocations or changes to the Act, as elected by COMMISSION.

15.11 Leveraging Funds. For program sustainability, CONTRACTOR shall make all reasonable efforts to secure State of California or federal funds including, but not limited to, certain State of California programs known to both parties as County-based Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) where COMMISSION funds may be properly identified and used as a required eligible funding source to draw down such other funds. CONTRACTOR agrees that funds from this Agreement shall be used to perform CMAA and TCM claimable activities and that state and federal funds received, including funds received outside the term of this Agreement, as the direct result of its leveraging efforts shall be used for sustainability of and be reinvested in CONTRACTOR's COMMISSION funded programs. In order to receive CMAA or TCM funds, CONTRACTOR shall sign and maintain an agreement for the provision of CMAA or TCM Services with the County of Orange Health Care Agency and comply with all County contracting requirements. CONTRACTOR shall not use COMMISSION funds identified as a match for another funding source for the purposes of drawing down CMAA or TCM funds. This covenant shall survive the termination or expiration of this Agreement and shall be actionable at law or in equity by COMMISSION against CONTRACTOR and its successors in interest.

15.12 PROGRAM FEES

15.12.1 The parties agree that the following guidelines apply in the event fees of any amount are charged by CONTRACTOR to COMMISSION's target population of Orange County's children ages prenatal to five years and their families ("Program Participants") for any service(s) provided under this Agreement.

15.12.2 CONTRACTOR shall not charge fees to COMMISSION's Program Participants prior to obtaining ADMINISTRATOR's acknowledgement in writing.

15.12.3 CONTRACTOR shall advise each COMMISSION Program Participant that fees may be charged and shall notify the Program Participant of any such fees prior to rendering services.

15.12.4 CONTRACTOR shall advise each COMMISSION Program Participant that all fees will be waived if the Program Participant indicates an inability to pay and CONTRACTOR shall waive all fees if the Program Participant is unable to pay.

15.12.5 CONTRACTOR shall not deny services to any COMMISSION Program Participant for any reason, including Program Participant's inability to pay for services.

15.12.6 A full accounting of all fees charged and collected shall be documented by CONTRACTOR and shall be provided to ADMINISTRATOR upon request. At no time is CONTRACTOR permitted to collect fees for any purpose other than to continually provide services identified in this Agreement.

15.12.7 All fees collected shall be fully accounted for and included in CONTRACTOR's Fiscal Audit as described in Paragraph 14.1 of this Agreement.

16. OVERPAYMENTS. Any payment(s) made by COMMISSION to CONTRACTOR in excess of that to which CONTRACTOR is entitled under this Agreement shall be immediately due to COMMISSION and repaid by CONTRACTOR. CONTRACTOR shall make repayment on any overpayment within thirty (30) days of COMMISSION's request. CONTRACTOR agrees to pay all fees and costs, including attorneys' fees, incurred by COMMISSION necessary to enforce the provisions set forth in this Agreement.

16.1 Offset Permitted. In the event an overpayment has been made or exists, ADMINISTRATOR may reconcile and offset the amount of the overpayment against the next installment payment due or against the final invoice amount due and to be paid, as elected in the sole discretion of ADMINISTRATOR. In the event the overpayment exceeds the final payment, the amount is immediately due and payable, and CONTRACTOR shall pay COMMISSION the sum within five (5) days of written notice from ADMINISTRATOR. Nothing in this Agreement shall be construed as limiting the remedies of COMMISSION in the event that an overpayment has been made.

16.2 Offset Permitted under Subsequent Renewal or Other Pending Contract. COMMISSION's Strategic Plan is implemented through funding of various initiatives and certain contractors/funding recipients are and have been awarded multiple or renewed funding for services related to or comparable to the Services provided under this Agreement. CONTRACTOR agrees that if this Agreement is either (i) a renewal contract related to prior funding to CONTRACTOR for services comparable to the Services, or (ii) CONTRACTOR has one or more other contracts pending with COMMISSION with a term or terms concurrent in whole or in part with this Agreement, then in the event an overpayment has been made or exists under this Agreement ADMINISTRATOR may reconcile and offset the amount of the overpayment against monies payable under the renewal contract or other contract pending with COMMISSION.

17. RECORDS

17.1 Maintain Complete Books and Records. CONTRACTOR shall keep the books and records as shall be necessary relating to the Services so as to enable ADMINISTRATOR to evaluate the cost and the performance under this Agreement. Books and records pertaining to costs shall be kept and prepared in accordance with Generally Accepted Accounting Principles (GAAP). ADMINISTRATOR, COMMISSION, and their staff, general legal counsel, and other COMMISSION consultants, as approved by ADMINISTRATOR, shall have full and free access to all books and records of CONTRACTOR and any Subcontractor arising out of this Agreement, at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from the records.

17.1.1 CONTRACTOR shall prepare and maintain accurate and complete financial records of its business operations and in particular all records related to the Services. Financial records shall be retained by CONTRACTOR for a minimum of three (3) years from the date of payment on the final invoice submitted by CONTRACTOR to ADMINISTRATOR under this Agreement or three (3) years after all pending audits are completed, whichever is *later*.

17.2 Separation of Accounts. All funds received by CONTRACTOR from COMMISSION pursuant to this Agreement shall be maintained in an account in a federally insured banking or savings and loan institution with record keeping of the accounts maintained pursuant to reasonable and prudent business practices. CONTRACTOR is not required to maintain separate depository accounts for funds; provided however, CONTRACTOR must be able to account for receipt, obligation, and expenditure of all COMMISSION funds.

17.3 Form of Records. CONTRACTOR may retain records in any reasonable and customary format as mutually determined in writing between CONTRACTOR and ADMINISTRATOR. The following forms of records are acceptable and pre-approved between the parties:

- (a) original hard copies;
- (b) information may be saved/retained electronically in a readily retrievable basis through a Microsoft Word™ 2007 or comparable or compatible format in accordance and consistent with standard business practices, customs, and records retention procedures of businesses in Orange County, California;
- (c) financial data and other spreadsheet information may be saved/retained electronically in a readily retrievable basis through a Microsoft Excel™ or comparable or compatible format in accordance and consistent with standard business practices, customs, and records retention procedures of businesses in Orange County, California; or
- (d) other technology for maintaining and transmitting records as approved in advance by ADMINISTRATOR.

17.4 Release of Records. The records of Services, data, surveys, drawings, specifications, reports, records, documents, evaluation reports, and other materials prepared by CONTRACTOR in the performance of this Agreement shall not be released publicly without the prior written approval of ADMINISTRATOR or as required by law. CONTRACTOR shall not disclose any information regarding the activities of COMMISSION, except as required by law or as authorized by ADMINISTRATOR.

17.5 Ownership of Records. Specialized methodology, formulae, software programs of CONTRACTOR and other intellectual processes which have been specifically designed and developed by CONTRACTOR and which were not funded by or assisted in the development by COMMISSION or its agents which shall be deemed proprietary in nature and shall be and remain the proprietary property of CONTRACTOR. All other documents, information, software, and intellectual property and records, including, without limitation, the originals of all drawings, specifications, reports, records, data, surveys, documents, and other materials, whether in hard copy or electronic form, which are prepared by CONTRACTOR, its employees, Subcontractors, or agents in the performance of this

Agreement, are and shall remain the property of COMMISSION and shall be delivered to ADMINISTRATOR, as appropriate, upon the termination of this Agreement or upon the earlier request of ADMINISTRATOR. CONTRACTOR shall have no right to further contracts, additional employment or employees, or additional compensation of whatever kind or nature as a result of the exercise by COMMISSION of its full rights of ownership of the documents and materials under this Agreement. CONTRACTOR may retain copies of the documents and materials for its own use, but shall not enter into any contract or license for use or for payment of the documents. CONTRACTOR shall cause each Subcontractor to assign to COMMISSION any documents or materials prepared by it. In the event CONTRACTOR fails to secure the assignment, CONTRACTOR shall indemnify COMMISSION for all damages suffered by the failure to obtain the assignment. COMMISSION agrees that, if necessary, it will undertake reasonable and appropriate steps to maintain the proprietary nature of CONTRACTOR's proprietary property, except as may be required by applicable laws.

17.6 Inspection and Access to Records. ADMINISTRATOR and any authorized COMMISSION representatives, any authorized representatives of the State of California, and any authorized representatives of First 5 California shall have access to CONTRACTOR's records for the purpose of monitoring performance and provision of the Services pursuant to this Agreement. CONTRACTOR shall make available its records within the borders of Orange County within ten (10) days after receipt of written demand by ADMINISTRATOR. In the event CONTRACTOR does not make available its records within the borders of Orange County, CONTRACTOR agrees to pay all necessary and reasonable direct and indirect expenses incurred by COMMISSION or COMMISSION's designee(s) necessary to obtain CONTRACTOR's records.

18. PATENT AND COPYRIGHT INFRINGEMENT.

18.1 In lieu of any other warranty by COMMISSION or CONTRACTOR against patent or copyright infringement, statutory or otherwise, it is agreed that CONTRACTOR shall defend at its expense any claim or suit against COMMISSION on account of any allegation that any item furnished under this Agreement or the normal use or sale thereof arising out of the performance of this Agreement, infringes upon any presently existing U. S. letters patent or copyright, and CONTRACTOR shall pay all costs and damages finally awarded in any such suit or claim, provided that CONTRACTOR is promptly notified in writing of the suit or claim and given authority, information, and assistance at CONTRACTOR's expense for the defense of same. CONTRACTOR will not indemnify COMMISSION if the suit or claim results from: (1) COMMISSION's alteration of a deliverable, such that said deliverable in its altered form infringes upon any presently existing U.S. letters patent or copyright; or (2) the use of a deliverable in combination with other material not provided by CONTRACTOR when such use in combination infringes upon an existing U.S. letters patent or copyright.

18.2 CONTRACTOR shall have sole control of the defense of any such claim or suit and all negotiations for settlement thereof. CONTRACTOR shall not be obligated to indemnify COMMISSION under any settlement made without CONTRACTOR's consent or in the event COMMISSION fails to cooperate fully in the defense of any suit or claim, provided, however, that said defense shall be at CONTRACTOR's expense. If the use or sale of said item is enjoined as a result of such suit or claim, CONTRACTOR, at no expense to COMMISSION, shall obtain for COMMISSION the right to use and sell said item, or shall substitute an equivalent item acceptable to COMMISSION and extend this patent and copyright indemnity thereto.

19. CONTRACTOR OBLIGATION TO PROVIDE DATA FOR COMMISSION'S EVALUATION AND CONTRACTS MANAGEMENT SYSTEM.

19.1 Evaluation and Contracts Management System. Services under this Agreement include tracking service data related to client outcomes about Orange County children from prenatal through age five in furtherance of the goals and objectives of COMMISSION's Strategic Plan adopted pursuant to the Act. CONTRACTOR acknowledges and agrees that as a part of the integrated data structure of the evaluation and contract management system in its performance under this Agreement, there may be individual client-shared core data elements. It is the responsibility of each funding recipient, including CONTRACTOR, to participate in the evaluation and contract management system using the COMMISSION Confidentiality and Data Sharing Protocol. CONTRACTOR agrees it shall cooperate with COMMISSION, ADMINISTRATOR, and COMMISSION's designated contractor/consultant for its evaluation and contract management system and other information technology contractors; it shall provide data to COMMISSION's designated contractor/consultant for its evaluation and contract management system; and it shall utilize the evaluation and contract management system, or other data system, as elected by COMMISSION and its ADMINISTRATOR in their sole discretion, for reporting data related to or created by the Services provided under this Agreement in order for COMMISSION to track, analyze, and evaluate all services provided by CONTRACTOR and each and all of COMMISSION's funding recipients. The level of participation with the evaluation and contract management system required by CONTRACTOR shall be determined by ADMINISTRATOR.

19.1.1 CONTRACTOR acknowledges and agrees that as a part of the integrated data structure of the evaluation and contract management system in its performance under this Agreement, there shall be project-level reporting to COMMISSION with respect to CONTRACTOR's work plan through the evaluation and contract management system's Administrative Management Module ("AMM"), and, in some instances, through the evaluation and contract management system's Client Level Data Module ("CLDM"), as set forth in the Work Plan, Exhibit A-1. CONTRACTOR agrees to participate in AMM, and, if applicable to the Services to CLDM, and to cooperate with COMMISSION, ADMINISTRATOR, and COMMISSION's designated contractor/consultant for its evaluation and contract management system and other information technology contractors. CONTRACTOR shall provide data to COMMISSION's designated contractor/consultant for its evaluation and contract management system, utilize the AMM, and, if applicable, provide data of Services to CLDM, for reporting data related to or created by the Services provided under this Agreement in order for COMMISSION to track, analyze, and evaluate all Services provided by CONTRACTOR and each and all of COMMISSION's funding recipients.

19.2 Confidentiality. Nothing in the above provisions relating to collection and reporting to the evaluation and contracts management system shall require CONTRACTOR to release or disclose confidential health data or other patient identification which is expressly protected from disclosure by applicable federal and state laws; provided however, any applicable exception set forth in applicable federal or state laws which permits disclosure by CONTRACTOR to COMMISSION of health or other data shall require disclosure by CONTRACTOR to COMMISSION and ADMINISTRATOR in order to input to the evaluation and contracts management system.

20. OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS. To the extent any intellectual property, tangible or intangible, is developed, created, or modified with the monies provided by COMMISSION under this Agreement, or is otherwise separately funded by

COMMISSION under other projects, programs, contracts, or agreements and utilized by CONTRACTOR under this Agreement, COMMISSION does and shall own all right, title and interest (including patent rights, copyrights, trade secret rights, and other intellectual property rights throughout the world) relating to any and all the inventions (whether or not patentable), works of authorship, designs, know-how, ideas, and information made or conceived or reduced to practice, in whole or in part, by CONTRACTOR pursuant to the scope of Services provided by CONTRACTOR to COMMISSION under this Agreement (collectively the "Inventions"). CONTRACTOR agrees it shall promptly disclose all Inventions to COMMISSION. CONTRACTOR agrees to make all assignments and execute the legal documents necessary to accomplish the ownership and control for the benefit of COMMISSION. CONTRACTOR shall further assist COMMISSION, at COMMISSION's expense, to further evidence, record, and perfect the assignments and documentation, and to perfect, obtain, maintain, enforce, and defend any rights relating to the Inventions. CONTRACTOR irrevocably designates and appoints COMMISSION as its agent to lawfully perfect ownership and control of the Inventions (and if legally required for force and effect in order to perfect the ownership and control of the Inventions as its attorney-in-fact). As agent, COMMISSION may act for and on CONTRACTOR's behalf to execute and file any document and to do all other lawfully permitted and required acts to effect the ownership and control of the Inventions. If CONTRACTOR uses, provides, or discloses any of the Inventions when acting within the scope of CONTRACTOR's performance of Services or otherwise on behalf of COMMISSION, COMMISSION will have and CONTRACTOR grants COMMISSION a perpetual, irrevocable, worldwide royalty-free, non-exclusive, sublicensable right and license to exercise all rights to the Inventions.

21. COPYRIGHT ACCESS. COMMISSION, the County of Orange, the State of California, and First 5 California shall have a royalty-free, nonexclusive, and irrevocable license to publish, translate, or use all material and work product (both tangible and intangible), if any, developed under this Agreement including those materials covered by copyright.

22. NOTICES

22.1 Method and Form of Notice. Unless otherwise specified, all formal notices, invoices, claims, correspondence, or reports shall be addressed as follows:

COMMISSION: **Children and Families Commission of Orange County**
Contracts Manager
1505 E. 17th Street, Suite 230
Santa Ana, CA 92705

CONTRACTOR: See Exhibit A

All notices shall be deemed effective when in writing and personally delivered or deposited in the United States mail, express, priority, or first class, postage prepaid and addressed as above. ADMINISTRATOR and CONTRACTOR may mutually agree in writing to change the addresses to which notices are sent.

22.2 Advisory Notices Required. Notwithstanding the provisions of this Agreement relating to Claims, CONTRACTOR shall notify COMMISSION, in writing, within twenty-four (24)

hours of becoming aware of any occurrence of a serious nature which may expose COMMISSION to liability. These occurrences shall include, but not be limited to, accidents, injuries, or acts of negligence, or loss or damage to any COMMISSION property in possession of CONTRACTOR.

23. RIGHTS OF TERMINATION

23.1 Termination for Convenience Prior to Expiration of Term.

23.1.1 COMMISSION may terminate this Agreement for its convenience at any time upon fifteen (15) days' written notice to CONTRACTOR. Upon receipt of a notice of termination for convenience, CONTRACTOR shall immediately cease performance under this Agreement, including all Services, except the Services that may be specifically approved by ADMINISTRATOR. CONTRACTOR shall be entitled to compensation for that part of the Services rendered prior to receipt of the notice of termination and for the part of the Services authorized by ADMINISTRATOR after the notice in accordance with the Project Budget, Exhibit B, or other arrangement for compensation as may be approved by the ADMINISTRATOR in writing.

23.2 Termination for Cause Due to Default of CONTRACTOR. COMMISSION reserves the express right to terminate this Agreement for cause due to the default, as defined in Paragraph 24, by CONTRACTOR in its performance obligations under this Agreement. In the event of termination, CONTRACTOR shall immediately cease performance and provision of Services as of the date the notice of default is received or deemed received, whichever occurs earlier. COMMISSION may take over the work and prosecute the same to completion by contract or otherwise. CONTRACTOR shall be liable to the extent that the total cost for completion of the Services required by this Agreement exceeds the compensation stipulated in this Agreement, provided that COMMISSION shall use reasonable efforts to mitigate damages. COMMISSION expressly reserves the right to withhold any outstanding payments to CONTRACTOR for the purpose of set off or partial payment of the amounts owed COMMISSION as previously set forth in this Agreement.

24. DEFAULT

24.1 Default by CONTRACTOR. Failure by CONTRACTOR to perform or comply with any provision, covenant, or condition of this Agreement shall be a default of this Agreement. In addition to immediate termination as set forth above in Paragraph 23.2 and any other remedies available at law, in equity, or otherwise specified in this Agreement, ADMINISTRATOR, in his or her sole discretion, may elect any or all of the following:

24.1.1 Afford CONTRACTOR a time period of fifteen (15) days from the date notice is mailed to cure the default, or to commence to cure the breach and diligently pursue to completion the cure of the breach within thirty (30) days of date notice is mailed;

24.1.2 Discontinue payment and eligibility for payment to CONTRACTOR for and during the period in which CONTRACTOR is in breach, which payment may not be entitled to later recovery;

24.1.3 Offset against any funds invoiced by CONTRACTOR but yet unpaid by COMMISSION those monies disallowed pursuant to the above offset authority; and

24.1.4 Withhold from any monies payable to CONTRACTOR sufficient funds to compensate COMMISSION for any losses, costs, liabilities, or damages it reasonably believes were suffered by or have been incurred by COMMISSION due to the default of CONTRACTOR in the performance of the Services required by this Agreement.

25. REVERSION OF ASSETS

25.1 Unencumbered or Unexpended Funds. Upon the termination or expiration of the term of this Agreement, CONTRACTOR shall transfer to COMMISSION any unexpended and unencumbered COMMISSION funds on hand at the time of the termination or expiration and any accounts receivable attributable to the use of subject funds.

25.2 Real or Personal Property Assets. Any real property or moveable or immovable personal property under CONTRACTOR's control or ownership that was acquired or improved in whole or in part with COMMISSION funds disbursed under this Agreement, the original cost of the property exceeded five thousand dollars (\$5,000) shall either be, at the election of ADMINISTRATOR: (1) used by CONTRACTOR for the Services or comparable services meeting the purposes of the Act and Strategic Plan for a period of five (5) years after termination or expiration of this Agreement, unless a longer period is specified in the Project Summary, Exhibit A; or (2) disposed of and proceeds paid to COMMISSION in a manner that results in COMMISSION being reimbursed in the amount of the fair market value at the time of termination or expiration of this Agreement (assuming depreciation in accordance with customary business practices) of the real or personal property less any portion of the value attributable to CONTRACTOR's out of pocket expenditures using non-COMMISSION funds for acquisition of, or improvements to, the real or personal property and less any direct and reasonable costs of disposition, including a reasonable and customary broker's fee incurred in listing and completion of sale of the asset.

25.2.1 In furtherance of the above provisions, if ADMINISTRATOR selects continued use of the capital asset, then CONTRACTOR agrees that it shall be subject to an ongoing operating and use covenant relating to the subject real or personal property. This covenant shall survive the termination or expiration of this Agreement and shall be actionable at law or in equity by COMMISSION against CONTRACTOR and its successors in interest.

25.2.2 In the event ADMINISTRATOR selects disposition of the subject real or personal property, then CONTRACTOR shall exercise due diligence to dispose of the property in conformity with applicable laws and regulations and in accordance with customary business practices. The net proceeds of the disposition shall be disbursed directly to and be payable to COMMISSION upon the close of the applicable disposition transaction, such as close of escrow for the sale of real property, transfer of motor vehicle "pink slip" in accordance with applicable California Vehicle Code requirements, or completion of sale of personal property by bill of sale in accordance with UCC requirements.

26. COUNTERPARTS. This Agreement may be executed in several counterparts, all of which shall constitute but one and the same instrument. Faxed or electronically scanned signatures shall have the same force and effect as an original signature.

27. FORCE MAJEURE

Either party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to: any incidence of fire, flood; acts of God; commandeering of material, products, plants or facilities by the federal, state or local government; national fuel shortage; or a material act or omission by the other party; when satisfactory evidence of such cause is presented to the other party, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the party not performing.

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IN WITNESS WHEREOF, COMMISSION and CONTRACTOR have caused this Agreement to be effective in the County of Orange, State of California, on the date first above written.

COMMISSION

**CHILDREN AND FAMILIES
COMMISSION OF ORANGE COUNTY,**
a public body and legal public entity

Dated: _____

By: _____
Chair

SIGNED AND CERTIFIED THAT A COPY
OF THIS DOCUMENT HAS BEEN DELIVERED
TO THE CHAIR OF COMMISSION

By: _____
Robin Stieler
Clerk of the Commission

Dated: _____

APPROVED AS TO FORM:

WOODRUFF, & SMART APC

By: _____
Cassie Trapesonian, Commission Counsel

[Signature block for CONTRACTOR on next page.]

[Signature block continued from previous page.]

CONTRACTOR

LOWELL JOINT SCHOOL DISTRICT, a
California public school district, organized and
existing under the laws of the State of California

Dated: _____

By: _____

Sheri McDonald,
Assistant Superintendent

EXHIBIT A

PROJECT SUMMARY

LOWELL JOINT SCHOOL DISTRICT
Agreement # FCI-SD5-15
Kindergarten Readiness Initiative (KRI)
Term: July 1, 2024 through June 30, 2027

1. FUNDING RECIPIENT

Lowell Joint School District
11019 Valley Home Avenue
Whittier, CA 90603

Contact: Sheri McDonald, Ed.D, Assistant Superintendent,
562-902-4278, smcdonald@ljsd.org

Work Plan and Data Entry Contact: Holly Brander, Teacher on Special Assignment,
562-902-4294, hbrander@ljsd.org

Invoices/Documentation Contact: Fred Hernandez, Fiscal Clerk, 562-902-4209,
fredhernandez@ljsd.org

Signatories: Sheri McDonald, Assistant Superintendent, 562-902-4278,
smcdonald@ljsd.org

2. BACKGROUND

The Commission has invested in school readiness since 2000 to provide early care and education opportunities to meet critically important early childhood development needs and maximize potential and success in school. Based on the First 5 Orange County Strategic Plan, the new scope of work for the Kindergarten Readiness Initiative focuses on the following strategies for early learning success: leadership support for early childhood within the school district system inclusive of a formal early childhood leadership team, participation in the collection of and use of data to support children and families specifically focusing on the Early Developmental Index (EDI) and the OC Children's Screening Registry, and community and parent engagement.

3. PURPOSE AND SCOPE OF WORK

3.1 Goal #1: Leadership Support for Early Childhood within the School District System

3.1.1 (Goal 1, Indicator 1) Maintain an active Early Childhood Leadership Team (ECLT) that meets regularly to update and implement the Early Childhood Accountability Plan (ECAP).

3.1.2 (Goal 1, Indicator 2) Include an early childhood presence on the District website, social media and communications materials. Engage in one-time activities such as the annual Read for the Record, periodic surveys, focus group invitations, or requests for information such as population data to be collected from school districts.

3.2 Goal #2: Participate in the Collection of and Use of Data to Support Children and Families

3.2.1 (Goal 2, Indicator 1) Implementation of the EDI: 1) EDI implementation (data Collection), 2) Leadership engagement, and 3) District Wide dissemination and action planning.

3.2.2 (Goal 2, Indicator 2) Develop and implement a plan to link developmental screenings with the *OC Children's Screening Registry* by June 30, 2027.

3.3 Goal #3: Community and Parent Engagement

3.3.1 (Goal 3, Indicator 1) Identify and engage parents in an effort to empower families.

3.3.2 (Goal 3, Indicator 2) Increase community engagement by partnering with agencies and childcare providers outside the school district programs being offered who support children 0-5 and their families, with emphasis on 0-3 connections.

3.4 Scope of Work

CONTRACTOR shall perform the Services outlined in the Scope of Work, Exhibit A-1. All references in Exhibit A and Exhibit A-1 to First 5 Orange County or First 5 OC shall mean COMMISSION.

School districts will reach their most vulnerable children ages 0-5 by continuing the focus on early learning leadership within the school district system, collection and use of data (Early Development Index and other) to make impact in the community, and strengthening community and parent engagement, including local agencies and child care providers with a particular emphasis on 0-3 connections.

4. ATTACHMENTS TO EXHIBIT B

4.1 Staffing

4.2 Direct Project Expenses

5. WAIVERS/AMENDMENTS TO AGREEMENT

None.

6. INVOICING/PAYMENT ELECTIONS

As of the Date of Agreement, the Parties mutually agree to the following invoicing/payment elections. Notwithstanding anything to the contrary and provided that any modifications to these elections do not alter the overall goals and basic purpose of the Agreement, and provided these modifications do not increase COMMISSION's Maximum Payment Obligation during the term of the Agreement, ADMINISTRATOR and CONTRACTOR may, in accordance with the authority described in Section 2.2 of this Agreement; make future modifications to the following invoicing/payment elections.

6.1 Initial Payment. The Parties do not anticipate an Initial Payment request as described in Paragraph 15.2 of this Agreement.

6.2 Billing/Payment Interval. The Parties agree that the interval for Billing and/or Payment for this Agreement as described in Paragraph 15.4 is quarterly.

6.3 Retention Timing. The Parties agree an amount equal to ten percent (10%) of each quarterly invoice attributable and allocable to Services (“Retention Amount”) as described in Paragraph 15.8 shall be withheld by COMMISSION through ADMINISTRATOR pending the timely and successful completion and performance of each Fiscal Audit for the Services as described in Paragraph 14 of this Agreement.

EXHIBIT A-1

First 5 Orange County

Scope of Work (SOW): 2024-2027 Reporting Requirements and Timelines

(Note: Each Quarter program information reporting and invoice submission will be the accountability mechanism that generates the invoice payment process)

Quarter Due:	Reporting Item:	Due Date:	Additional Information:
Q1	Early Childhood Accountability Plan (ECAP) and Program Guidance Tool (PGT)	October 15	<ul style="list-style-type: none"> • Create a year-long plan related to SOW indicators using the ECAP template, status from the Program Guidance Tool (PGT), monthly check-in meetings with District Early Learning Staff and F5 OC Consultants and monitor progress to reflect and revise actions toward goals. • The complete ECAP and PGT documents will be uploaded as PDF copies into the High 5 system. • High 5 input will include selection of status for each indicator from the PGT rubric.
Q2	Systems Change Questionnaire (SCQ)	January 15	<ul style="list-style-type: none"> • Complete the point-in-time SCQ Self Assessment scale on the identified indicators in the High 5 system.
Q3	Early Childhood Accountability Plan (ECAP) and Program Guidance Tool (PGT)	April 15	<ul style="list-style-type: none"> • Update progress related to SOW indicators using the ECAP template, status from the Program Guidance Tool (PGT), monthly check-in meetings with District Early Learning Staff and F5 OC Consultants and monitor progress to reflect and revise actions toward goals. • The complete ECAP and PGT documents will be uploaded as PDF copies into the High 5 system. • High 5 input will include selection of status for each indicator from the PGT rubric.
Q4	Early Childhood Accountability Plan (ECAP) Annual Summary	July 15	<ul style="list-style-type: none"> • Provide a narrative response in an executive summary format for program reflection on planned activities and outcomes. • The complete ECAP Annual Summary document will be uploaded as a PDF copy into the High 5 system.
Q4	State Annual Report (SAR)	July 15	<ul style="list-style-type: none"> • Prepare a report to Include unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers and submit in High 5. • Provide First 5 OC with data needed for First 5 California. • May be completed as soon as program ends - May or June but not later than July 15 each year

Reporting Item Due Dates:	July	Aug	Sept	Oct 15	Nov	Dec	Jan 15	Feb	Mar	April 15	May	June	July 15
ECAP and PGT				Q1									
Systems Change Questionnaire (SCQ)							Q2						
ECAP and PGT										Q3			
ECAP Annual Summary Report													Q4
State Annual Report (SAR)													Q4

Exhibit A-1

EXHIBIT A-1

First 5 OC - Early Childhood Accountability Plan (ECAP) Report for Orange County School Districts 2024-2027

Date:	
Agency Name:	
Person Submitting Form/Title:	

Directions: This ECAP template is to be used throughout the school year to document both the Q1 Planning process (due October 15), and the Q3 Progress reporting (due April 15) for your school district. At each interval, school district staff need to complete the Action Planning Process for each Goal area Indicator as listed and aligned with the Scope of Work. This document should be maintained and updated throughout the school year as your ongoing documentation of planning and progress.

School districts receiving Equity Commitment Funding for Highest Priority (Tier I) and High Priority (Tier II) Neighborhoods will be required to complete the ECAP Addendum located at the end of this ECAP Report form.

Please note that this ECAP template in its entirety will NOT be required to be entered into the High 5 system but this populated template will need to be attached as a PDF into High 5 in an identified section. Select information, including self-assessment status from the Program Guidance Tool will be entered into High 5 for both the Q1 and Q3 Scope of Work deliverables.

Goal #1: Leadership Support for Early Childhood within the School District System

Indicator <i>List #</i>	Action Steps <i>How is this activity relevant to the indicator?</i>	Responsible Person(s) <i>Who will provide oversight?</i>	Timeline <i>What is the estimated completion date?</i>				Evidence of Progress <i>(See PGT Comments/Evidence)</i>
			Q1	Q2	Q3	Q4	
G- Indicator #1: Maintain an active Early Childhood Leadership Team (ECLT) that meets regularly to update and implement the Early Childhood Accountability Plan (ECAP).							
G- Indicator #2: Include an early childhood presence on the District website, social media and communications materials.							

EXHIBIT A-1

First 5 OC - Early Childhood Accountability Plan (ECAP) Report for Orange County School Districts 2024-2027

Goal #2: Participate in the Collection of and Use of Data to Support Children and Families

Indicator <i>List #</i>	Action Steps <i>How is this activity relevant to the indicator?</i>	Responsible Person(s) <i>Who will provide oversight?</i>	Timeline <i>What is the estimated completion date?</i> Q1 Q2 Q3 Q4				Evidence of Progress (See PGT Comments/Evidence)
<u>Indicator #1:</u> Implementation of the EDI: 1) EDI implementation (data collection) 2) Leadership engagement 3) District Wide dissemination and action planning							
<u>Indicator #2:</u> Develop and implement a plan to link developmental screenings with the OC Children's Screening Registry by June 30, 2027.							

EXHIBIT A-1

First 5 OC - Early Childhood Accountability Plan (ECAP) Report for Orange County School Districts 2024-2027

Goal #3: Community and Parent Engagement

Indicator <i>List #</i>	Action Steps <i>How is this activity relevant to the indicator?</i>	Responsible Person(s) <i>Who will provide oversight?</i>	Timeline <i>What is the estimated completion date?</i> Q1 Q2 Q3 Q4				Evidence of Progress (See PGT Comments/Evidence)
G3 - Indicator #1: Identify and engage parents in an effort to empower families.							
G3 - Indicator #2: Increase community engagement by partnering with agencies and child care providers outside the school district programs being offered who support children 0-5 and their families, with emphasis on 0-3 connections.							

EXHIBIT A-1

First 5 OC - Early Childhood Accountability Plan (ECAP) Report for Orange County School Districts 2024-2027

ECAP Addendum - Equity Commitment for Highest (Tier I) and High (Tier II) Priority Census-Tracts

Program Year	Tier I/II Highest/High Priority Budget Amount <i>Provide details regarding proposed expenses for targeted Census Tracts.</i>	Action Plan <i>What will take place to support the identified Tier I (Highest) and Tier II (High) Priority Census Tracts within your school district boundary?</i>	Actions Accomplished <i>What has been accomplished related to your plan of action to support Tier I (Highest) and Tier II (High) Priority Census Tracts within your school district boundary?</i>
2024/25			
2025/26			
2026/27			

EXHIBIT A-1
First 5 OC - Early Learning Program Guidance Tool (PGT)
For Orange County School Districts 2024-2027

Instructions: The PGT has been developed to assess ECAP progress through identification of current status and planning to improve upon current actions toward accomplishing advancement toward the system goals. While growth is expected to be made overtime, measurements of progress are specific to the school district program, needs, and resources available.

Please highlight the status on the Goal Indicator and notate progress made or challenges encountered in the District Notes section:

Yellow denotes Fall 2024 Assessment (October)

Orange denotes Fall 2025 Assessment (October)

Brown denotes Fall 2026 Assessment (October)

Green denotes Spring 2025 Assessment (April)

Blue denotes Spring 2026 Assessment (April)

Purple denotes Spring 2027 Assessment (April)

Goal #1: Leadership Support for Early Childhood within the School District System				
Build community leadership knowledge and action related to early childhood by developing an internal and external leadership voice. One of the markers of a well-functioning early childhood system is that leaders throughout the community understand the importance of early childhood and are engaged in efforts to make the community more supportive of young children and their families. This support can translate directly into improved outcomes. Thus, cultivating this support is a key strategy for First 5 Orange County that builds on our foundational positions to strategically leverage community strengths and resources to the benefit of young children and their families.				
Indicator	Still Getting Started	Making Strong Progress	Significantly Well on our Way	Suggested Evidence/District Notes
Goal 1 - Leadership Support - Indicator #1: Maintain an active Early Childhood Leadership Team (ECLT) that meets regularly to update and implement the Early Childhood Accountability Plan (ECAP).	<p>The ECLT Team has been developed.</p> <p>Few formal ECLT meetings with limited intentionality to integrate ECE services into school district systems have taken place.</p> <p>ECLT minimally utilizes the PGT to influence the development and implementation of the ECAP.</p> <p>Minimal discussion and monitoring of roles and responsibilities for ECLT and early learning staff as applicable to 0-5 services across school district systems.</p>	<p>The ECLT Team has been developed and is representative of all school district departments.</p> <p>Regular formal ECLT meetings with intentionality to integrate ECE services into school districts systems have taken place.</p> <p>ECLT regularly utilizes the PGT to influence the development and implementation of the ECAP.</p> <p>Moderate discussion and monitoring of roles and responsibilities for ECLT and early learning staff as applicable to 0-5 services across school district systems.</p>	<p>The ECLT Team has been developed, is representative of all school district departments, and includes community partners and parents.</p> <p>Frequent formal ECLT Team meetings with focused intentionality to integrate ECE services into school districts systems have taken place.</p> <p>ECLT frequently utilizes the PGT to influence the development and implementation of the ECAP.</p> <p>Pertinent discussion and monitoring of roles and responsibilities for ECLT and early learning staff as applicable to 0-5 services across school district systems.</p>	<ul style="list-style-type: none"> Formal list of ECLT team members (names and roles) Formal meetings and actions have taken place - agendas, artifacts, outcomes ECAP intentionally developed and monitored Team members roles and responsibilities determined and actions implemented
SYSTEMS CHANGE: ECE department is integrated into school district systems including school district administrative staff, school site personnel, and support departments are included in discussions and integral to decision making which has a qualitative impact on ECE services.				

EXHIBIT A-1
First 5 OC - Early Learning Program Guidance Tool (PGT)
For Orange County School Districts 2024-2027

Indicator	Still Getting Started	Making Strong Progress	Significantly Well on our Way	Suggested Evidence/District Notes
<p>Goal 1 - Leadership Support - Indicator #2: Include an early childhood presence on the District website, social media and communications materials.</p>	<p>Early childhood presence is limited on the District website, social media and communications materials</p> <p>Early childhood presence is minimally integrated into organizational systems</p>	<p>Early childhood presence is evident on the District website, social media and communications materials</p> <p>Early childhood presence is well integrated into organizational systems</p> <p>Materials on all platforms are updated periodically in accordance with other district updates.</p>	<p>Early childhood presence is strongly evident on the District website, social media and communications materials</p> <p>Early childhood presence is very strongly integrated into organizational systems</p> <p>Materials on all platforms are updated regularly in accordance with other district updates.</p> <p>ECLT is aware of the importance of early childhood presence and supports incorporation of materials and information to be shared within the school district system and community.</p>	<ul style="list-style-type: none"> • ECE dedicated webpage • LCAP is linked if inclusive of early learning • ECAP is available • EDI information and data is evident • First 5 OC logo is present. • Variety of communication resources are utilized to support family and community access to information
<p>SYSTEMS CHANGE: ECE materials are jointly developed, incorporated into school district materials, updated regularly and communicated through all district media platforms and shared within the community.</p>				

EXHIBIT A-1
First 5 OC - Early Learning Program Guidance Tool (PGT)
For Orange County School Districts 2024-2027

<p>Goal #2 Participate in the Collection of and Use of Data to Support Children and Families</p> <p>Use data to increase awareness and engage neighborhoods in improving outcomes for their young children. An early childhood system can make an important contribution to ensuring that all young children and their families have what they need to be successful, recognizing that not everyone starts in the same place, has the same experiences, or has the same needs. A system can also improve services and outcomes when they engage parents in the early childhood system of care and better understand the needs and assets of the individuals they serve. This strategy uses data, such as the EDI and other information, to give communities information on how their young children are faring and couples it with cultivating community leaders and empowering them to act on behalf of their young children. Additionally, the OC Children’s Screening Registry serves as a resource to house screening data and share it among registered providers (with authorized parent consent) to better connect children and their families to quality referral services and resources.</p>				
Indicator	Still Getting Started	Making Strong Progress	Significantly Well on our Way	Suggested Evidence/District Notes
<p>Goal 2 - Data Collection and Use - Indicator #1: Implement the EDI:</p> <p>1) EDI implementation (data collection)</p> <p>2) Leadership engagement</p> <p>3) District Wide dissemination and action planning</p>	<p>EDI data and related ECAP and early childhood program information presented to an appropriate district leadership group have been developed but not presented to cabinet, board, and/or leadership team.</p> <p>EDI data and related ECAP and early childhood program information presented to appropriate school level teaching and administrative staff.</p>	<p>EDI data and related ECAP and early childhood program information presented to an appropriate district leadership group have been developed and presented to cabinet, board, and/or leadership team.</p> <p>EDI data and related ECAP and early childhood program information presented to appropriate school level teaching and administrative staff with the intention of school site teams using the data to create EDI related action.</p>	<p>EDI data and related ECAP and early childhood program information is clearly understood and utilized within the school district system by cabinet, board, and/or leadership team.</p> <p>EDI data and related ECAP and early childhood program information is understood by appropriate school level teaching and administrative staff with the intention of school site teams using the data to inform the development of specific action plans, interventions, and supports for children and families.</p>	<ul style="list-style-type: none"> ● Cabinet, board, leadership team and/or other applicable teams presentation materials ● School level teaching and administrative staff presentation materials. ● Action plans and intervention activities to support children and families
<p>SYSTEMS CHANGE: Key stakeholder groups (internal within the school district and external within the broad community area) are actively engaged, demonstrate knowledge and utilization of the EDI data. Mechanisms are in place to exchange information, work collaboratively together and duplicative efforts are identified, discussed, and/or eliminated where possible.</p>				

EXHIBIT A-1
First 5 OC - Early Learning Program Guidance Tool (PGT)
For Orange County School Districts 2024-2027

Indicator	Still Getting Started	Making Strong Progress	Significantly Well on our Way	Suggested Evidence/District Notes
<p><u>Goal 2 - Data Collection and Use - Indicator #2:</u> Develop and implement a plan to link developmental screenings with the OC Children's Screening Registry by June 30, 2027.</p>	<p>ECLT et al has held discussions to explore online databases to link developmental screenings with the <i>OC Children's Screening Registry</i> have begun.</p>	<p>ECLT et al has held discussions to utilize online databases to link developmental screenings with the <i>OC Children's Screening Registry</i> and have developed a plan of action.</p>	<p>School district has an approved MOU and is implementing and utilizing online databases to link developmental screenings with the <i>OC Children's Screening Registry</i>.</p>	<ul style="list-style-type: none"> • Meeting dates to learn about Registry. • MOU timeline/process/outcomes • Data summary within the Registry system.
<p>SYSTEMS CHANGE: School district is linked to the <i>OC Children's Screening Registry</i> and developmental screening data is utilized on a regular basis.</p>				

EXHIBIT A-1
First 5 OC - Early Learning Program Guidance Tool (PGT)
For Orange County School Districts 2024-2027

Goal #3: Community and Parent Engagement

Use of resources such as the Early Development Index (EDI), the Family Engagement Toolkit, and other resources to increase awareness and engage neighborhoods in improving outcomes for their young children. An early childhood system can make an important contribution to ensuring that all young children and their families have what they need to be successful, recognizing that not everyone starts in the same place, has the same experiences, or has the same needs. A community system can also improve services and outcomes when they engage parents in the early childhood system of care and better understand the needs and assets of the individuals they serve. This strategy uses data and relationships as a powerful tool to give communities information on how their young children are faring and couples it with cultivating community leaders and empowering them to act on behalf of their young children.

Indicator	Still Getting Started	Making Strong Progress	Significantly Well on our Way	Suggested Evidence/District Notes
<p>Goal 3 - Community and Parent Engagement - Indicator #1: Identify and engage parents in an effort to empower families.</p>	<p>Parents are convened and presented with data (EDI and other), and provided with resources available within their community.</p> <p>Strengthen parent leadership by building trust with and establishing parent groups in communities.</p>	<p>Parents are convened and presented with data (EDI and other), and provided with resources available within their community.</p> <p>Evidence is present that parents are supporting the use of data to guide the program in decision making, ie. resources being offered, curriculum for instruction in the classrooms, or neighborhoods to target.</p> <p>Funding and budget allocations are shared with parents in an effort to offer program planning transparency.</p>	<p>Parents partner with program staff to share data (EDI and other) and provide resources available within their community.</p> <p>Evidence is present that parent leaders are supporting the collection of and use of data that will guide the program in decision making, ie. resources being offered, curriculum for instruction in the classrooms, or neighborhoods to target.</p> <p>Create opportunities for parents to be meaningfully involved in the discussions and recommendations about funding, program development, implementation, data collection, evaluation, and programming.</p>	<ul style="list-style-type: none"> • Parent and community groups have been identified, contact lists created, meeting agendas, sign in sheets • Early childhood education training workshops and materials • Collaboration with F5 OC Family Ambassadors, Engaged Neighborhoods groups, local Collaboratives and Task Forces emphasizing early childhood • Surveys, data (such as DRDP, ASQ, EDI and other) and/or agenda topics that include discussions with parents and community providers to seek information and input needed for their success, and the impact the survey data has on the program • Program self assessment, parent needs assessment tools • Consider modeling the parent engagement and input process used in the development of LCAP (Local Control Accountability Plan) within the Early Learning Program

SYSTEMS CHANGE: District leaders champion the inclusion of family voices in the policies and practices, especially those families experiencing adversity or disparities in care.

EXHIBIT A-1
First 5 OC - Early Learning Program Guidance Tool (PGT)
For Orange County School Districts 2024-2027

Indicator	Still Getting Started	Making Strong Progress	Significantly Well on our Way	Suggested Evidence/District Notes
<p>Goal 3 - Community and Parent Engagement - Indicator #2: Increase community engagement by partnering with agencies and child care providers outside the school district programs being offered who support children 0-5 and their families, with emphasis on 0-3 connections.</p>	<p>Targeted community early care and education providers (private, faith-based, family, friend and neighbor providers and alternative community settings) are identified and engaged through one-way communication of appropriate outreach information, materials, and resources.</p> <p>Early Learning department shares information about child care options to families prior to enrollment in PK/TK</p>	<p>Targeted community early care and education providers (private, faith-based, family, friend and neighbor providers and alternative community settings) are identified and engaged in two-way communication which honors the assets of both groups (district and early care and education providers), offers convened meetings and activities with providers to connect and discuss pertinent and applicable data, early childhood information, and resources to support children and families.</p> <p>Programs share information about child care options as well as information on parent choice in options for PK/TK</p>	<p>Community early care and education providers (private, faith-based, family, friend and neighbor providers and alternative community settings) actively and regularly engage with school district early learning programs on a variety of topics, and work intentionally using data to collaboratively support children and families in the community.</p> <p>Program collaborates with local providers as a part of the early learning system</p>	<ul style="list-style-type: none"> • Community early care and education providers (private, faith-based, family, friend and neighbor providers and alternative community settings) contact information lists • Early childhood education quality improvement programs and training materials, sign in sheets, etc. • Surveys and/or agenda topics that include discussions with providers to seek information needed for their success. • Participating in a variety of meetings and activities with providers in various settings.
<p>SYSTEMS CHANGE: Community early care and education providers (private, faith-based, family, friend and neighbor providers and alternative community settings with greater emphasis on those serving 0-3) are actively engaged and knowledgeable of data-informed (EDI and other) approaches and strategies. Community groups are aware of their own assets that can be utilized to support and strengthen interactions with school districts, children and families as well as other community providers. Mechanisms are in place to exchange information, work collaboratively together and duplicative efforts are identified and discussed, and/or eliminated where possible.</p>				

EXHIBIT A-1
Systems Change Questionnaire (Program)

Introduction:

First 5 Orange County seeks to facilitate discussion with funded partners about how we can collectively create seamless systems of care for young children and families. Rather than providing direct services, systems change efforts strive to shift the conditions that are holding stubborn problems in place.

We believe four of the most effective strategies to drive systems change include: getting involved early, elevating equity, empowering champions, and aligning systems of care, and that making progress in these areas will greatly benefit Orange County's children and families.

Measuring progress on this work is more qualitative than quantitative. Systems work does not have the same type of measurement as traditional program analysis, which quantifies outputs or outcomes like the number of children served, or the number of children who are 100% immunized by the end of the program we are funding. We are asking our partners to complete the short Systems Change Questionnaire, attached, to better understand how our joint work is positively helping to shift systems of care, and to create actions to move toward more seamless systems. For those that have participated in a systems change questionnaire discussion in the past, you will notice there is one additional open-ended question at the end to share a system improvement or collaborative success story.

If you have any questions about this questionnaire, please feel free to reach out to your program lead or to Lisa Burke, First 5 Orange County, at (714) 277-5878 or lisa.burke@cfcoc.ocgov.com. We will share the results of the questionnaires back with you and provide TA support as desired. Thank you for your continued support.

EXHIBIT A-1
Systems Change Questionnaire (Program)

Organization Name: _____ Program Name: _____

F5OC Contract #: _____ Date Questionnaire Completed: _____

Contact Person: _____ Contact Email: _____

Please review the aspirational statements below and indicate to what extent your organization has reached each of these levels. Use the Comments column to provide details that support progress made on each statement.

Desired System Change	Not Started	Just Getting Started	Making Progress	Well on our Way	Comments
Getting Involved Early					
1. Our organization has made a commitment to early childhood:					
(a) 1a. Our organization is an active participant within a taskforce, initiative or collaborative focused on early childhood	<input type="checkbox"/> Our organization is not yet part of an early childhood group	<input type="checkbox"/> Our organization has identified a group and are in process of becoming members or are in process of creating a group	<input type="checkbox"/> Our organization attends meetings with a group regularly	<input type="checkbox"/> Our organization is engaged in active and strategic work within an early childhood group (e.g., our organization shares data or work towards shared measures, or contributes to the work product within a strategic initiative of the group)	
(b) 1b. Our organization has adopted guidelines that prioritize positive early childhood outcomes, which are used during development of organizational goals, policies, programming, and communications. An example of such guidelines is the Early Childhood Policy Framework (https://earlychildhoodoc.org/)	<input type="checkbox"/> Our organization has not yet adopted guidelines that prioritize early childhood	<input type="checkbox"/> Our organization has identified potential guidelines that prioritize early childhood	<input type="checkbox"/> Our organization has adopted guidelines that prioritize early childhood	<input type="checkbox"/> Our organization is actively applying guidelines that prioritize early childhood	

EXHIBIT A-1
Systems Change Questionnaire (Program)

Desired System Change	Not Started	Just Getting Started	Making Progress	Well on our Way	Comments
Getting Involved Early (cont.)					
(c) 1c. Our organization makes financial investments in early childhood beyond First 5 OC funding	<input type="checkbox"/> Our organization does not yet make financial investments in early childhood	<input type="checkbox"/> Our organization has started meeting to identify potential investment strategies to sustain or enhance early childhood quality services	<input type="checkbox"/> Our organization has implemented an investment strategy to sustain or enhance early childhood quality services	<input type="checkbox"/> Our organization is implementing more than one investment strategy to sustain or enhance early childhood quality services	
(d) 1d. Our organization initiates innovative and best practices to address emergent needs and gaps in the county's early childhood system of care	<input type="checkbox"/> Our organization maintains standard service practices to address a local need, but is not currently growing or advancing those practices	<input type="checkbox"/> Our organization stays current on national trends, promising practices, and emerging local needs by engaging with early childhood research data, professional organizations, and stakeholders	<input type="checkbox"/> Our organization is pioneering at least one innovative or best practice to address an unmet need	<input type="checkbox"/> Our organization regularly implements and tests program quality improvements and/or new service models and tools to address unmet needs and produce better early childhood outcomes	

EXHIBIT A-1
Systems Change Questionnaire (Program)

Desired System Change	Not Started	Just Getting Started	Making Progress	Well on our Way	Comments
Elevating Equity by Engaging Families					
2. Our organization seeks, incorporates and is responsive to voices of community residents who have children ages 5 and younger	<input type="checkbox"/> Our organization does not yet solicit feedback from residents	<input type="checkbox"/> Our organization seeks feedback from residents on their needs	<input type="checkbox"/> Our organization has begun incorporating feedback from residents into work	<input type="checkbox"/> Our organization is a partner with our residents	
3. Our organization provides families and residents (with children ages 5 and younger) with resources and/or support for becoming advocates and agents of change in their community	<input type="checkbox"/> Our organization does not yet support families in advocating for their community	<input type="checkbox"/> Our organization works with families to help them understand their communities' early childhood health, developmental and early learning systems	<input type="checkbox"/> Our organization supports families in identifying and prioritizing community needs related to early childhood	<input type="checkbox"/> Our organization has developed formal protocols to help families advocate for identified community needs related to early childhood	

Can you share one system improvement or a success that occurred because of this collaboration?

EXHIBIT A-1
First 5 OC: Kindergarten Readiness Initiative (KRI) 2024-2027
Early Childhood Accountability Plan (ECAP) Annual Summary Report

Early Childhood Accountability Plan (ECAP) INSTRUCTIONS: Access this form in the F5 OC Early Learning 2024-2027 folder and make a copy for your use. When complete save as a PDF copy. And upload the PDF copy to High 5)

- Districts are expected to update progress on their First 5 OC ECAP Goals with this Annual Summary Report due no later than July 15 reflecting on the previous school year.
- Regular First 5 OC reporting submissions (ECAP, PGT, ECAP Annual Summary and SAR) will generate the release of requested quarterly expenditures via the invoice process.

Early Childhood Leadership Team (ECLT) Membership Roster

Name:	District Role/Job Title:
	Assistant Superintendent, Educational Services
	Early Childhood Lead Representative/Coordinator
	Chief Business Official
	Assistant Superintendent, Human Resources
	Health Services
	Director of Student Services (Special Education)
	Add additional representatives below

EXHIBIT A-1
First 5 OC: Kindergarten Readiness Initiative (KRI) 2024-2027
Early Childhood Accountability Plan (ECAP) Annual Summary Report

<p>AS1: Considering your program accomplishments and challenges over this school year, describe the status of early childhood and early learning in the District.</p>	
<p>AS2: Describe how your EDI and other pertinent data has been analyzed and utilized as an integrated part of District planning for early learners and been shared within the local learning and broader groups of parents and community.</p>	
<p>AS3: Describe how early childhood and early learning are referenced in your District Local Control Accountability Plan (LCAP) or how you have received other school district support (fiscal, personnel, other) this school year.</p>	

EXHIBIT A-1
First 5 OC: Kindergarten Readiness Initiative (KRI) 2024-2027
Early Childhood Accountability Plan (ECAP) Annual Summary Report

<p>AS4: Describe the strategies used to identify and engage targeted community partners and local child care providers (with emphasis on 0-3 providers) to create linkages between early care and education, health and family support systems.</p>	
<p>AS5: Describe how the district has made progress toward the planning for and/or implementation of the OC Children’s Screening Registry.</p>	
<p><u>AS6: FOR SCHOOL DISTRICTS RECEIVING FUNDING FOR HIGHEST AND HIGH PRIORITY CENSUS TRACTS</u> Describe the outcomes of your efforts to address the needs of children and families in your identified Highest and High Priority Census Tracts.</p>	

EXHIBIT A-1
First 5 OC: Kindergarten Readiness Initiative (KRI) 2024-2027
Early Childhood Accountability Plan (ECAP) Annual Summary Report

<p>AS7:<u>OPTIONAL</u> Provide any additional attachments, or a link to, district documents, org charts, and/or samples of evidence aligned to the school district ECAP and SOW requirements.</p>	
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EXHIBIT B
PROJECT BUDGET

Lowell Joint School District	Funds Due 07/01/24 – 06/30/25	Funds Due 07/01/25 – 06/30/26	Funds Due 07/01/26 – 06/30/27
Staffing	\$49,010	\$49,010	\$49,010
Direct Project Expenses	\$2,745	\$2,745	\$2,745
Capital Equipment	\$0	\$0	\$0
Indirect/Administrative	\$3,105	\$3,105	\$3,105
Subcontracts	\$0	\$0	\$0
TOTAL FUNDS DUE	\$54,860	\$54,860	\$54,860

* Any unspent funds must be spent in the subsequent year.

Early Developmental Index	Funds Due 7/1/24 - 6/30/25
EDI Expenses*	\$5,029

* EDI budget may be expended at any time over the one (1) year term in any incremental amounts subject to approval in writing by ADMINISTRATOR.

MAXIMUM PAYMENT OBLIGATION: \$169,609

Attachment 1 to Exhibit B

STAFFING TABLE

Position Title	Minimum Qualifications & Experience	Job Duties	07/01/24 - 06/30/25		07/01/25 - 06/30/26		07/01/26 - 06/30/27	
			Year 1 FTE	Year 1 Salary/Benefits	Year 2 FTE	Year 2 Salary/Benefits	Year 3 FTE	Year 3 Salary/Benefits
Instructional Assistant – Early Childhood Program	Instructional Aide (District assessment) Graduation from high school or its equivalent. At least one year working with children in an instructional capacity. First Aid and CPR certificates. Valid Child Development Assistant Permit issued by the Commission on Teacher Credentialing preferred and/or Early Childhood Education coursework.	Coordinates activities for the Learning Link, which includes support for families and facilitation of the activities with families for 18 hours a week. Under supervision, assists parents and children in early childhood activities related to the development of physical, cognitive, emotional, and social skills of children that are newborn to five years old.	1.00	\$17,730	1.00	\$18,650	1.00	\$19,550
Early Education TOSA	Teacher on special assignment coordinating the deliverables from the First 5 OC Scope of Work: • Bachelor’s degree required with a major in Child Development or Early Childhood Education or a related field • Three (3) years of early childhood teaching experience • Experience in a leadership	Responsible for the deliverables in the First 5 OC Scope of Work including the coordination of EDI assessments, support for the Learning Link and Early Learning Leadership Committee, organization of parent nights and community partnerships. Facilitate the alignment of the California Preschool Learning Foundations to early learning standards, support teachers to implement developmentally appropriate	0.25	\$31,280	0.25	\$30,360	0.25	\$29,460

Attachment 1 to Exhibit B

Attachment 1 to Exhibit B

	<p>role in early childhood education preferred • Valid California Driver's License</p>	<p>curriculum, identify child development issues for project planning and program improvements, assist in the development of strategies to help children enter school ready to learn, collaborate with preschool and TK-2 staff to create fluid transition from preschool to kindergarten. Plan and facilitate training and provide technical support to all early childhood education staff: provide outreach support or referrals to families as needed: develop and maintain community resources and contacts to address needs: identify family outreach opportunities and make referrals to appropriate agencies as needed. Attend meetings for Early Childhood: maintain documentation and compliance with program requirements. Assist parent education and involvement program: attend professional development workshops to align practice with the District vision: establish professional goals and pursue opportunities to grow professionally, work with colleagues to improve professional practice.</p>						
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Summary Table of Staffing Costs

Attachment 1 to Exhibit B

		07/01/24 - 06/30/25		07/01/25 - 06/30/26		07/01/26 - 06/30/27	
Totals	1.25	\$49,010	1.25	\$49,010	1.25	\$49,010	

Attachment 2 to Exhibit B

DIRECT PROJECT EXPENSES TABLE

		07/01/24 - 06/30/25	07/01/25 - 06/30/26	07/01/26 - 06/30/27
Expense Type	1-2 sentence narrative description of expenses	Amount	Amount	Amount
ReadyforK	Communication platform for parents that provides tips and information for child development activities to build school readiness	\$1,745	\$1,745	\$1,745
Supplies for Learning Link	Supplies for Learning Link	\$1,000	\$1,000	\$1,000
Totals		\$2,745	\$2,745	\$2,745

EXHIBIT C

ACKNOWLEDGMENT OF INDEPENDENT CONTRACTOR STATUS

This **Acknowledgment of Independent Contractor Status** (“Acknowledgment”) is an exhibit and fully incorporated into that certain Agreement for provision of Services (“Agreement”) dated July 1, 2024 by and between **Children and Families Commission of Orange County** (“COMMISSION”) and **Lowell Joint School District**, a California public school district organized and existing under the laws of the State of California (“CONTRACTOR”). This Acknowledgment is intended to define and affirm the relationship between COMMISSION and CONTRACTOR as set forth in the Agreement. CONTRACTOR has been fully informed, has had the opportunity to be advised or has been advised by counsel of its choosing, and knowingly and willingly acknowledges and agrees as follows:

1. CONTRACTOR on behalf of itself and each and every person acting by, through, or for CONTRACTOR (together, “CONTRACTOR”), is not an employee of COMMISSION.

2. CONTRACTOR is an independent contractor to COMMISSION.

3. Because CONTRACTOR is not an employee of COMMISSION, CONTRACTOR is not entitled to receive health benefits or any other benefits provided by COMMISSION to its regular employees.

4. CONTRACTOR is not eligible to join in or participate in any benefit plans offered to those individuals listed on COMMISSION’s payroll as regular employees.

5. CONTRACTOR is and shall remain ineligible for employment benefits provided to COMMISSION’s regular employees, or for participation in such benefit plans, even if it is later determined that COMMISSION has misclassified CONTRACTOR as an independent contractor for tax or other purposes.

6. CONTRACTOR hereby waives any right it may have to claim it is an employee or challenge its status as an independent contractor of COMMISSION.

7. CONTRACTOR releases COMMISSION and its Commissioners, officers, board members, employees and agents (together, “COMMISSION”) from any and all obligations, liabilities, causes of action, and/or claims that exist or may arise under applicable laws that relate to CONTRACTOR’s acknowledgement, release, and agreement of its status as an independent contractor (not an employee) of COMMISSION.

8. In making this Acknowledgment and the release and waiver for this Agreement, CONTRACTOR acknowledges it has been advised concerning the content and meaning or and understands and is familiar with the provisions of California Civil Code Paragraph 1542, which provides as follows:

Attachment 2 to Exhibit B

“A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.”

CONTRACTOR represents and warrants it understands the purpose, meaning, and effect of Paragraph 1542 above, but nevertheless freely and knowingly waives and relinquishes any right or benefit that it has or may have under Paragraph 1542 of the Civil Code of the State of California, or any similar provision of law as such relates to the status of CONTRACTOR as an independent contractor, not an employee, of COMMISSION.

CONTRACTOR

LOWELL JOINT SCHOOL DISTRICT, a
California public school district organized and existing
under the laws of the State of California

By: _____
Sheri McDonald,
Assistant Superintendent

Date: _____

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2023/24 No. 921 Declaring March 4-8,
2024 as “National School Breakfast Week”

ACTION/
(RESOLUTION)

National School Breakfast Week takes place during the first full week in March to raise awareness about one the school breakfast program. Experts say breakfast is the most important meal of the day — and the federal government agrees. Ever since its inception in 1966, the School Breakfast Program has served billions of free and nutritious meals to students from all economic backgrounds.

During this week, we celebrate our students and cafeterias, with special menus, events, student activities and more.

It is recommended that Resolution 2023/24 No. 921 supporting March 4-8, 2024 “National School Breakfast Week” be approved, and that the Superintendent or designee be authorized to execute the resolution.

Attachment

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

**LOWELL JOINT SCHOOL DISTRICT
RESOLUTION 2023-24 NO. 921**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
DECLARING NATIONAL SCHOOL BREAKFAST WEEK MARCH 4-8, 2024**

WHEREAS, the School Breakfast Program has served our nation admirably for over 70 years; and

WHEREAS, the School Breakfast Program is dedicated to the health and wellbeing of our nation’s children; and

WHEREAS, the School Breakfast Program joins and has been joined through the years by many other excellent child nutrition programs; and

WHEREAS, there is evidence of continued need for nutrition education and awareness of the value of school nutrition programs; and

WHEREAS, Nutrition Services is dedicated to supporting education by serving healthy meals to the students of Lowell Joint School District; and

NOW THEREFORE, BE IT RESOLVED, that the Lowell Joint School District’s Board of Education declares the week of March 4-8, 2024, as “NATIONAL SCHOOL BREAKFAST WEEK” and devote this week to the recognition of the dedicated and hardworking people who make the School Breakfast Program a reality in their community schools, and encourage all residents of the community to become aware of the solid foundation for learning provided by a nutritious School Breakfast.

APPROVED AND ADOPTED this 4th day of March, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of March, 2024, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4th day of March, 2024.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Comprehensive School Safety Plan for 2023/2024 school year. INFORMATION/
ACTION

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

All plans are to be reviewed and approved by the School Site Council each year before March 1st to ensure policies and procedures are current. The Board of Trustees then approves the signature pages to verify the plans are complete. Copies of the plan are available at each school site.

It is recommended that the 2023-24 signature pages of the Comprehensive School Safety Plan for each school site be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

Comprehensive Safe Schools' Plan SB 187 Compliance Document

School Year 2023-2024

School District: Lowell Joint School District
Address: 11019 Valley Home Avenue
Whittier, CA 90603
Date of Adoption: March 1, 2024

COMPREHENSIVE SAFE SCHOOLS’ PLAN

Lowell Joint School District Comprehensive Safe Schools’ Plan For the 2023/2024 School Year

In compliance with California law and in partnership with local police and site based stakeholders, this plan has been created to include factors known to impact safety at all district school sites.

The goals for this plan are intended to support safe and orderly campuses conducive to learning. The entire plan is submitted for Board review.

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Senate Bill 187: Comprehensive Safe Schools' Plan Purpose

Background

The development of a comprehensive safe schools' plan is mandated by California Education Codes 32280-32289 and guided by district policies. According to the education code, there must be consultation with a representative from a law enforcement agency in the development or preparation of the plan.

Upon completion of the Comprehensive Schools' Safety plan, it shall be presented in a meeting for the public to express an opinion on the plan. The plan should be sent by the Superintendent or designee to the board for review, for the Board to approve by March 1, each year. Notwithstanding the process described, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at a school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code [32281](#). In developing such strategies, district administrators shall consult with law enforcement officials on their perspective on the plan.

When reviewing the tactical response plan, the Board may meet in closed session to review law enforcements' input, provided that any vote to approve the tactical response plan is announced in open session following the closed session.

Mission

The Lowell Joint School District (LJSD) recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others. Evidence-based strategies that establish schools as safe and caring places can include social emotional learning where impulse control, empathy, and interpersonal communication skills are taught with guided and independent practice scenarios. Schools that reframe how student with student, student with adult, and adult with adult interactions occur can ensure fairness, equity, and continuous improvement in both behavior and academic outcomes. LJSD continues to implement school-wide, group, and individual interventions to help reframe policies, protocols, and practices at our schools.

Statement of Philosophy

Lowell Joint School District desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which students and adults can feel safe and take pride in their school and their achievements. Modeling empathy, care, and respect, honor for country, teaching interpersonal communication skills, engaging and empowering youth, and sincerely recognizing appropriate and expected behaviors in others are protective factors. Schools characterized by caring and respectful interpersonal relationships contribute to schools being caring, empathetic, safe and welcoming places to work, learn, and visit.

Lowell Joint School District

Characteristics of Students

Lowell Joint School District has approximately 3,097 preschool through 8th grade students. LJSD has traditional, inclusive and special education programs; including adaptive physical education programs. The most common languages spoken by students and families are English and Spanish.

Geographic Environment

LJSD has 5 elementary schools and 1 middle school. The District serves families from both Los Angeles and Orange Counties. The District covers the municipalities of the City of La Habra, La Habra heights, and the City of Whittier as well as unincorporated Whittier. LJSD coordinates with four different law enforcement entities: La Habra Police Department, Whittier Police Department, Los Angeles County Sheriff Department and California Highway Patrol.

Social Environment

LJSD accepts and embraces all students and seeks to ensure that they reach their full potential in reading, writing, math, character and patriotic education. It is truly all students, students with learning challenges, multiple spoken languages, low socioeconomic status, McKenne Vento, Homeless and students with Gifted and Talented learning needs.

Culture

LJSD schools have a set of long standing and Strong Board adopted core values, which guide all aspects of the Lowell Joint School District. These core values demonstrate our dedication and motivation to impart both honor and respect for others and country. They inspire and strive for students to be their best. All staff are hardworking, dedicated and passionate about their profession. Staff are enthusiastic about coming to school each day and many of the staff have averaged working for the District for over 15 + years.

DEFINITIONS

Action Plan – The plan prepared, containing the emergency response objectives of that NIMS, reflecting overall priorities and supporting activities for a designated period. The plan is shared with law enforcement

Activate – Means, at a minimum, a designated official of the emergency response agency implements NIMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Command Staff – Individuals with assignments and responsibilities under the Command function of the ICS organizational Structure. The Command Staff is composed of the Incident Commander (IC), Safety Officer, Public Information Officer, Agency Liaison Officer, and a Deputy Incident Commander. Assignments are activated as needed and in correlation with the severity of the incident, the IC can perform any or all of the Command Staff roles if the situation warrants.

Emergency Operations Center (EOC) – A location (established at the District Level) from which centralized emergency management can be performed.

Emergency Response Agency – Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel – Personnel involved with an agency's response to an emergency.

General Staff – Individuals with assignments and responsibilities under the Operations, Planning/Intelligence, Logistics, or Finance/Administration functions of the ICS organizational Structure. The Command Staff is composed of the Operations Chief, Planning/Intelligence Chief, Logistics Chief, Finance/Administration Chief, and their subordinates. Any staff roles are activated as needed and in correlation with the severity of the incident.

Incident – An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Command Post (ICP) – When an emergency or crisis impacts a school, an Incident Command Post is established by the Command Staff. An ICP is always located at the field or school site level. It is a designated location where the Incident Commander and his/her emergency crisis team can gather to manage the incident, report information, track status of incident, and organize the response. Generally, an ICP is located in a multi-purpose room, gymnasium, parking lot, or on an athletic field.

Incident Command System (ICS) – The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple

incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Local Agency – Any city, city and county, county, county office of education, or school district.

Local Emergency – The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

Multi-agency or Interagency Coordination – The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Mutual Aid – Voluntary aid and assistance by the provision of services and facilities, including but not limited to fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid System – The system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, operational areas, regions, and the state with the intent of providing adequate resources to requesting agencies. The California mutual aid system includes several discipline specific mutual aid systems (e.g., fire and rescue, law enforcement, medical and public works) that are consistent with the Master Mutual Aid Agreement. All mutual aid systems and agreements shall be consistent with SEMS and the Master Mutual Aid Agreement.

Operational Area – An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.

School District – Any and all public school districts, regardless of kind or class. School district includes those districts defined in sections 80 through 87 of the Education Code.

State of Emergency – The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of War Emergency – The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

Components of the Comprehensive Safe Schools' Plan (EC 32281)

Lowell Joint School District School Safety

The Superintendent or the or the designee of the Superintendent may delegate the task of writing the Comprehensive Safe Schools' Plan to District Administrators or a Safety Committee as long as the committee has a school principal or their designee, a teacher representative, and a classified employee. The Comprehensive Safe Schools' Plan is expected to be reviewed by law enforcement.

Assessment of School Safety

An assessment of the current status of school crime in the District may include but not be limited to, local crime reports, suspension/expulsion rates, and student/staff/parent/guardian surveys regarding their perception of safety. Additional data may include, office referrals, attendance rates, local law enforcement juvenile crime data, property damage data or other related data.

Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

On an annual basis LSD staff are required to complete a Mandated Reporting training.

Definition of Child Abuse: Any conduct, acts, or omissions that endanger a child's physical or emotional health and development. A child is under 18 years of age.

Types of child abuse:

- **Physical abuse – non-accidental act resulting in injury;** cutting twisting limbs, shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment. (report to law enforcement)
- **Sexual abuse** - incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child's age, sexual exploitation of a minor. (report to law enforcement)
- **Neglect – negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred;** pattern of failure to provide for the child's emotional needs. (report to Child Protective Services 1-800-540-4000)
- **Emotional abuse** - constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner. (report to CPS 1-800-540-4000)

NOTE: It is not up to the reporter to investigate or decide if the child's complaint is valid or not. All LSD employees are mandated reporters, and must:

- Report suspected child abuse immediately
- Prior to calling, make sure to have all information needed to complete the written Suspected Child Abuse Report, (SCAR) http://ag.ca.gov/childabuse/pdf/ss_8572.pdf □ **Contact site administrator for assistance** > If the mandated reporter has any question – call DCFS- they will advise the mandated reporter.
- If possible, make report in presence of site administrator or inform site administrator that you are making a report.
- Site administrator can cover class so reporter can leave their classroom. DCFS handles only in-home abuse.
- **Physical Abuse and Sexual Abuse – if child is in immediate physical danger** report to Law enforcement.
- Complete on-line SCAR found at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf and hand deliver to officer (does not need to be in an envelope) or contact CPS and complete on-line form, see next line below.
- **Neglect and Emotional Abuse** – if child is not in immediate danger report to CPS 1(800) 540-4000. They will give you a 19-digit number to be used to complete the on- line SCAR at <https://mandreptla.org/index.asp?OpenStatus=Return> □ **Items below apply to all reports:**
- In the field, Mandated Reporter Category, insert "Educator"
- Once completed, print and sign the form

- Send a copy of all SCAR's in a sealed envelope to LJSD Educational Services.
- Reporter may keep a copy but the document **must be kept confidential**.
- **SHALL NOT** be placed in cum or with any other student records
- Administrator may keep a separate secure file for child abuse reports. California Penal Code 11174.3 "**School Interview Law**"

11174.3. (a) Whenever a representative of a government agency investigating suspected **child abuse** or neglect or the State Department of Social Services deems it necessary, a suspected victim of **child abuse** or neglect may be interviewed during **school** hours, on **school** premises, concerning a report of suspected **child abuse** or neglect that occurred within the **child's** home or out-of-home care facility. The **child** shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the **school**, including any certificated or classified employee or volunteer aide, to be present at the **interview**. A representative of the agency investigating suspected **child abuse** or neglect or the State Department of Social Services shall inform the **child** of that right prior to the **interview**. The purpose of the staff person's presence at the **interview** is to lend support to the **child** and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the **interview**. The member of the staff so present shall not discuss the facts or circumstances of the case with the **child**. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the **school** shall inform a member of the staff so selected by a **child** of the requirements of this section prior to the **interview**. A staff member selected by a **child** may decline the request to be present at the **interview**. If the staff person selected agrees to be present, the **interview** shall be held at a time during **school** hours when it does not involve an expense to the **school**. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A.	REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY			
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE			
B.	REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY					
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)							
		ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL	
		OFFICIAL CONTACTED - TITLE				TELEPHONE ()			
C.	VICTIM <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
		ADDRESS			Street	City	Zip	TELEPHONE ()	
		PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE	
		PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME			
		IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)			
		RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
D.	INVOLVED PARTIES	VICTIM'S SIBLINGS							
		NAME		BIRTHDATE		SEX		ETHNICITY	
		1. _____		3. _____					
		2. _____		4. _____					
		NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
		ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()
		NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
		ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()
		SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
		ADDRESS			Street	City	Zip	TELEPHONE ()	
OTHER RELEVANT INFORMATION									
E.	INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____							
		DATE / TIME OF INCIDENT				PLACE OF INCIDENT			
		NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)							

Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Emergencies and Disaster Preparedness Plan

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

Public Agency Use of School Buildings for Emergency Shelters

Procedures exist to allow the American Red Cross, local law enforcement and EMS to use the school buildings, ground, and equipment for mass care and welfare shelters during disasters or other emergencies.

Potential Annual Staff Training

Communication:

Search and Rescue teams need to speak clearly on the radio, site intercom, or via cellular phone when present. Personnel can receive individual or group training on the proper use of radios or intercom. Search and rescue coordinators work as a liaison to communicate with teams on what they need to do and assist on assigned areas. Search and rescue team should only have one person reporting back once they finish their assignment.

Reunification:

Reunification teams need to wait until all students have been accounted for at the command post and then begin releasing students. Reunification teams should have a radio to communicate with runner coordinator so students can be picked up quicker. Student binders with student's emergency cards should be assessable so each person can look up students quicker.

Command:

All staff members must check in at the command post (classified, certificated, agency). A list of classrooms and what each classroom is being used for needs to be clipped to the pocket chart. Classrooms that are used for childcare, music, speech, etc. should also have pink and green cards and turn them into the search and rescue table. Command post will train new people so everyone can get a chance to do a different job.

Attendance Table/Student Accounting

Table should have a sign to be clear and the table should be placed at the entrance to make it easier for students to turn in attendance.

Emergency Procedures

A consolidated "single sheet" view of the LJSJ emergency procedures, reviewing expected responses for all staff during a drill or an actual event of:

- 1.) Evacuation
- 2.) Drop, Cover and Hold (Earthquake)
- 3.) Lockdown
- 4.) An Active Threat present; this would include the last resort of taking physical action in an attempt to overpower or incapacitate a threat to staff, students or community members.

Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

49079:

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.
- (b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
- (c) An officer or employee of a school district who knowingly or intentionally fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.
- (d) For the 1994–95 school year, the information provided shall be from the previous two school years. For the 1996–97 school year and each school year thereafter, the information provided shall be from the previous three school years.
- (e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Discrimination, Harassment & Bullying (EC 212.6 [b])

Discrimination

Sexual Harassment

Personnel Sexual Harassment

Bullying

Tactical Response to Criminal Incidents on Campus

Philosophy, Goals, Objectives and Comprehensive Plans

Any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement. This portion of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. LJSB will work with law enforcement to develop recommended procedures in the event of an active criminal threat upon a school site or district administrative office or service center. LJSB will work with law enforcement on active threat training recommendations. Appropriate lockdown and evacuation drills will be conducted as required each year.

Hate-Motivated Behavior

In order to create a safe learning environment for all students, the Board of Education desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Emergency Contact Numbers

Type	Vendor	Number	Comments
Law Enforcement	La Habra Police Department	562-383-4300	
	Whittier Police Department	562-567-9200	
	LA County Sheriff Department	562-863-8711	
	Fire/Paramedic	911	
Public Utilities	So Cal Edison	800-238-3700	
	So Cal Gas	800-427-2200	
Local Hospitals	Providence St. Joseph Medical Center	714-843-5111	
Lowell Joint	Main Number	562-943-0211	
American Red Cross	Shelter Coordinator	818-243-3121	
Fire Alarm	GMS Monitoring	888-467-1119	
Lowell Joint M & O	Maintenance Yard	562-902-4290	

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Incident Command Team Responsibilities: School sites responding to an incident shall utilize the functions, principles, and components of the Incident Command System (ICS), per California Code of Regulations, Title 19, Division 2, Chapter 1, §2405.

Incident Command System Functions

The five functions of the ICS are Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. Individuals working under the Command function will be referred to as the Command Staff, while personnel assigned responsibilities under Operations, Planning/Intelligence, Logistics, or Finance/Administration will be referred to as the General Staff. Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. An individual can execute more than one function.

1. The Command Function is responsible for the directing, ordering, and controlling of resources by virtue of explicit legal, agency, or delegated authority. The function is composed of the Incident Commander (IC), Safety Officer, Public Information Officer, Agency Liaison Officer, and a Deputy Incident Commander. The IC position must always be filled. The IC remains responsible for all five functions of the ICS structure, which have not been formally activated. In addition to the primary ICS functions, the IC is also responsible for the Safety Officer, Public Information Officer, and Agency Liaison Officer positions, unless otherwise delegated. Depending on the severity of the incident, the IC may also activate a Deputy IC for support.
2. The Operations Function is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. This is the most complex and primary established function.
3. The Planning/Intelligence Function is responsible for the collection, evaluation, documentation, and use of information about the development of the incident, and the status of resources.
4. The Logistics Function is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
5. The Finance/Administration Function is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.

Incident Command System Principles

1. The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single jurisdictional responsibility with multiple-agency involvement, and multiple jurisdictional responsibility with multiple-agency involvement.
2. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.
3. The system shall be applicable and acceptable to all user agencies.
4. The system is readily adaptable to new technology.
5. The system expands in a rapid and logical manner from an initial response into a major incident and contracts just as rapidly as organizational needs of the situation decreases.

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- 6. The system has basic common elements in organization, terminology and procedures.

Incident Command System Components

1. Common terminology is established in regards to common titles for organizational functions, resources, and facilities within ICS.
2. Modular organization is established by which the ICS organizational structure assignments are activated based upon the kind and size of the incident (top down command).
3. Unified Command.
4. Action plans identify objectives, determine strategies, identify tactical and support activities required, and establish an operational period time frame for completion.
5. The manageable span-of-control for any assigned Chief, Director, or Supervisor is established to be between 3-7 personnel
6. Pre-designated incident facilities are identified (Incident Command Post, Student evacuation site, offsite evacuation site, First Aid Station, Emergency Supplies location, Communication Center, etc.). The determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.
7. Comprehensive Resource management is established to identify, group, assign, and track resources.
8. Integrated Communication is managed through the use of a common communication plan and an incident-based communication center established for the use of tactical and support resources assigned to the incident.

UNIFIED COMMAND

Unified Command is a structure used during incidents consisting of Incident Commanders from various jurisdictions or agencies operating together to form a single command structure. It allows all agencies with geographical, legal or functional responsibility to manage an incident by establishing a common set of objectives, strategies, and a consolidated Incident Action Plan. Under a Unified Command system, a single Operations Chief is assigned. The Operations Chief position is filled by the most qualified and experienced person available.

The use of a Unified Command is a valuable tool to help ensure a coordinated multi-agency response. A Unified Command assures agencies do not lose their individual responsibility, authority, or accountability. When appropriate, a Unified Incident Command System will be established in conjunction with the school's Incident Commander and responding agencies' Incident Commander(s) to form a unified team in which Incident Commanders within the Unified Command make joint decisions, speak as one voice, integrate general staff, and develop a single Incident Action Plan.

Unified Command is an important component of the required ICS, per California Code of Regulations, Title 19, Division 2, Chapter 1, §2405 (a)(3)(C-D) .

Advantages of using Unified Command

1. One set of objectives and strategies are developed for the entire incident.
2. All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.
3. Duplicative efforts are reduced or eliminated, thereby reducing cost, frustration, and potential conflict.

Command Staff Responsibilities

Incident Commander:

- Direct the overall emergency response and make final decisions
- Activate School Emergency Plan and Incident Command System

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- Establish and set up an Incident Command Post
- Establish, set up, and manage a Communication Center
- Initiate Common Communication Plan & maintain communication with District Level EOC to provide district with site specific status report
- Develop Incident Action Plan which identifies objectives, determines strategies, identifies tactical and support activities required, and established an operational period time for completion.
- Set plan priorities and control actions undertaken by staff
- Ensure all available master keys are brought to the Command Post
- Ensure student emergency cards are taken to Command Post during an evacuation
- Determine which special assignments require substitute or additional personnel and assign from those available at the field.
- Initiate student release procedures (when it is safe to do so)
- Release teachers as appropriate during demobilization using the Staff Release Order Plan (found in the Demobilization section of this plan).
- Declare end of emergency—initiate recovery if appropriate
- Remain in charge of your campus until redirected/released by superintendent of schools or relieved by fire or law enforcement incident commander
- Ensure staff and students are properly instructed and trained in assignments and emergency procedures

Deputy Incident Commander:

- Assist the Incident Commander by initiating response strategies, response team coordination, and communication

Safety Officer:

- Assess emergency or threat and impact to students, staff, school property and surrounding community
- Monitor safety conditions of incident
- Assures the health and safety of students and staff

Public Information Officer:

- Coordinate communication with the district for the public, stakeholders, and news media
- Supervise telephones and monitor radio emergency broadcasts

Agency Liaison Officer:

- Notify appropriate governmental agencies if necessary
- Serve as point of contact for representatives of other involved local agencies, organizations, or private sector parties to provide input on policies, resource availability, and other incident related matters

General Staff Responsibilities: Function Chiefs

Operations Chief:

- Manage on-scene tactical operations to accomplish corrective action and the objectives established by the IC's action plan
- Supervise and direct activities of all personnel assigned under the Operations Function
- Report to the Incident Commander
- Coordinate Search and Rescue
- Coordinate Medical First Aid
- Coordinate Evacuation Area
- Coordinate Campus Security
- In conjunction with the Evacuation Area Director and the Search & Rescue Director, account for staff and student attendance and identify all missing individuals using the compiled attendance reports & search and rescue team findings.
- Relay reported missing students to Search & Rescue Teams
- Make sure teams have the necessary supplies to perform tasks
- Reassign staff as needed

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- Schedule breaks and back-ups for staff

Planning/Intelligence Chief:

- Collect all information pertinent to documenting the incident
- Analyze information for potential impacts or changes
- Document and update status reports
- Manage and update status boards
- Disseminate incident related information to the Incident Commander
- Prepare necessary written reports

Logistics Chief:

- Meet service and support needs of the incident by managing and distributing general emergency supplies, equipment, food, first aid supplies, volunteers, etc.
- Open Emergency Supplies container
- Delegate help for setting up the Incident Command Post (if needed)
- Delegate help for setting up any necessary emergency stations
- Sign in volunteers and assign to various sections needing assistance
- Determine whether additional equipment, supplies or personnel need to be requested from the District EOC - Make arrangements for transport of supplies and lodging of personnel
- Report to the Incident Commander

Finance/Administration Chief:

- Analyze all financial and cost analysis related to the incident
- Document all expenses related to emergency
Document all personnel time as pertinent to emergency (number of hours with description of activities performed)
- Report to the Incident Commander

General Staff Responsibilities: Search & Rescue

Search & Rescue Director:

- Report to Operations Chief
- Supervise, organize, and direct Search and Rescue Teams
- Maintain communication with Search and Rescue Teams
- Consult with Operations Chief regarding any known missing persons obtained from the attendance reports submitted by Teachers
- Act as a check-in point for reporting missing Staff or Students
- Keep records on Search & Rescue Team incident reports

Search & Rescue Team(s):

- Report to Search & Rescue Director
- Search assigned areas following search & rescue procedures
- Complete a directed sweep of designated campus areas for missing, trapped, or injured staff and students if the situation safely permits
- Complete maps and mark doors
- Identify the location of trapped/injured persons
- Assist injured persons to the Medical First Aid station

General Staff Responsibilities: Medical First Aid

Medical First Aid Director:

- Report to Operations Chief
- Supervise, organize, and direct Medical First Aid Teams
- Initiate Triage/Medical First Aid area set up
- Triage injured persons

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- Maintain an updated list of students with allergies, in need of daily medication, or special medical needs

Medical First Aid Team(s):

- Reports to Medical First Aid Director
- Set up Triage/Medical First Aid area
- Retrieve Medical First Aid supplies from Logistics Emergency Supplies Team - Provide first aid to injured persons

General Staff Responsibilities: Evacuation Area Supervision & Release

Evacuation Area Director:

- Reports to Operations Chief
- Supervise, organize, and direct the Parent Check-in Gate Team, Student Check-out Team, Student Release Team & Staff Buddy Assignments
- Manage and coordinate Evacuation Area supervision
- Collect attendance reports from all Teachers at the Evacuation Area
- Immediately communicate with the Operations Chief and Search & Rescue Director any reported missing students or staff
- Evacuate with an extra set of student schedules (properly grouped alphabetically)
- Bring emergency release forms (may be stamps, stickers, or documents depending on the site)

Parent Check-in Team(s):

- Organize and control the parent check-in area
- Receive parents at the check-in station where they will indicate which student(s) they are to pick up.
- Ensure students are only being released to adults listed on emergency cards
 - Organize and control student release by calling student names over the portable speaker system or sending runners to retrieve the student.

Student Check-out Team(s):

- Go to your assigned alphabetical grouping area and help check-out students
- Check the emergency release authorization card to be sure that the student is authorized to leave with whoever is there to pick him/her up.
- Any adult named on their emergency cards must sign out students who do not fit into the above categories.

Authorized Student Release Gate Team(s):

- Verify students have properly checked out before allowing them to exit.
- Students without proper proof of Check-out must be redirected back to the Student check-out station.

Staff Buddy Assignments (Teachers):

- Reports to Evacuation Area Director
- Engage in Staff Buddy Assignments (check-in with Buddy)
- If buddy is incapacitated, inherit responsibility of their students
- Evacuate and escort students to assemble in the designated Evacuation Area (if required by incident)
- Complete an attendance report for both classrooms (take roll of students and note missing students, staff buddies, or other staff)
- Submit the attendance report to the Evacuation Area Director adjacent to the Incident Command Post.
- Submit any observed room damage to the Evacuation Area Director
- Supervise classroom students at Evacuation Area, help manage the evacuation area, or report to IC Post for additional tasks, if needed.
- Provide reassurance and support to students

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General Staff Responsibilities: Site Security

Site Security Director:

- Reports collected data to Operations Chief
- Supervise, organize, and direct the Security Team and Utilities Team
- Conduct or Initiate a property damage assessment

Security Team(s):

- Reports to Site Security Director
- Maintain a safe and secure campus environment
- Secure and manage gates
- After search & rescue missions are complete, lock or control access into buildings
- Place yellow caution tape around areas deemed unsafe

Utilities Team:

- Reports to Site Security Director
- Carry out process of evaluating and shutting off utilities (water, gas, electric) if needed
- Determine presence of fire or other hazard – resolve with help of volunteers if able to do so
- Assess damage to buildings and communicate findings to the Site Security Director

General Staff Responsibilities: Emergency Supplies

Emergency Supplies Team (Logistics):

- Reports to Logistics Chief
- Open Emergency Supplies container and gather necessary supplies/equipment for distribution - Set up microphone on stand at Parent Check In.

General Staff Responsibilities: Unassigned Staff

Unassigned Staff:

Staff lacking an established Assignment must report to the Incident Command Post for further instruction

Emergency Preparedness

Methods for Reporting Emergencies

For the purpose of reporting emergencies, in case of a fire, emergency, or disaster, the following reporting methods may be used:

1. School Alarm System
2. Public Address System
3. Staff Two-way Radios
4. Telephones

Alarm System

The school alarm system provides warning for necessary emergency action.

Alarm System Maintenance & Testing Requirements

1. Alarm systems are maintained in operating condition.
2. Alarm systems are tested at for reliability by properly trained persons in the designed operation.
3. Alarm system power supplies are maintained or replaced as often as is necessary.
4. Fire alarm signal will be operated not less than once every calendar month (Education Code, Section 32001).

Staff Training Requirements

To ensure schools and its staff are prepared to implement the procedures expected in an emergency and take action during an incident the training requirements in this section are met. Staff receives the appropriate level of training dependent on the staff member's potential assignment during an emergency response.

Training Requirements:

1. The California State Emergency Management System (SEMS) unifies all elements of California's emergency management community into a single integrated system with standardized key elements. SEMs training is provided to maintain personnel's minimum training competencies with the SEMS "Approved Course of Instruction (ACI)" as the basis for their training programs.
2. Staff SEMS training and performance is maintained and demonstrated by the:
3. Completion of level-appropriate SEMS training, execution of drills that incorporate performance objectives into exercises
4. The National Incident Management System (NIMS) enables all government, private-sector, and nongovernmental organizations to work together during domestic incidents. As mandated by the PostKatrina Emergency Reform Act of 2006, NIMS training is offered through the Federal Emergency Management Agency (FEMA) and ready.gov

Emergency Training:

1. Schools shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees, students, and visitors.
2. The school shall advise employees of his/her responsibility and whenever responsibilities have changed.
3. Administration shall review with employees which will be of aid in the event of an emergency. This includes, but is not limited to:
 4. Emergency Procedures: A consolidated "single sheet" view of the LJSD emergency procedures reviewing expected responses for all staff during a drill or an actual event of
 - 1.) Evacuation,
 - 2.) Drop, Cover and Hold (Earthquake),
 - 3.) Lockdown,
 - 4.) An Active Threat present; this would include the last resort of taking physical action in an attempt to overpower or incapacitate a threat to staff, students or community members.

Practice Drills

To ensure staff and students are knowledgeable and prepared to implement the emergency procedures, the following required practice drills are conducted throughout each school year.

Earthquake Practice Drills:

1. Practice of Drop, Cover and Hold On procedures are held in elementary and in the middle school.
2. During the drill each pupil and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by one arm, and the back to the windows. With the other hand, hold on to the furniture leg.
3. Drills are conducted following the established Earthquake Procedure plan.

Fire & Evacuation Practice Drills:

1. Fire alarm signal must be reviewed/activated sounded not less than once every calendar month (whether a drill takes place or not).
2. Fire drills are established and conducted at least once every month at the elementary level twice per year at the Middle School level.
3. During the drill each pupil and staff member implements and practices the established Evacuation Procedure plan.

Lockdown Drill:

1. At the elementary and Middle School levels, at least two drills must be conducted each year.
2. All students and staff shall quickly get into a lockable room. Lock the doors, turn out the lights and cover windows.
3. Silence cell phones and people. Remain quiet and wait for information.

Shelter in Place Drill:

1. Shelter in Place is in response to a chemical, biological or radiological contamination, also a severe weather or wildlife event, or excessive smoke from a fire.
2. Shelter in Place drill shall be conducted at all schools at least once each year.
3. Drill should take place when most students and staff are out of their regular classroom.
4. Drill will be announced over the public address system, through radio communication, text or email.
5. All students, staff, volunteers and visitors shall immediately proceed to move inside the buildings to safe areas.
6. All doors and windows must be closed.
7. In the event of an airborne contaminant, an effort should be made to adjust all thermostats to temporarily turn off the air conditioner.

EMERGENCY RESPONSE PROCEDURES

In order to best prepare for the unexpected, the procedures established in this section have been developed for the safety of our students and staff.

Reporting an Incident

Typically, incidents involving a school will come to the attention of a faculty or staff member by observation or telephone notification. Emergency phone numbers will be posted at relevant conspicuous locations. The individual discovering or receiving information regarding an incident will do the following:

1. Notify the local emergency responders. The number is 911.
2. In case of a fire, activate fire pull alarm.
3. To activate the Incident Command System, notify the Incident Commander (Principal) and provide them the following information:
 - Your name
 - Nature of incident
 - Location of incident
 - Severity of injuries or property damage - Call back telephone number
4. The Incident Commander/Command Staff will sound the necessary alarms or voice announcements and notify the district EOC.
5. Take action to protect students, faculty, staff, and property. Immediate actions may include:
 - Moving people away
 - Isolating and securing the area
 - Providing assistance as needed to students and personnel - Directing public safety responders to the scene

Common Communication Procedures

When emergencies occur, communication is critical to ensure appropriate parties are notified regarding the extent of the incident and what needs to be done. Below are systems and methods as to how emergency communication may be conducted:

Communication hardware and systems available:

1. Telephones/Cell phones
2. Public address system
3. Two-way radios
4. Catapult Program
5. E-mail
6. Runners

The following individuals will have two-way radios:

1. Incident Commander
2. Operations Chief
3. Search & Rescue Team leaders
4. Custodians

5. First Aid Station
6. Evacuation Area Director

Communication Center Set-up Procedures:

1. Pre-designated Communication Center location is subject to change, and may be dependent upon incident.
2. Communication Center location should be established within close proximity of the Incident Command Post.
3. The Command Staff will be responsible for setting up and operating the Communication Center during an incident.
4. The Command Staff will be responsible for contacting the District EOC and emergency responders (if necessary).

Internal Communication during an Incident:

1. Maintain an open telephone line for communication. Limit classroom telephone use to emergencies only.
2. The site's public address system may be used for communication and announcements.
3. Internal two-way radio communication will be available on the site's designated Channel. Radios are available in the main office.
4. During a lockdown, communication will take place via cell phone, telephone & radio.
5. During a lockdown with an immediate threat from an armed individual, cell phones will be silenced.
6. Runners may be used as an alternate communication option.

External Communication during an Incident:

1. Communication between the Command Staff, District EOC, and local emergency responders will take place via telephone or two-way radios.
2. Incident Command Staff will use channel 1 when communicating with the District EOC via two-way radio.
3. The Command Staff will process incident information through the superintendent or designated District EOC personnel in order to notify persons outside of the school of an existing emergency and the immediate action to be taken, if any.
4. All staff members are asked to refer inquiries and visitors to the Command Staff.

During an incident, families will be contacted through the Catapult system and/or mobile app for information on school closure, student release, assembly areas, etc.

Types of Emergencies & Specific Procedures

Aircraft Crash

In the event of an explosion or crash, the blast will be the initial signal of the emergency. If early warning is available, the Principal will notify the classrooms. Immediately after an explosion or crash the following procedures shall be followed:

1. If possible, **DUCK AND COVER** under a desk or table. Move away from windows, doors, and shelves.
2. Following an explosion or crash, notify administration or if administrator is not available, obtain outside line, then phone "911".
3. The alarm bell will sound, and students and staff will evacuate or stay in the buildings, depending on the circumstances. Teachers will escort their students to the designated assembly area and take attendance. Teachers may be asked to report any attendance discrepancies to the administration, depending on the nature of explosion.
4. Do not reenter any building or classroom, until authorized by the Principal, or designee and the fire department.

Bomb Threat/ Threat of violence

Immediately after receiving a bomb threat the following procedures shall be followed:

1. If a bomb threat is called to the school, make every attempt to keep the caller on the phone as long as possible to gain information. Try to determine the sex and age of the caller. Try to have the caller tell you the exact location of the bomb and the time of threatened detonation.
2. The Command Staff will immediately notify the District EOC, who has the immediate responsibility to notify the Police Department.
3. The Police Department may not send units to the school at this point, but will automatically notify the Fire Department to stand by.

4. If the location of the suspicious object is not known, STUDENTS WILL REMAIN IN THE CLASSROOMS. Teachers should move students to the center of the room. If possible, have the students stay low and take cover under a sturdy object (desk).
5. The Principal, in conjunction with law enforcement, will make the decision to evacuate the buildings.
6. SWEEP TEAM: Staff will be asked to volunteer for the Sweep Team. Sweep Team members will report to the Incident Command Post.
 - a. Sweep Team members will be paired up and assigned a region of the campus to search.
 - b. Principal will coordinate with police to supervise Sweep Teams.
 - c. Upon completion of sweep of assigned areas, sweep team should report back to Incident Command Post to report "all clear" of their area.
7. Students and staff will return to the buildings only when they have been cleared by law enforcement and the Principal or designee has authorized the reoccupation and return to class upon hearing the ALL CLEAR bell, which is one long, continuous ring.

Campus Security Procedures

Campus Security & Utilities Teams will assign a Team Leader and report all activity and incident information to the Team Leader or a Site Security Director. The Team Leader or Site Security Director will report to the Operations Chief. During an incident the following procedures will be followed:

Campus Security Procedures

1. Visually assess campus for fires & damage.
2. Open **designated gates** for parent ingress and egress as appropriate to the emergency.
3. Keep log of activity and assessments.
4. Maintain communication with the Site Security Director regarding additional need for personnel to fight a fire or resolve other hazards if possible.
5. Determine the need for personnel to guard buildings or use yellow caution tape to rope off access.
6. Unlock and secure the designated exit for use by Emergency Responders and their vehicles.
7. Survey building for structural damage and report damaged areas.

Utilities Team Shutoff Procedures

1. The District EOC will deploy Maintenance & Operations teams to the school site during an emergency. All technicians are familiar with each site and its utility shut offs. In addition, the Day and Night Custodians at each site have been instructed in who to report to, where the shut off locations are, and where to find the tools.
2. If needed, shut off the necessary Utilities. See map for specific locations.
 - Gas: Can be turned off at each meter
 - Electrical: Electric service can be shut off at the disconnect switch at each main panel.
 - Water: Water can be shut off at the main valves
 - Alarms: Can be temporarily disabled before each drill.
 - Fire Alarm Monitoring - GMS Fire Alarm Monitoring – 888.467.1119

Demobilization & Post-emergency Procedures

Demobilization Procedures:

1. Be sure staff members understand that as a government employee they are required to stay on campus and provide assistance for up to 72 hours if they are needed. Emphasize the need to make arrangements with their families in case this occurs.
2. After completing assignments, staff members are required to check-in with their superior or the Incident Command Staff to await a second assignment or approved dismissal.
3. Staff members will be released by Site Safety Director.
4. Develop an after action report for any emergency response due to a declared local emergency for which the governor proclaims a state of emergency, and submit it to the District EOC. The report shall include a review of the response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.
5. The District EOC will then review and submit the after action report to the Office of Emergency Services (OES) within 90 days of the close of the incident period.

6. Conduct a post-incident performance debriefing meeting to discuss incident response actions and determine areas of improvement.

Earthquake

Prior to Earthquake

1. Please discuss all our emergency procedures with students as soon as possible.
2. Maintain evacuation backpack, bucket and clipboard in a visible & easily accessible location adjacent to the evacuation exit.
3. Know your evacuation route and ensure evacuation maps are posted at exit(s).
4. Participate in practice drills and maintain knowledge of emergency procedures.
5. Ensure tall furnishings are secured to the walls to prevent them from falling on individuals and potentially obstructing exits or walk paths.
6. Do not store unsecured heavy items above 72 inches.
7. Maintain exits free from obstructions.

During an Earthquake

1. The teacher or other staff member will shout the command, "Drop!"
2. The students are to "Drop, Cover and Hold."
3. If inside the school building students and school employees shall:
 - Get under equipment (desks, tables, etc.) where available.
 - Drop to your knees with your back to the windows and your knees together.
 - Clasp both hands firmly around the legs of a table or a desk; if this equipment is not available clasp your hands firmly behind your neck.
 - Remain in this position until a staff member says the emergency is over. - Once the shaking has stopped, initiate an evacuation.
4. If students and staff are outside of the school building during an Earthquake:
 - Move away from building, overhead electrical wires and stay away from objects that might fall during an Earthquake.
 - Drop to your knees and clasp your hands firmly behind your neck to protect your head.
 - Wait for shocks to subside.

After an Earthquake

1. Evaluate the classroom situation.
2. If safe, have students line up outside of the classroom.
3. **Leave the lights as they were prior to the earthquake.** Do not turn them on or off, especially in rooms where natural gas lines exist.
4. Leave doors opened and unlocked so that the search & rescue teams can check rooms for missing students.
5. Triage and stabilize students (30 seconds maximum per student) who are unable to follow your directions or have severe/life threatening injuries (Airway, Bleeding and Shock). **REMAIN WITH INJURED STUDENT IF IT IS SAFE TO DO SO.**
6. Escort the students including mobile injured students (by the safest route) to the Evacuation Area. Be careful not to aggravate any injuries. Take mobile injured students to the Medical First Aid Area.
7. Evacuate with your emergency evacuation backpack, bucket and clipboard.
8. Complete an attendance report (take roll when you arrive in the Evacuation Area). Report any missing persons, injured persons left behind, individuals taken to First Aid, and room damage to the Evacuation Area Director.
9. Supervise students at the Evacuation Area or report to the Incident Command Post as designated for your assigned job responsibility.

Explosion or Risk of Explosion

In the event of an explosion or crash, the blast will be the initial signal of the emergency. If early warning is available, the Principal will notify the classrooms. Immediately after an explosion or crash the following procedures shall be followed:

1. If possible, **DUCK AND COVER** under a desk or table. Move away from windows, doors, and shelves.
2. Following an explosion or crash, notify administration or if administrator is not available, obtain outside line, then phone "911".
3. The alarm bell will sound, and students and staff will evacuate or stay in the buildings, depending on the circumstances. Teachers will escort their students to their designated location and take attendance. Teachers may be asked to report any attendance discrepancies to the administration, depending on the nature of explosion.
4. Do not reenter any building or classroom, until authorized by the Principal, or designee and the fire department.

Fire on School Grounds

Each classroom and facility on the campus has a functioning fire extinguisher and a manual pull switch to activate the fire alarm. In addition, evacuation routes are clearly posted by the exits in each classroom. For the protection of all occupants of the building, in case of a fire or disaster, the following evacuation procedures have been established:

1. The set alarm is distinctive and recognizable as a **signal to evacuate**. The evacuation alarm signal established can include "A possible fire has been reported in the building, please exit the building."
2. Order a verbal evacuation if the fire alarm does not sound.
3. **Call 911.**
4. Notify the Superintendent.
5. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
6. Everyone should **clear the building immediately**. WALK - Do not run.
7. Teachers will supervise egress from the classrooms into the designated Evacuation Areas according to the Emergency Evacuation Routes marked on the maps posted in every classroom and office.
8. If heavy smoke is present, crawl or stay near the floor for breathable air.
9. In case of FIRE ONLY, close the doors upon evacuating.
10. **Teachers will take their roll books and emergency bags** to the evacuation site, **take roll**, and complete an attendance report. Teachers will submit report and identify any missing student(s), Staff Buddies, or other Staff to the Evacuation Area Director.
11. If an emergency evacuation occurs when you are in the corridors, join the nearest class in leaving the building and then report to your designated Evacuation Area.
12. If an exit is barricaded, then the next nearest exit should be used.
13. The Utilities Team shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.
14. The Command Staff will take the student emergency forms to the Evacuation Area.
15. Notify students and staff if and when it is safe to return to the school site and/or building under the direction of the Fire Department and in consultation with the Superintendent or designee.
16. If it is unsafe to return to the building, students will be supervised and release procedures will be initiated.

Flooding

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station. In the event of a flood, the following guidelines should be followed as much as possible:

Incident Commander

1. Determine if evacuation is required.

2. Notify District Superintendent or District Office of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.
3. Instruct on the means of which students will be evacuated to a safer location. Other guidelines should be kept in mind if students are going to be transported by buses or cars.
4. Post a notice on the office door stating where the school has relocated and inform the District Office.
5. Monitor local radio and television stations for flood information.
6. Notify District Superintendent of school status and action taken.
7. Delegate a search team if students or staff have been determined to be missing.
8. Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

General Staff:

1. If warranted, evacuate students using evacuation plan.
2. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
3. Teachers will supervise egress from the classrooms into the designated Evacuation Area according to the established Emergency Evacuation Routes marked on the maps posted in every classroom and office.
4. Teachers will take their roll books to the evacuation site, take roll, and complete an attendance report.
5. Teachers will submit report and identify any missing student(s), Staff Buddies, or other Staff to the Evacuation Area Director.
6. If students or staff have been determined to be missing, a search & rescue team will conduct their duties.
7. Follow the Student Request and Release Procedures if school dismissal is warranted by the District Office.

Students and staff will be notified if and when it is safe to return to the school site and/or building under the direction of emergency responders and in consultation with the Superintendent or designee. Do not return to school building until it has been inspected and determined safe by property authorities.

High Heat & Heat Illness Procedures

The LUSD Board of Education is aware of research the health hazards of smog/smoke/weather extremes. It is intent of the Board to protect the general welfare of parents/guardians, staff and students regarding the health hazards of smog, smoke, and weather extremes. The Superintendent or designee shall develop a response based upon information available from the Southern California Air Quality Management District:

Unhealthy Air Episodes

1. Notification

- a. Upon review of the air quality index from the Air Quality Management District (A.Q.M.D.). Designated district employees will communicate the information pertaining to Air Quality Index (AQI) readings and predictions for the day to sites as needed.
- b. If a smog episode is predicted, the District Office will notify each school site and Maintenance/Operations, Grounds, and Special Education to prepare for modified activities. Each school and department head will be notified again when an episode has ended.
- c. Upon receipt of notification that an unhealthy air episode has been declared, each principal/designee shall be responsible for notifying all students and staff members present that an episode has been declared; Maintenance/Operations, and Grounds shall be responsible for notifying department employees of the declared episode.
- d. School Principal or designee and Special Education Director/designee shall notify and transportation services be utilized for students.
- e. Once a smog/smoke episode has been declared, the procedures required by these regulations shall remain in effect until notification has been received that the episode has ended or until sunset, whichever occurs first.

2. Health Advisories

a. Sensitive (AQI 101-150)

- (1) Sensitive people: includes students with asthma, other respiratory problems or heart disease, students with notes from physicians, and students who are complaining about the effects of unhealthy air.
- (2) Students designated with sensitivity to unhealthy air may participate in an activity/event while self-limiting their

participation b. Unhealthy (AQI 151-200)

- (1) Everyone, including healthy adults and children, should avoid prolonged periods of vigorous outdoor exercise (not to exceed 10 minutes). Short bursts of physical activity that do not increase the rate and depth of respiration for extended periods of time may be acceptable.
- (2) Less vigorous activities that may be continued for extended time periods.

c. Stage 1 Smog Alert - Very Unhealthy (AQI 201-274)

- (1) Any student with respiratory or heart problems, or whose physician has so requested, should be exempt from and physical activity during this stage and should remain indoors where possible. This includes students who are complaining about the effects of unhealthy air.
- (2) The intent of this directive is to allow the continuance of a modified physical education and recreation program during the first stage while avoiding strenuous exercise, which might injurious to a student's health.
- (3) In determining whether a proposed activity can be conducted during declared smog alert, supervising personnel shall examine each proposed activity to determine its potential for unmistakably increasing the respiration rate for an extended period. The intensity of an activity may be the deciding factor as to whether it shall be included in, or excluded from, the program of the day.
- (4) Should any middle school outdoor competitions or events be scheduled, it is the responsibility of the home school principal to cancel an outdoor competition or event if a prediction is made by the S.C.A.Q.M.D. at least one hour prior to the scheduled event. This is based on the assumption that any Stage 1 alert that might develop without a prediction would be at a minimal level.

d. Stage 2 Smog Alert (AQI 275-299)

- (1) All unnecessary physical activity will be avoided. Scheduled non-physical activities such as board games, video games, arts and crafts, and slow walking. Every effort should be made to keep students indoors.
- (2) In the event that an unpredicted Stage 2 alert is declared, an outdoor competition or physical exercise shall cease immediately.

e. Stage 3 Smog Alert (AQI 300 or above)

All schools will be closed if notification is received by 11 a.m. on the day prior to the anticipated Stage 3.

Heat/Humidity

1. Outdoor activities by students and staff shall be modified to prevent heat stroke/heat exhaustion during hot weather.
2. When temperatures are in excess of 96 degrees Fahrenheit, the following precautions shall be taken for students involved in outdoor exercise and/or events:
 - a. Provide adequate time (at least 10 minutes per hour) for water breaks, rest and cooling for every half hour of physical activity.

b. Staff should review the Confidential Health Concerns notification provided by Health Service for those students who may be at risk.

c. During period of moderate to high humidity, avoid prolonged vigorous activity.

3. When temperatures are above 96 degrees Fahrenheit, the following precautions should be

taken: a. Follow items 2a and 2b above.

b. All vigorous outdoor activity may be suspended.

c. Limit outdoor activities to short periods of time.

d. Watch carefully all athletes/students and especially those with health concerns.

e. Limit athletic practices to short, non-vigorous work-outs.

Cold Weather

1. During periods of cold weather, school staff shall determine the availability of outdoor activity for students

based on: a. Wind factor

b. Student history of cold-related illness such as circulatory impairment, diabetes, etc.

2. The following precaution shall be taken to avoid cold-related illness:

a. Vary activity level according to the temperatures.

b. Avoid prolonged periods of outdoor exposure, especially during less vigorous activity.

Site Modifications

1. In addition to district regulations, each school shall establish guidelines to be used in implementation of the policy at the site. The principal/designee shall appoint a school site team to:

a. Assess the physical site, including the availability of shady areas, amount of grass, blacktop and accessibility of drinking fountains.

b. Define and identify sensitive students at the site, using the Confidential Health Concerns notification provided by health services. Consider also:

Students with notes from physicians regarding activity restrictions relative to unhealthy air and/or temperature.

c. Develop a plan to quickly notify these identified students when necessary.

d. Identify indoor areas for student activity and establish a plan for supervision.

e. Develop a list of suggested outdoor and indoor activities related to specific unhealthy air episodes, temperature extremes, and weather conditions considering school population, equipment and space available.

f. Consider modification of class schedules to allow physical education classes to be conducted in the morning.

g. Identify resources for student curriculum regarding effects of unhealthy air, temperature extreme, and preventative measures.

h. Develop a site plan based on the above considerations, with review by student Services/Health Service staff.

Heat Illnesses: Symptoms, Causes, and Immediate Treatment

Heat Illness	Symptoms	Causes	Immediate Treatment
Sunburn	<ul style="list-style-type: none"> • Redness, pain, and/or swelling of skin • Blisters • Fever & headaches 	<ul style="list-style-type: none"> ☐ Exposure to high heat and ultraviolet radiation from the sun 	<ul style="list-style-type: none"> • Leave water blisters intact to speed healing and avoid infection • If blisters break, apply dry sterile dressing • Refer serious cases to a physician
Dehydration	<ul style="list-style-type: none"> • Dry mouth • Thirst • Headache • Dizziness • Muscle cramps • Excessive fatigue • Decreased performance 	<ul style="list-style-type: none"> ☐ Lack of hydration 	<ul style="list-style-type: none"> • Move student athlete to cool environment • Initiate oral rehydration • Maintain hydration throughout • If student fails oral rehydration (due to excessive nausea or vomiting) transport to medical facility for intravenous fluids
Heat Cramps	<ul style="list-style-type: none"> • Heat cramps are muscle pains or spasms, usually in the abdomen, arms, or legs that might occur in association with strenuous activity • Frequently occur sometime later after strenuous activity, or when relaxing 	<ul style="list-style-type: none"> • Caused by heavy sweating during strenuous activity • Sweating depletes the body's salt and fluids. • Low salt levels in the muscles can cause painful cramps 	<ul style="list-style-type: none"> • Stop all activity and sit in a cool place • Drink water, clear juice, or a sports beverage • Avoid drinking alcohol, soda, caffeine and sugar drinks • Avoid strenuous activity for a few hours after the cramps subside
Heat Exhaustion	<ul style="list-style-type: none"> • Heavy sweating • Paleness • Muscle cramps • Tiredness/ weakness • Dizziness • Headache • Nausea or vomiting • Fainting • Cool & moist skin • Fast & weak pulse rate • Fast & shallow breathing 	<ul style="list-style-type: none"> • Heat exhaustion can develop after several days of exposure to high temperatures • Inadequate or unbalanced replacement of fluids • Exercising in a hot environment 	<ul style="list-style-type: none"> • Move out of the sun and seek a cool air-conditioned environment • Rest • Take a cool shower, bath, or sponge bath • Remove restrictive clothing, equipment, and helmets • Drink water, clear juice, or a sports beverage • If nausea occurs, discontinue drinking water and seek immediate medical attention
Heat Stroke	<ul style="list-style-type: none"> ☐ Rectal body 	<ul style="list-style-type: none"> ☐ Body Temperature 	<ul style="list-style-type: none"> ☐ If heat stroke is suspected, CALL 911
Heat Illness	Symptoms	Causes	Immediate Treatment

The three major forms of heat illnesses are heat cramps, heat exhaustion, and heat stroke. If a student shows any of the heat illness symptoms listed, first aid procedures are to be initiated immediately.

Return-to-Play Considerations

When staff members are determining whether or not students should return to play after exhibiting signs of or diagnosed heat illness, the following considerations must be made during the assessment.

Dehydration:

- If degree of dehydration, as assessed by the supervising staff or coach, is minor and the student is symptom-free (see symptoms list), continued participation may be deemed as acceptable.
- If there is any concern for continuation of symptoms after oral rehydration on the field the student should be held out from continued participation.

Heat Cramps:

- Student should refrain from physical activity until resolution of symptoms.
- When symptoms have resolved, student should be assessed to determine if he/she can perform at the level needed for successful participation.
- If the episode was acute or severe, the student's diet, rehydration practices, electrolyte consumption, fitness status, level of acclimatization, and use of dietary supplements should be reviewed and modified to reduce the risk of recurrence.

Heat Exhaustion:

- Student should be symptom-free and fully hydrated.
- Avoid intense practice in heat for one day to ensure recovery from fatigue and dehydration.
- Physician clearance is recommended to rule-out possible underlying condition(s) that may predispose the student athlete for further problems.

Heat Stroke:

- Student should be symptom-free and fully hydrated.
- Medical clearance from student's physician is strongly recommended.
- To avoid recurrence, be sure to rule out any underlying condition or illness that predisposed the athlete to the heat illness.
- Avoid intense practice in heat for one day to ensure recovery from fatigue and dehydration.
- Correct any acclimatization and fitness level problems before player returns to full intensity training in heat.

Lockdown Procedures

A lockdown will be initiated for one or more of the following situations: a major incident in the community, out of an abundance of caution from a site or District administrator or information from law enforcement or other public safety entity requesting a lockdown. This may include situations such as rioting, a hostage situation, or a weapon or threat on campus. For the protection of all occupants of the building, in case of a lockdown, the following procedures have been established:

1. A lockdown may be initiated by an announcement over the PA, the announcement from the lockdown button, radio communication, text or email. Gunfire or other commotion may indicate the need to immediately lockdown.
2. Lock the doors, turn off lights, close the blinds, and stay out of sight. **Do not open a door after a lockdown initiation under any circumstances.**
3. Take cover within the room and consider preparing to go on the offensive.
4. Notify police, call 911. Advise police if you know the location, description or identity of the threat, or if you need medical direction for a victim.
5. Students, staff, or visitors found outside of classrooms during a lockdown initiation are to find the nearest shelter available. They are to remain under the supervision of the staff member in this location until it has been determined it is safe to leave.
6. Ignore all other bells. If a fire bell sounds during a lockdown, you are to remain in your room or secured location until advised what to do via E-mail, text, telephone, or public address system. Do not automatically evacuate until you receive specific instructions.
7. Notify Superintendent or designated District EOC, if possible.
8. Do not attempt to restrain a student who runs outside.
9. If possible, silently take roll and account for students and staff. Notify Command Staff (via E-mail, text, or phone) of any missing persons or persons who were swept in from the outside.
10. Communication during the lockdown will take place via text or E-mail. Continue to monitor your texts or e-mail. Once the school is secured, a text or e-mail will be sent giving information relative to the situation. For extended lockdowns, regular texts or E-mails will be sent to staff members by the principal or designee to provide updates or to let you know that there is no updated information at this time.

11. Until specific directions are given, students should not use cell phones to place calls, send texts, or access the internet or social media. All cell phones must be silenced. If the lockdown lasts for an extended period of time, directions will be given to teachers by e-mail, text, or phone as to how cell phones or other communication devices may be used by students.
12. The door to your room may be opened by administration or emergency responders to put in students/visitors who are caught out in the hallways during the lock down.
13. The lockdown will be lifted when judged to be safe by the police department, district personnel, or the Incident Commander. At that time, a school wide announcement will be made, or authorized personnel will go door-to-door, with a master key, and notify each classroom individually.

PLEASE NOTE: Lockdowns may last for several hours. Using the lockdown buckets, create relief stations for students and staff using the emergency buckets.

Medical First Aid Procedures

All Medical First Aid & Morgue Teams will assign a Team Leader and report all activity and incident information to the Medical First Aid Director. The Medical First Aid Director will report to the Operations Chief. During an incident the following First Aid & Morgue procedures will be followed:

Medical First Aid Procedures

1. Retrieve Medical First Aid supplies from the emergency supplies container.
2. Set up Medical First Aid areas. This area should be in as private an area as possible.
3. As victims arrive conduct proper triage procedures.
 - Sort victims according to injury severity (Immediate, delayed) and indicate all victims with a chief complaint using a triage tag or duct tape.
 - List on the tag or tape: Category, time & victim number. If possible, identify individual.
4. Place victims in separate and distinct treatment areas, laying victims head to toe (one row per First Aid Team member).
5. If an individual must be moved, prepare victim for transport (cover all open wounds, splint fractures, and make patient comfortable).
6. Monitor victims' condition(s) and recheck periodically to evaluate if condition has changed. "Treat as you go...from head to toe."
7. Keep log of information and destinations of patients.
8. Maintain cleanliness throughout area as possible.

Search & Rescue Procedures

All Search & Rescue Teams will assign a Team Leader and report all activity and incident information to the Search & Rescue Director. The Search and Rescue Director will report to the Operations Chief. During an incident the following Search & Rescue procedures will be followed:

1. After you have taken your class to the designated assembly area, take attendance.
2. Team up with other members of your S&R team. If any of your team members do not arrive, please notify someone at the S&R Team Command Post. You may be assigned another partner.
3. If you are a team leader, get a walkie-talkie and a master key from the Sweep Team Command Post.
4. Retrieve a backpack with your supplies.
5. You will be given your assigned rooms to search based on "intel" that a person was last seen in that room.
6. Enter room only if directed or if you see or hear something requiring investigation, and then, only if it seems safe. Make a slash (\) on the door to indicate that you entered.
7. If you find any casualty, administer lifesaving first aid only. Locate a person in the area with a walkie-talkie and call for a stretcher if necessary.
8. After searching a classroom and conducting any necessary rescues, make another slash (/) to create an X upon exiting the room. Write the date and time in the upper quadrant of the X, your SR Team # in the left quadrant, any hazards discovered in the right quadrant, and number of remaining live or dead victims in the lower quadrant of the X.
9. Upon conclusion of your search, return to the Incident Command Post.

Important: While conducting a rescue, use radios for emergency contact only, such as, reporting an injured team member, requesting additional assistance to rescue victims, or reporting severe room damage and aborting the rescue.

Search & Rescue Marking System for Rooms

Enter room only if directed or if the team sees or hears something requiring investigation, and then only if it seems safe to enter. Make one slash if entering room and the other when exiting (or moving on to next room). Have paper, tape and Sharpies in S&R kit unless you just want to write on the door. Fill in as much info as possible, but if time is limited, try to at least get the time & date on there.

Other hazards might be wires down, broken glass, flooding.

Shelter in Place

Shelter in place will be initiated when there is a need for personal protection within buildings on a school campus or within a district building. Shelter may be necessary during one or more of the following situations: an incident involving an airborne contaminant from a hazardous material exposure, outdoor environment contamination, a chemical or biological spill, severe weather, a wildlife event or smoke from a local fire. For the protection of all occupants of the building the following procedures have been established:

1. An announcement will initiate Shelter-in-Place. For example, *"Shelter in Place, a hazardous chemical leak has been reported in the neighborhood surrounding our school."*
2. During an incident involving a hazardous material exposure or outdoor environment contamination the Command Staff or Campus Security Director should **immediately shut off fans and/or HVAC systems** to prevent indoor contamination. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled.
3. If necessary, notify emergency responders, call 911. Advise emergency responders if you know the location of the threat or if you need medical direction for a victim.
4. Notify Superintendent or designated District EOC.
5. Immediately close doors, close windows, seal air vents, and stay inside. Do not go outdoors unless otherwise instructed. Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
6. Students, staff, or visitors found outside of classrooms during a Shelter-in-Place initiation are to find the nearest shelter available. They are to remain under the supervision of the staff member in this location until it has been determined it is safe to leave.
7. Avoid Shelter-in-Place in a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors. Gyms and auditoriums may not be able to be sealed.
8. Take roll and account for students and staff. Notify Command Staff (via email or telephone) of any missing persons or persons who were swept in from the outside. Report anyone in need of medical attention.
9. Communication during Shelter-in-Place will take place via email, P/A and/or telephone. Continue to monitor your email, information relative to the situation will be distributed. For extended Shelter-in-Place situations, regular emails will be sent to staff members by the principal or designee to provide updates or to let you know that there is no updated information at this time. NOTE: Communication with substitutes will take place via telephone. Please limit classroom telephone use to emergencies only.
10. Listen for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Structured Reunification of Students with Parents/Guardians

Depending upon the emergency response circumstances, family reunification with children may occur offsite.

1. Upon arrival parents check in at a Request Gate, show identification, verify emergency contact, and request their child for pick up.

2. Staff direct families to the Reunion Gate while additional staff call for or collect the children to reunite with families at the Reunion Gate.

Suicide Prevention

The LJSB Board of Education recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and wellbeing, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
2. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among
3. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
4. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
5. Crisis intervention procedures for addressing suicide threats or attempts
6. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth.

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. Training materials shall include research-based approaches to addressing youth suicide, how to identify appropriate mental health resources at the school site and within the community, and when and how to refer youth and their families to resources and services. Training materials may be provided virtually for self-review.

(Education Code [215](#)) Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance abuse disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; students experiencing harassment, trauma, or violence; and students who are lesbian, gay, bisexual, transgender, or questioning youth

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, trauma, family instability, impulsivity, and other factors
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as personal/social skill development including interpersonal communication skills, problem-solving skills, and accessing resources; resiliency building skills such as goal-setting, problem-solving, and coping skills; access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

The district's comprehensive health education program shall promote the healthy physical, mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Recognize signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can spark feelings of hopelessness, helplessness, or worthlessness leading to self-harm including suicide
2. Personal/social skill development including decision making, coping, goal setting, interpersonal communication, analyzing influences, and managing personal health choices leading to resiliency and self-efficacy
3. Destigmatize substance abuse, trauma, mental illness, mental disorders, and self-harm including suicide
4. Identify trained and trusted adults at school or within the community as well as crisis intervention resources where youth can get help for themselves or suicidal peers intervention

Students shall be encouraged and empowered to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of self-harm, including suicide, or when they suspect or have knowledge of another student's self-harm or suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal and school counselor, nurse, or other designated qualified personnel.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code [49602](#))

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code [215](#))

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors, school psychologists, or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Preventing Youth Suicide

Warning Signs of Suicide

- Direct threats of suicide such as "I am going to kill myself".
- Indirect threats of suicide such as "I wish I could fall asleep and never wake up."
- Seeking out ways to die or kill oneself.
- Talking about feeling trapped or in unbearable pain.
- Displaying mood swings, showing rage or talking about seeking revenge.
- Prior indicated risk of suicidal or prior suicidal behavior.
- Suicidal posts, plans, notes, or messages.
- Deliberate self-injury such as running into traffic, jumping from heights, or cutting/scratching/markings the body.
- Unusual changes in behavior, appearance, feelings, or actions.

The more of these signs, the greater the risk.

NASP, 2015 and National Suicide Prevention Lifeline, 2018

What to Do if Warning Signs Exist

- Try to remain calm.
- Provide constant supervision, do not leave the person alone.
- Remove any firearms, alcohol, drugs, or sharp objects that could contribute to a suicide attempt.
- Ask: "Are you thinking about suicide?"
- Listen and focus on concern for the person in non-judgmental tones and words.
- Seek immediate support from your pediatrician, community mental health provider, local police mental health team, or hospital. You may also phone **1-800-273-8255** 24/7 for immediate support.

NASP, 2015 and National Suicide Prevention Lifeline, 2018

Suicidal Risk Factors

Individual level: history of depression and other mental illnesses, hopelessness, substance abuse, certain health conditions, previous suicide attempt, violence, victimization and perpetration, and genetic and biological determinants.

Relationship level: high conflict or violent relationships, sense of isolation and lack of social support, family/loved one's history of suicide, stress at work, school, or with finances.

Community level: inadequate social or community connections, barriers to or lack of health care.

Social level: availability of lethal means of suicide, unsafe media portrayals of suicide, stigma associated with help-seeking and mental illness.

CDC, 2017

Suicidal Protective Factors

- Implement "Safe Storage Practices" including locking drugs/medicines, guns/weapons, sharp objects.
- Teach, model, and reinforce resiliency skills such as coping strategies, conflict resolution, critical thinking, and emotional expression skills.
- Participate in parent/child relationship-building programs that enhance positive parent/child interactions and improve child's behavioral, social, and emotional skills and abilities.
- Work with professionals to help the person at risk create a safety plan.
- When talking, blogging, commenting, social networking about suicide, include stories of hope, resiliency, and coping skills as well as the warning signs and links to treatment, services, and helplines.

CDC, 2017

DOCUMENTATION & RECORDKEEPING

In this section, compliance with SEMS shall be documented in areas of planning (development, revisions, reviews), training, exercises (drills), and performance (activities performed during emergency where SEMS was implemented) per California Code of Regulations, Title 19, Division 2, Chapter 1, §2443 (b).

Planning Recordkeeping

Planning records of the emergency plan and procedures pursuant to the SEMS regulation will be maintained as documentation of compliance. Planning may include the development, revisions, or changes made to the plan or its procedures.

Exercises Recordkeeping

Documentation of SEMS emergency plan and procedures exercises performed throughout the year will be maintained as records of compliance. Exercises may include mandated drills and participation in the great shakeout drill.

Training Recordkeeping

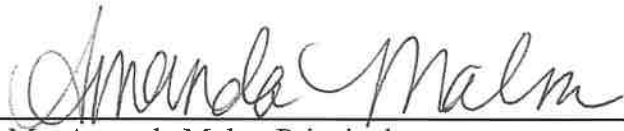
SEMS training provided for identified emergency response personnel is documented and records are maintained within the program or integrated with the District's training documentation. Training records for employees holding an emergency response role should be maintained for the duration of his/her employment.

The following training records will be maintained:

1. Name of the training course
2. Name of instructor
3. Location of training
4. Date of training
5. Documentation of the school's SEMS training program (including copies of the training materials used, such as, instructor syllabus, lesson plans, exercises, and tests).

**El Portal Elementary School
Comprehensive School Safety Plan Signature Page
2023-2024**


The undersigned members of the El Portal School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.



Ms. Amanda Malm, Principal

1/19/24

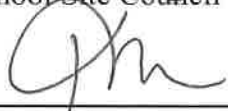
Date



School Site Council Vice Chairperson

1.19.24

Date



Classified Employee Association Representative



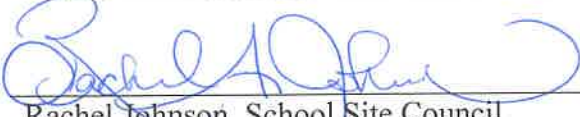

1/19/24

Date

Student - Optional

**Jordan Elementary
Comprehensive School Safety Plan Signature Page
2023-2024**

The undersigned members of the Jordan Elementary School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 Marikate Elmquist, Principal	02/26/24 Date
 Nicole Ulloa, Teacher's Association Representative	2/26/24 Date
 Rachel Johnson, School Site Council	2/26/2024 Date
 Frances Hernandez, Classified Employee Association Representative	2/26/2024 Date

Fire Departments:

La Habra Heights Fire Department 1245 Hacienda Rd, La Habra Heights, CA 90631	911
LA County Fire Department Station 191 101 W La Habra Blvd, La Habra, CA 90631	
LA County Fire Department Station 15 11460 Santa Gertrudes Ave, Whittier, CA 90604	
Police Departments:	
La Habra Police Department 150 N Euclid St, La Habra, CA 90631	(562) 383-4300
Whittier Police Department 13200 Penn St, Whittier, CA 90602	(562) 567-9200
LA County Sheriff/East Whittier 12440 Imperial Hwy #650, Norwalk, CA 90650	(562) 863-8711
LA County Sheriff/La Habra Heights 150 North Hudson Ave. City of Industry, CA 91744	(562) 694-5923

Preface

The Comprehensive School Safety Plan is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System. It is designed to be a hard copy Safety Plan.

The template is to be used as a living document to be updated as necessary to meet site, district and community needs, forms or requirements.


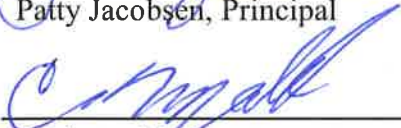
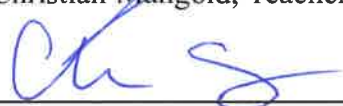
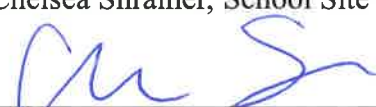
It is *NOT* intended to be a “grab and go” guide in an actual emergency.

This document is available for public inspection during regular business hours at Meadow Green

NOTE: Tactical information is excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet

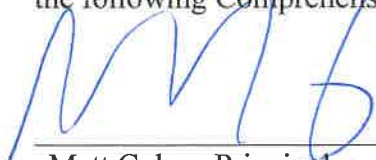
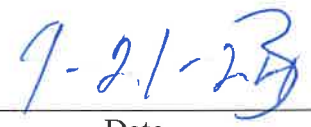

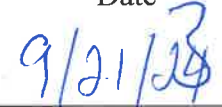
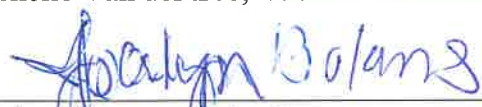
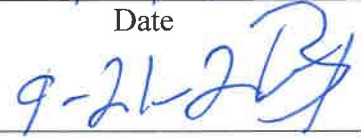
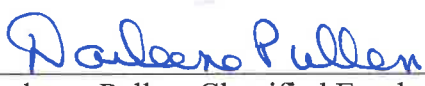
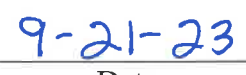
**MacyElementary
Comprehensive School Safety Plan Signature Page
2023-2024**

The undersigned members of the Macy School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 Patty Jacobsen, Principal	10.23.23 Date
 Christian Mangold, Teacher’s Association Representative	10.23.23 Date
 Chelsea Shraimer, School Site Council Chairperson	10.23.23 Date
 Chelsea Shraimer, Classified Employee Association Representative	10.23.23 Date

**Meadow Green Elementary School
Comprehensive School Safety Plan Signature Page
2023-2024**

The undersigned members of the Meadow Green School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 _____ Matt Cukro, Principal	 _____ Date
 _____ Michelle Van der Lee, Teacher's Association Representative	 _____ Date
 _____ Jocelyn Bolanos, School Site Council Chairperson	 _____ Date
 _____ Darleene Pullen, Classified Employee Association Representative	 _____ Date

Fire Departments:

911

La Habra Heights Fire Department
1245 Hacienda Rd, La Habra Heights, CA 90631

LA County Fire Department Station 191
101 W La Habra Blvd, La Habra, CA 90631

LA County Fire Department Station 15
11460 Santa Gertrudes Ave, Whittier, CA 90604

Police Departments:

La Habra Police Department
150 N Euclid St, La Habra, CA 90631 (562) 383-4300

Whittier Police Department
13200 Penn St, Whittier, CA 90602 (562) 567-9200

LA County Sheriff/East Whittier
12440 Imperial Hwy #650, Norwalk, CA 90650 (562) 863-8711

LA County Sheriff/La Habra Heights
150 North Hudson Ave.
City of Industry, CA 91744 (562) 694-5923

Preface

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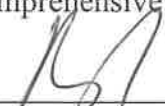
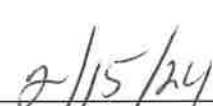
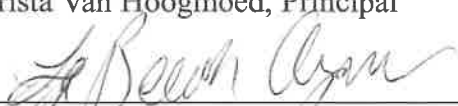


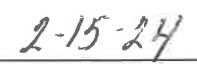
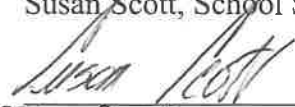
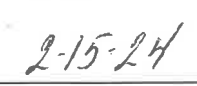
It is *NOT* intended to be a “grab and go” guide in an actual emergency.

This document is available for public inspection during regular business hours at 950 S. Briercliff Drive, La Habra, CA 90631.

NOTE: Tactical information is excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection of the internet.

**Olita School
Comprehensive School Safety Plan Signature Page
2023-2024**

The undersigned members of the Olita School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 _____ Krista Van Hoogmoed, Principal	 _____ Date
 _____ La Reina Ayers, Teacher's Association Representative	 _____ Date
 _____ Susan Scott, School Site Council Chairperson	 _____ Date
 _____ Susan Scott, Classified Employee Association Representative	 _____ Date

Preface

The Comprehensive School Safety Plan is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System. It is designed to be a hard copy Safety Plan.

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This document is available for public inspection during regular business hours at 16430 Woodbrier Dr. Whitter, CA 90604-4099.

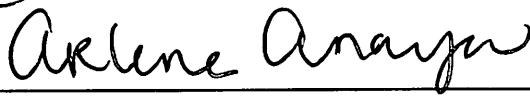
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**Rancho-Starbuck Intermediate School
Comprehensive School Safety Plan Signature Page
2023-2024**

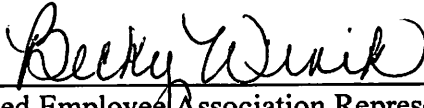
The undersigned members of the Rancho-Starbuck School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 _____ 11/2/23
Date

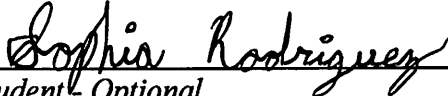
Dr. Jennifer Jackson, Principal

 _____ 11/2/23
Date

School Site Council Vice Chairperson

 _____ 11/2/2023
Date

Classified Employee Association Representative

 _____ 11/2/2023
Date

Student *Optional*

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Purchase Order Report 2023/2024 #8

ACTION/
(RATIFICATION)

In accordance with the law, Purchase Order Report 2023/2024 #8 is recommended for approval. The report lists all purchase orders issued January 1, 2024 through January 31, 2024.

DB: ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B1-1

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 03/04/2024

FROM 01/01/2024 TO 01/31/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T99B0015	PQ BIDS INC.	15,000.00	15,000.00	2121-0000-0-5880-0000-8500-012-00000000	BF-Unrest-Not Applicable / Other
T99B0016	U.S. BANK	250.00	250.00	0101-0000-0-5800-0000-8500-012-00000000	GF-Unrest-Not Applicable /
T99B0017	WHITTIER CHRISTIAN HIGH SCHOOL	68,250.00	68,250.00	2121-0000-0-5800-0000-8500-115-00000000	RS/Interim Maybrook /
T99B0018	FORMA ENGINEERING & CONTRACTIN	12,400.00	12,400.00	4040-0000-0-6200-0000-8500-015-00000000	WP-Unrest-Not Applicable / Bldg &
T99B0019	CALIFORNIA DEPARTMENT OF EDUCA	2,940.00	2,940.00	2121-0000-0-6219-0000-8500-008-00000000	BF-Unrest-Not Applicable / CDE Plan
T99F0090	BEST LAWNMOWER INC.	1,568.61	1,568.61	0101-0000-0-5630-0000-8111-025-00000000	GF-Unrest-Not Applicable / Repairs or
T99F0091	SOUTHWEST SCHOOL SUPPLY	286.56	286.56	0101-0000-0-4300-0000-8110-015-00000000	GF-Unrest-Not Applicable / Materials and
T99F0093	BRUCE CAMPBELL SAND & GRAVEL	1,163.69	1,163.69	0101-0000-0-5630-0000-8110-001-00000000	GF-Unrest-Not Applicable / Repairs or
T99F0094	IMAGE APPAREL FOR BUSINESS	670.76	670.76	0101-0000-0-5895-0000-8110-025-00000000	GF-Unrest-Not Applicable / Uniforms
T99F0095	FRANKLIN MECHANICAL SYSTEMS IN	1,300.00	1,300.00	0101-0000-0-5630-0000-8110-004-00000000	GF-Unrest-Not Applicable / Repairs or
T99F0096	ABES PLUMBING INC.	2,500.00	2,500.00	0101-0000-0-5630-0000-8110-001-00000000	GF-Unrest-Not Applicable / Repairs or
T99F0097	ORBIT EVENT RENTALS	3,200.00	3,200.00	0101-0000-0-5610-0000-8110-011-00000000	GF-Unrest-Not Applicable / Rentals &
T99F0098	F.M. THOMAS AIR CONDITIONING	555.00	555.00	0101-0000-0-5630-0000-8110-004-00000000	GF-Unrest-Not Applicable / Repairs or
T99F0099	EMCOR SERVICES	625.00	625.00	0101-0000-0-5630-0000-8110-001-00000000	GF-Unrest-Not Applicable / Repairs or
T99F0100	F.M. THOMAS AIR CONDITIONING	3,378.32	3,378.32	0101-0000-0-5630-0000-8110-004-00000000	GF-Unrest-Not Applicable / Repairs or
T99M0280	AMERICAN EXPRESS	449.99	449.99	0101-3010-0-4300-1110-1000-009-00020006	Olita-SPSA G6/A2 / Materials and Supplies
T99M0281	AMERICAN EXPRESS	263.88	263.88	1313-5310-0-4300-0000-3700-311-00000000	NutritionServ/RS / Materials and Supplies
T99M0282	AMERICAN EXPRESS	278.59	278.59	0101-0059-0-4300-1110-1000-009-00000108	GF-SiteAllocOL / Materials and Supplies
T99M0283	AMERICAN EXPRESS	500.00	500.00	0101-6266-0-5200-0000-2110-612-00000000	EdServices / Travel and Conferences
T99M0284	AMERICAN EXPRESS	375.45	375.45	0101-3010-0-4300-1110-1000-004-00010002	Title-I-Jordan/SPG1A2 / Materials and
T99M0285	AMERICAN EXPRESS	60.21	60.21	0101-0058-0-4300-0000-2700-008-00000108	GF-SiteAllocMG / Materials and Supplies
T99M0286	AMERICAN EXPRESS	93.63	93.63	0101-9564-0-4300-5760-3140-412-00000000	MedCal/SE-Health / Materials and Supplies
T99M0287	AMERICAN EXPRESS	57.63	57.63	0101-0054-0-4300-1110-1000-004-00000108	GF-SiteAllocJO / Materials and Supplies

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 03/04/2024

FROM 01/01/2024 TO 01/31/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T99M0288	AMERICAN EXPRESS	42.91	42.91	0101-9564-0-4300-5760-1110-008-00000000	MedCal/SE-MG / Materials and Supplies
T99M0289	AMERICAN EXPRESS	135.00	135.00	0101-0000-0-5300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Dues and
T99M0290	AMERICAN EXPRESS	21.15	21.15	0101-0000-0-5200-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Travel and
T99M0291	AMERICAN EXPRESS	4,200.00	4,200.00	0101-4035-0-5200-0000-2110-612-00000401	TII-EdServ-G4A1 / Travel and Conference
T99M0292	AMERICAN EXPRESS	1,653.75	1,653.75	0101-6762-0-4300-1751-1000-612-00000000	LJYT-ArtMusicBlkGr / Materials and
T99M0293	AMERICAN EXPRESS	5,500.00	5,500.00	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99M0294	AMERICAN EXPRESS	86.49	86.49	0101-0058-0-4300-1110-1000-008-00000108	GF-SiteAllocMG / Materials and Supplies
T99M0295	AMERICAN EXPRESS	1,600.00	1,600.00	0101-4035-0-5200-0000-2110-612-00000401	TII-EdServ-G4A1 / Travel and Conference
T99M0296	AMERICAN EXPRESS	24.24	24.24	0101-9564-0-4300-5760-1110-001-00000000	MedCal-EP/SpEd / Materials and Supplies
T99M0297	AMERICAN EXPRESS	30.60	30.60	0101-0058-0-4300-1110-1000-008-00000108	GF-SiteAllocMG / Materials and Supplies
T99M0298	AMERICAN EXPRESS	157.11	157.11	0101-0084-0-4300-0000-2700-004-00000107	TECH ALLOC-JOR / Materials and
T99M0299	AMERICAN EXPRESS	89.27	89.27	0101-3010-0-4300-1110-1000-004-00010002	TitleI-Jordan/SPG1A2 / Materials and
T99M0300	AMERICAN EXPRESS	399.00	399.00	0101-6300-0-5810-1110-1000-012-00000106	GF-Lottery-Not Applicable /
T99M0301	AMERICAN EXPRESS	12.69	12.69	0101-6762-0-4300-1751-1000-612-00000000	LJYT-ArtMusicBlkGr / Materials and
T99M0302	AMERICAN EXPRESS	164.67	164.67	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99M0303	AMERICAN EXPRESS	45.45	45.45	0101-0059-0-4300-1110-1000-009-00000108	GF-SiteAllocOL / Materials and Supplies
T99M0304	FULLERTON COLLEGE JAZZ FESTIVA	286.00	286.00	0101-0511-0-4300-1720-1030-011-00000108	GF-SiteAllocRS / Materials and Supplies
T99M0305	AMERICAN EXPRESS	641.00	641.00	0101-0511-0-4300-1720-1030-011-00000108	GF-SiteAllocRS / Materials and Supplies
T99M0306	AMERICAN EXPRESS	1,840.00	1,840.00	0101-4203-0-5200-1110-1005-016-00000000	GF-ESSA-TitleIIIEI-Not Applica / Travel
T99M0307	AMERICAN EXPRESS	342.70	342.70	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
T99M0309	AMERICAN EXPRESS	390.61	390.61	0101-3010-0-4300-1110-1000-004-00010002	TitleI-Jordan/SPG1A2 / Materials and
T99M0310	AMERICAN EXPRESS	61.65	61.65	0101-6500-0-4300-5760-1110-008-00000000	GF-SpEd-Not Applicable / Materials and

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
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FROM 01/01/2024 TO 01/31/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T99M0311	*** CONTINUED ***	45.97	45.97	0101-0098-0-4400-1110-1000-008-00000108	GF-DonMdwGreen / Non Capitalized
T99M0311	AMERICAN EXPRESS	236.67	236.67	0101-0098-0-4300-1110-1000-008-00000108	GF-DonMdwGreen / Materials and Supplies
T99M0312	AMERICAN EXPRESS	184.79	184.79	0101-0088-0-4300-0000-2700-008-00000107	GF-Tech Alloc MG / Materials and Supplies
T99M0313	AMERICAN EXPRESS	45.89	45.89	0101-9564-0-4300-5760-1110-011-00000000	MedCal/SE-RS / Materials and Supplies
T99M0314	AMERICAN EXPRESS	4,818.65	4,818.65	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99M0315	AMERICAN EXPRESS	1,398.53	1,398.53	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99M0316	AMERICAN EXPRESS	75.76	75.76	0101-0059-0-4300-1110-1000-009-00000108	GF-SiteAlloc OL / Materials and Supplies
T99M0317	AMERICAN EXPRESS	824.12	824.12	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
T99M0318	AMERICAN EXPRESS	398.02	398.02	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
T99M0319	AMERICAN EXPRESS	6,061.55	6,061.55	1313-5310-0-6400-0000-3700-038-00000000	NutritionServ/MG / Equipment
T99N0031	ACTION SALES	8,000.00	8,000.00	1313-5310-0-4700-0000-3700-038-00000000	NutritionServ/MG / Food
T99N0032	GAFE PIZZA	38,100.00	7,600.00	1313-5310-0-4700-0000-3700-034-00000000	NutritionServ/Jordan / Food
T99N0033	JP PIZZA INC		30,500.00	1313-5310-0-4700-0000-3700-311-00000000	NutritionServ/RS / Food
T99N0034	MAR PIZZA INC.	19,400.00	7,500.00	1313-5310-0-4700-0000-3700-031-00000000	NutritionServ/EP / Food
			5,700.00	1313-5310-0-4700-0000-3700-036-00000000	NutritionServ/Macy / Food
			6,200.00	1313-5310-0-4700-0000-3700-039-00000000	NutritionServ/Olita / Food
T99N0035	COUNTY OF LOS ANGELES -ENVIRON	394.00	197.00	1313-5310-0-4300-0000-3700-034-00000000	NutritionServ/Jordan / Materials and Supplies
			197.00	1313-5310-0-4300-0000-3700-038-00000000	NutritionServ/MG / Materials and Supplies
T99R0328	SOUTHWEST SCHOOL SUPPLY	286.56	286.56	0101-0000-0-4300-0000-8110-015-00000000	GF-Unrest-Not Applicable / Materials and Supplies
T99R0329	SOUTHWEST SCHOOL SUPPLY	148.62	148.62	0101-0000-0-4300-0000-8110-012-00000000	GF-Unrest-Not Applicable / Materials and Supplies
T99R0330	SOUTHWEST SCHOOL SUPPLY	559.77	156.36	0101-0000-0-4300-0000-2100-012-00000000	GF-Unrest-Not Applicable / Materials and Supplies
			156.35	0101-9564-0-4300-5001-1195-412-00000000	MedCal/SE-OthSpecServ / Materials and Supplies
			247.06	1212-2600-0-4300-0000-2700-620-00000000	ELOP/Admin. / Materials and Supplies

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PURCHASE ORDER DETAIL REPORT
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FROM 01/01/2024 TO 01/31/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T99R0331	FULLERTON JOINT UNION HS DIST	423.36	423.36	0101-6762-0-5850-1751-1000-612-00000503	LJYT/ArtMusicLG5A3 / Conslt/Ind
T99R0332	RAPTOR	200.26	200.26	0101-0081-0-4300-1110-1000-001-00000107	GF-TechAllocEP / Materials and Supplies
T99R0333	ANAHEIM ELEMENTARY SCHOOL DIST	700.00	700.00	0101-6762-0-5850-1751-1000-612-00000503	LJYT/ArtMusicLG5A3 / Conslt/Ind
T99R0334	PAPER EDUCATION AMERICA INC.	3,480.40	3,480.40	0101-7435-0-5810-1714-1080-612-00000501	LREBGP-D/Gate-LG5A1 /
T99R0335	LINKEDIN CORPORATION	2,316.00	2,316.00	0101-6266-0-5810-0000-2150-612-00000000	EdEffect/Inst.Support /
T99R0336	EMERGENCYKITS.COM	4,214.53	4,214.53	0101-0058-0-4300-0000-2700-008-00000108	GF-SiteAllocMG / Materials and Supplies
T99R0337	ROBERTSON'S	969.78	969.78	0101-0000-0-5630-0000-8110-009-00000000	GF-Unrest-Not Applicable / Repairs or
T99R0338	OCDE	282.69	282.69	0101-6500-0-5800-5760-1110-012-00000000	GF-SpEd-Not Applicable /
T99R0339	BUENA PARK PLAQUE & TROPHY	23.71	23.71	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99R0340	CULVER-NEWLIN	4,905.03	4,905.03	0101-0000-0-4300-1110-1000-012-00000000	GF-Unrest-Not Applicable / Materials and
T99R0341	BULKBOOK STORE	472.16	472.16	0101-0058-0-4300-1110-1000-008-00000108	GF-SiteAllocMG / Materials and Supplies
T99R0342	BYRDSEED LLC	6,000.00	6,000.00	0101-0000-0-5810-0000-2100-012-00000000	GF-Unrest-Not Applicable /
T99R0343	AMERICAN EXPRESS	308.70	308.70	0101-0091-0-4300-1110-1000-001-00000000	GF-DonEI Portal-Not Applicable / Material
T99R0344	PRO-ED	185.22	185.22	0101-6500-0-4300-5760-1190-012-00000000	GF-SpEd-Not Applicable / Materials and
T99R0345	ALLIANCE OF SCHOOLS FOR COOPER	5,000.00	5,000.00	0101-0000-0-5450-0000-7200-012-00000000	GF-Unrest-Not Applicable / Other Insuranc
T99R0346	SENTRY SIGNS & PRINTING	281.45	281.45	0101-0056-0-4300-0000-2700-006-00000000	GF-SiteAllocMA-Not Applicable /
T99R0347	VERIZON WIRELESS-LA	1,327.12	1,327.12	0101-9564-0-4300-5760-3140-412-00000000	MedCal/SE-Health / Materials and Supplie
T99R0348	PTM DOCUMENT SYSTEMS	50.16	50.16	0101-0000-0-4300-0000-7200-012-00000000	GF-Unrest-Not Applicable / Materials and
T99R0349	WPS	1,204.35	1,204.35	0101-6500-0-4300-5760-3120-012-00000000	GF-SpEd-Not Applicable / Materials and
T99R0350	PLUSOPTIX INC	5,518.02	5,518.02	0101-0000-0-4400-0000-3140-012-00000000	DO/Health Services / Non Capitalized
T99R0351	DYNAMIC VISION OPTOMETRY	1,500.00	1,500.00	0101-9564-0-5800-5760-1110-412-00000000	MedCal/SpEd / Prof/ConsultingServ&Ope
T99R0352	ATKINSON ANDELSON LOYA RUUD &	159.00	159.00	0101-9564-0-5200-5001-1195-412-00000000	MedCal/SE-OthSpecServ / Travel and
T99R0353	LAKESHORE LEARNING MATERIALS L	252.47	252.47	0101-9564-0-4300-5730-1110-008-00000000	MediCal-SE/MG Preschool / Materials and

LOWELL JOINT SD
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<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T99R0354	COYOTE FFA ALUMNI & SUPPORTERS	190.00	190.00	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99R0355	BUENA PARK PLAQUE & TROPHY	1,206.80	1,206.80	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99R0356	OCDE	4,500.00	4,500.00	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
T99R0357	NCS PEARSON INC.	472.44	186.05	0101-9564-0-4300-5760-1190-412-00000000	MedCal/SLP-SE / Materials and Supplies
			286.39	0101-9564-0-4300-5760-3120-412-00000000	MedCal/Psych-SE / Materials and Supplies
T99R0358	PAUL LUNA / LUNA INK	700.00	700.00	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
T99R0359	ONE STOP CELLULAR	150.26	150.26	0101-6500-0-4300-5760-1110-008-00000000	GF-SpEd-Not Applicable / Materials and
T99R0360	AERIES SOFTWARE	1,199.00	1,199.00	0101-0000-0-5200-0000-2100-012-00000000	GF-Unrest-Not Applicable / Travel and
T99R0361	LAKESHORE LEARNING MATERIALS L	175.92	175.92	1212-6053-0-4300-0001-1002-604-00000204	UPK/Jordan PS / Materials and Supplies
T99R0362	THINKING MAPS	1,080.00	1,080.00	0101-4035-0-5810-1110-1000-012-00000000	GF-ESSA-Title II-Not Applicabl /
T99R0363	LAKESHORE LEARNING MATERIALS L	560.84	390.49	0101-9564-0-4300-5730-1110-008-00000000	MediCal-SE/MG Preschool / Materials and
			170.35	0101-9564-0-4300-5760-1110-004-00000000	MedCal/SE-Jordan / Materials and Supplie
T99R0364	BUENA PARK PLAQUE & TROPHY	581.85	581.85	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99R0365	RIVERSIDE INSIGHTS	2,101.35	2,101.35	0101-9564-0-4300-5760-3120-412-00000000	MedCal/Psych-SE / Materials and Supplies
T99R0366	WALNUT VALLEY UNIFIED SCHOOL D	63,000.00	63,000.00	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
T99R0367	DIFFERENT ROADS TO LEARNING IN	1,092.21	1,092.21	0101-9564-0-4300-5730-1110-008-00000000	MediCal-SE/MG Preschool / Materials and
T99T0032	ATKINSON ANDELSON LOYA RUUD &	89.00	89.00	0101-0888-0-5200-0000-7200-012-00000000	GF-Technology-Not Applicable / Travel an
T99T0033	DATA IMPRESSIONS	10,300.00	1,545.00	0101-0888-0-5810-1110-1000-001-00000000	GF-Technology-Not Applicable /
			1,545.00	0101-0888-0-5810-1110-1000-004-00000000	GF-Technology-Not Applicable /
			1,545.00	0101-0888-0-5810-1110-1000-006-00000000	GF-Technology-Not Applicable /
			1,545.00	0101-0888-0-5810-1110-1000-008-00000000	GF-Technology-Not Applicable /
			1,545.00	0101-0888-0-5810-1110-1000-009-00000000	GF-Technology-Not Applicable /
			2,575.00	0101-0888-0-5810-1110-1000-011-00000000	GF-Technology-Not Applicable /
T99X0018	SOUTHWEST SCHOOL SUPPLY	7,000.00	3,500.00	0101-0056-0-4300-0000-2700-006-00000108	GF-SiteAllocMA-Not Applicable /

LOWELL JOINT SD
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T99X0018	*** CONTINUED ***		3,500.00	0101-0056-0-4300-1110-1000-006-00000108	GF-SiteAllocMA / Materials and Supplies
T99Y0009	CSM CONSULTING INC.	10,000.00	10,000.00	0101-0888-0-5810-0000-7200-012-00000000	GF-Technology-Not Applicable /
	Fund 01 Total:	187,812.18			
	Fund 12 Total:	422.98			
	Fund 13 Total:	72,219.43			
	Fund 21 Total:	86,190.00			
	Fund 40 Total:	12,400.00			
	Total Amount of Purchase Orders:	359,044.59			

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Consolidated Check Register Listing Report 2023/24
#8

ACTION/
(RATIFICATION)

The Consolidated Check Register Listing Report 2023/24 #8 is recommended for approval.
The consolidated check register lists all warrants issued January 1 through January 31, 2024.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B2-1

LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2024 to 1/31/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00004952	PAUL LUNA / LUNA INK	785	OH	01/03/2024		MW	IS	1,500.00
99	00004953	SCHOOL SERVICES OF CALIFORNIA	W133118-IN	OH	01/03/2024		MW	IS	195.00
99	00004954	SPARKLETT'S	5734879 121723	OH	01/03/2024		MW	IS	158.37
99	00004955	PAUL LUNA / LUNA INK	785	OH	01/03/2024		MW	IS	1,000.00
99	00004956	BEST LAWNMOWER INC.	109610	OH	01/10/2024		MW	IS	2,293.81
99	00004957	DAVID BENNETT	12082023	OH	01/10/2024		MW	IS	42.00
99	00004958	ICS SERVICE COMPANY	38356	OH	01/10/2024		MW	IS	1,414.50
99	00004959	JAMES HARDWARE COMPANY	2312-076913	OH	01/10/2024		MW	IS	28.76
99	00004960	MCI A VERIZON COMPANY	409110119	OH	01/10/2024		MW	IS	21.72
99	00004961	SCHOOL SERVICES OF CALIFORNIA	0140314-IN	OH	01/10/2024		MW	IS	1,300.00
99	00004962	SOUTHERN CALIFORNIA EDISON	1201123123MA	OH	01/10/2024		MW	IS	14,889.48
99	00004963	SOUTHERN CALIFORNIA GAS CO	1128122823	OH	01/10/2024		MW	IS	1,056.55
99	00004964	SOUTHWEST SCHOOL SUPPLY	6000217728	OH	01/10/2024		MW	IS	3,010.80
99	00004965	VOID.CONTINUITVoid - Continued Stub	CONTINUE	OH	01/10/2024		VM	VD	0.00
99	00004966	SOUTHWEST SCHOOL SUPPLY	6000216949	OH	01/10/2024		MW	IS	2,608.82
99	00004967	SOUTHWEST SCHOOL SUPPLY	6000237907	OH	01/10/2024		MW	IS	148.62
99	00004968	SUBURBAN WATER SYSTEMS	180071609474	OH	01/10/2024		MW	IS	5,889.49
99	00004969	T-MOBILE	1121122023	OH	01/10/2024		MW	IS	164.92
99	00004970	VERIZON WIRELESS-LA	9951915637	OH	01/10/2024		MW	IS	612.63
99	00004971	WARE DISPOSAL	1398035	OH	01/10/2024		MW	IS	3,995.23
99	00004972	DEBRA AMOS dba FEEDING DREAMS	23-12	OH	01/10/2024		MW	IS	750.00
99	00004973	A-TECH CONSULTING INC	233115	OH	01/10/2024		MW	IS	37,271.00
99	00004974	ACTION TROPHY	93056	OH	01/11/2024		MW	IS	218.12
99	00004975	AMERICAN EXPRESS	XT5CXMDT6	OH	01/11/2024		MW	IS	8,989.22
99	00004976	BEHAVIOR AND EDUCATION INC	6969638	OH	01/11/2024		MW	IS	10,526.00
99	00004977	BUG FLIP	69627	OH	01/11/2024		MW	IS	900.00
99	00004978	CITY OF LA HABRA WATER DEPARTM	12222023	OH	01/11/2024		MW	IS	2,819.13
99	00004979	DELTA DENTAL OF CALIFORNIA	BE005870946-JAN	OH	01/11/2024		MW	IS	2,506.18
99	00004980	FULLERTON JOINT UNION HS DIST	70TT0147	OH	01/11/2024		MW	IS	423.36
99	00004981	GOODMAN TREE SERVICE	12192023	OH	01/11/2024		MW	IS	3,800.00
99	00004982	GoTo Communications Inc.	IN7102532446	OH	01/11/2024		MW	IS	4,797.02
99	00004983	IMAGE APPAREL FOR BUSINESS	STD INV312865	OH	01/11/2024		MW	IS	1,085.40
99	00004984	JIM COOMBS	12212023	OH	01/11/2024		MW	IS	232.32
99	00004985	OC PUMP	155379	OH	01/11/2024		MW	IS	3,141.87

LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2024 to 1/31/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00004986	PEST OPTION INC.	438917	OH	01/11/2024		MW	IS	1,397.10
99	00004987	SOUTHERN CALIFORNIA EDISON	1205010424OL	OH	01/11/2024		MW	IS	2,571.39
99	00004988	SOUTHERN CALIFORNIA SENSORY SC	1040	OH	01/11/2024		MW	IS	851.40
99	00004989	SUBURBAN WATER SYSTEMS	180052022580	OH	01/11/2024		MW	IS	6,553.32
99	00004990	WALTERS WHOLESale ELECTRIC	S124404685.003	OH	01/11/2024		MW	IS	421.84
99	00004991	AMERICAN EXPRESS	114-6936965-5380	OH	01/11/2024		MW	IS	220.10
99	00004992	DAVIS, SUMMER	S.DAVIS DEC 2023	OH	01/11/2024		MW	IS	315.00
99	00004993	AMERICAN EXPRESS	112-5426732-2072	OH	01/11/2024		MW	IS	263.88
99	00004994	RUTH DEL ORBE	12072023	OH	01/11/2024		MW	IS	26.33
99	00004995	VERONICA MARTINEZ	12052023	OH	01/11/2024		MW	IS	22.80
99	00004996	DRIFTWOOD DAIRY	NOV2023	OH	01/12/2024		MW	IS	9,146.44
99	00004997	CSM CONSULTING INC.	16866	OH	01/17/2024		MW	IS	2,125.00
99	00004998	FULLERTON JOINT UNION HS DIST	70TI0091	OH	01/17/2024		MW	IS	952.56
99	00004999	GLASBY MAINTENANCE SUPPLY	338957A	OH	01/17/2024		MW	IS	7,371.22
99	00005000	NATALY BENTON	12192023	OH	01/17/2024		MW	IS	827.31
99	00005001	NCS PEARSON INC.	23877338	OH	01/17/2024		MW	IS	1,100.00
99	00005002	ROBERTSON'S	373233	OH	01/17/2024		MW	IS	969.78
99	00005003	VOID.CONTI Void - Continued Stub	CONTINUE	OH	01/17/2024		VM	VD	0.00
99	00005004	SOUTHWEST SCHOOL SUPPLY	6000153454	OH	01/17/2024		MW	IS	759.13
99	00005005	SOUTHWEST SCHOOL SUPPLY	600147570	OH	01/17/2024		MW	IS	2,007.68
99	00005006	T-MOBILE	1204010324	OH	01/17/2024		MW	IS	135.00
99	00005007	THE HOME DEPOT PRO INSTITUTION	781430772	OH	01/17/2024		MW	IS	3,828.52
99	00005008	THE SHERWIN-WILLIAMS CO.	46015	OH	01/17/2024		MW	IS	120.08
99	00005009	YMCA OF ORANGE COUNTY	NOV23ELOPPGRM	OH	01/17/2024		MW	IS	46,680.27
99	00005010	ERICKSON-HALL CONSTRUCTION	PAY APP #6	OH	01/17/2024		MW	IS	1,483,903.80
99	00005011	SPEC. CONSTRUCTION CO. INC	PAY APP 5	OH	01/18/2024		MW	IS	88,635.95
99	00005012	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VSR	OH	01/22/2024		MW	IS	6,085.02
99	00005013	ALLIANCE OF SCHOOLS FOR COOPER	JAN24DDR	OH	01/22/2024		MW	IS	29,530.28
99	00005014	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VLIFBU	OH	01/22/2024		MW	IS	1,274.46
99	00005015	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VSA	OH	01/22/2024		MW	IS	241.70
99	00005016	ALLIANCE OF SCHOOLS FOR COOPER	JAN24DDA	OH	01/22/2024		MW	IS	1,162.50
99	00005017	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VLIFBU	OH	01/22/2024		MW	IS	58.83
99	00005018	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VSA	OH	01/22/2024		MW	IS	290.04
99	00005019	ALLIANCE OF SCHOOLS FOR COOPER	JAN24DDA	OH	01/22/2024		MW	IS	1,395.00

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00005020	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VLIFBU	OH	01/22/2024		MW	IS	59.72
99	00005021	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VSR	OH	01/22/2024		MW	IS	37.45
99	00005022	ALLIANCE OF SCHOOLS FOR COOPER	JAN24DDR	OH	01/22/2024		MW	IS	181.47
99	00005023	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VLIFBU	OH	01/22/2024		MW	IS	4.76
99	00005024	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VSA	OH	01/22/2024		MW	IS	24.17
99	00005025	ALLIANCE OF SCHOOLS FOR COOPER	JAN24DDA	OH	01/22/2024		MW	IS	116.25
99	00005026	ALLIANCE OF SCHOOLS FOR COOPER	JAN24VLIFAD	OH	01/22/2024		MW	IS	8.65
99	00005027	BRUCE CAMPBELL SAND & GRAVEL	202312-33	OH	01/23/2024		MW	IS	1,163.69
99	00005028	BUG FLIP	69990	OH	01/23/2024		MW	IS	25.00
99	00005029	CANNINGS HARDWARE LA HABRA	498098	OH	01/23/2024		MW	IS	101.92
99	00005030	CITY OF LA HABRA	LH-23-547AR	OH	01/23/2024		MW	IS	1,705.92
99	00005031	GLASBY MAINTENANCE SUPPLY	338608B	OH	01/23/2024		MW	IS	2,934.75
99	00005032	NCS PEARSON INC.	23873986	OH	01/23/2024		MW	IS	2,620.96
99	00005033	OCDE	94TI2463	OH	01/23/2024		MW	IS	682.69
99	00005034	Ann Dangvu	911903	OH	01/23/2024		MW	IS	102.75
99	00005035	BUG FLIP	DEC2023	OH	01/23/2024		MW	IS	180.00
99	00005036	CITY OF LA HABRA	LH-23-547AR	OH	01/23/2024		MW	IS	182.03
99	00005037	Continental Sales	DEC2023	OH	01/23/2024		MW	IS	5,171.42
99	00005038	GOLD STAR FOODS	DEC2023	OH	01/23/2024		MW	IS	32,174.72
99	00005039	KWIPPED INC	R3886-P19581	OH	01/23/2024		MW	IS	3,081.49
99	00005040	LADY BUGS ENVIRONMENTAL TERMIT	32422	OH	01/23/2024		MW	IS	55.00
99	00005041	P & R PAPER SUPPLY COMPANY	DEC2023	OH	01/23/2024		MW	IS	4,856.10
99	00005042	SOUTHERN CALIFORNIA PIZZA	DEC2023	OH	01/23/2024		MW	IS	8,510.15
99	00005043	SUBWAY	DEC2023	OH	01/23/2024		MW	IS	2,925.00
99	00005044	GHATAODE BANNON ARCHITECTS	5662	OH	01/23/2024		MW	IS	26,620.30
99	00005045	HAUFFE COMPANY	496	OH	01/23/2024		MW	IS	17,920.00
99	00005046	RMA GROUP	89123	OH	01/23/2024		MW	IS	10,490.00
99	00005047	HANCOCK PARK & DELONG INC	6891	OH	01/23/2024		MW	IS	131.25
99	00005048	HAUFFE COMPANY	500	OH	01/23/2024		MW	IS	37,500.00
99	00005049	ANAHEIM ELEMENTARY SCHOOL DIST	41M 23-24	OH	01/24/2024		MW	IS	697.50
99	00005050	ATKINSON ANDELSON LOYA RUUD &	703068-DEC	OH	01/24/2024		MW	IS	5,597.50
99	00005051	BEHAVIOR AND EDUCATION INC	7132518	OH	01/24/2024		MW	IS	8,525.00
99	00005052	CULVER-NEWLIN	40752	OH	01/24/2024		MW	IS	463,936.05
99	00005053	DATA MAKES THE DIFFERENCE LLC	12192023	OH	01/24/2024		MW	IS	169.99

LOWELL JOINT SD
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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00005054	FRANKLIN MECHANICAL SYSTEMS IN	1008	OH	01/24/2024		MW	IS	1,300.00
99	00005055	GALLAGHER PEDIATRIC THERAP	11068	OH	01/24/2024		MW	IS	1,440.20
99	00005056	iPRINT TECHNOLOGIES	1096292	OH	01/24/2024		MW	IS	81.60
99	00005057	LINKEDIN CORPORATION	10112215167	OH	01/24/2024		MW	IS	2,316.00
99	00005058	PEST OPTION INC.	439892	OH	01/24/2024		MW	IS	172.41
99	00005059	SENTRY SIGNS & PRINTING	2886	OH	01/24/2024		MW	IS	281.45
99	00005060	SOUTHERN CALIFORNIA EDISON	122011024EP1	OH	01/24/2024		MW	IS	7,521.73
99	00005061	SOUTHERN CALIFORNIA GAS CO	1212011224RS	OH	01/24/2024		MW	IS	970.04
99	00005062	SPARKLETTIS	15734879 011424	OH	01/24/2024		MW	IS	94.42
99	00005063	U.S. BANK	7133814	OH	01/24/2024		MW	IS	250.00
99	00005064	ACTIVE EDUCATION	2383	OH	01/24/2024		MW	IS	9,200.00
99	00005065	FORMA ENGINEERING & CONTRACTIN	APP #4	OH	01/24/2024		MW	IS	58,489.28
99	00005066	FORMA ENGINEERING & CONTRACTIN	APP #4	OH	01/24/2024		MW	IS	158,137.68
99	00005067	ATKINSON ANDELSON LOYA RUUD &	022024	OH	01/25/2024		MW	IS	159.00
99	00005068	BEHAVIOR AND EDUCATION INC	7195980	OH	01/25/2024		MW	IS	9,790.00
99	00005069	BULKBOOK STORE	159408	OH	01/25/2024		MW	IS	444.79
99	00005070	BYRDSEED LLC	2827	OH	01/25/2024		MW	IS	6,000.00
99	00005071	DYNAMIC VISION OPTOMETRY	11262023	OH	01/25/2024		MW	IS	1,500.00
99	00005072	FRONTIER	01102024	OH	01/25/2024		MW	IS	32.34
99	00005073	JIM COOMBS	01192024	OH	01/25/2024		MW	IS	561.46
99	00005074	LEADER SERVICES	CDS 6570	OH	01/25/2024		MW	IS	2,136.16
99	00005075	SOUTHWEST SCHOOL SUPPLY	6000239882	OH	01/25/2024		MW	IS	1,701.34
99	00005076	ALLIANCE OF SCHOOLS FOR COOPER	6866MISC	OH	01/26/2024		MW	IS	5,000.00
99	00005077	AMANDA MALM	934648	OH	01/26/2024		MW	IS	138.00
99	00005078	ANDREA DESMOND	MEDICAL FEB	OH	01/26/2024		MW	IS	628.28
99	00005079	BRENT ALLSMAN	MEDICAL FEB	OH	01/26/2024		MW	IS	708.41
99	00005080	BUENA PARK PLAQUE & TROPHY	30358	OH	01/26/2024		MW	IS	23.71
99	00005081	CAROLYN KANE	MEDICAL FEB	OH	01/26/2024		MW	IS	1,573.82
99	00005082	DATA IMPRESSIONS	0024063-IN	OH	01/26/2024		MW	IS	10,300.00
99	00005083	DEBORAH NEEDHAM	MEDICAL FEB	OH	01/26/2024		MW	IS	708.41
99	00005084	EAST WHITTIER GLASS & MIRROR	19351	OH	01/26/2024		MW	IS	988.00
99	00005085	GAYLE ROGERS	MEDICAL FEB	OH	01/26/2024		MW	IS	291.15
99	00005086	GRACIA HAWORTH	MEDICAL FEB	OH	01/26/2024		MW	IS	1,573.82
99	00005087	MARGARET DUMADAG	MEDICAL FEB	OH	01/26/2024		MW	IS	708.41

LOWELL JOINT SD

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00005088	E9900256 OWEN FISCUS	DEC-23	OH	01/26/2024		MW	IS	61.02
99	00005089	V9903250 PACIFIC COAST ENTERTAINMENT	1223606	OH	01/26/2024		MW	IS	40,934.66
99	00005090	R9900010 PENNY MAYERCHECK	MEDICAL FEB	OH	01/26/2024		MW	IS	1,573.82
99	00005091	V9900147 PTM DOCUMENT SYSTEMS	88906	OH	01/26/2024		MW	IS	51.34
99	00005092	R9900017 REBECCA SMITH	MEDICAL FEB	OH	01/26/2024		MW	IS	708.41
99	00005093	R9900011 RONALD RANDOLPH	MEDICAL FEB	OH	01/26/2024		MW	IS	739.30
99	00005094	U9900005 SOUTHERN CALIFORNIA GAS CO	1218011824JO	OH	01/26/2024		MW	IS	1,357.93
99	00005095	V9900212 WPS	WPS-477043	OH	01/26/2024		MW	IS	1,177.58
99	00005096	F9900055 PQ BIDS INC.	LOWELLJOINTSD	OH	01/26/2024		MW	RV	15,000.00
99	00005097	F9900003 ABES PLUMBING INC.	21180	OH	01/29/2024		MW	IS	2,200.00
99	00005098	F9900007 AUTOZONE	5499621844	OH	01/29/2024		MW	IS	38.59
99	00005099	F9900014 BUG FLIP	70036	OH	01/29/2024		MW	IS	980.00
99	00005100	VOID:CONTIVoid - Continued Stub	CONTINUE	OH	01/29/2024		VM	VD	0.00
99	00005101	VOID:CONTIVoid - Continued Stub	CONTINUE	OH	01/29/2024		VM	VD	0.00
99	00005102	VOID:CONTIVoid - Continued Stub	CONTINUE	OH	01/29/2024		VM	VD	0.00
99	00005103	VOID:CONTIVoid - Continued Stub	CONTINUE	OH	01/29/2024		VM	VD	0.00
99	00005104	VOID:CONTIVoid - Continued Stub	CONTINUE	OH	01/29/2024		VM	VD	0.00
99	00005105	VOID:CONTIVoid - Continued Stub	CONTINUE	OH	01/29/2024		VM	VD	0.00
99	00005106	VOID:CONTIVoid - Continued Stub	CONTINUE	OH	01/29/2024		VM	VD	0.00
99	00005107	V9999999 CALIFORNIA DEPARTMENT OF TAX A	T99R0258SUPT	OH	01/29/2024		MW	IS	808.39
99	00005108	F9900023 DANIELS TIRE SERVICE INC.	140112627	OH	01/29/2024		MW	IS	968.20
99	00005109	V9903356 EMERGENCYKITS.COM	106508	OH	01/29/2024		MW	IS	4,186.81
99	00005110	V9900077 FULLERTON SCHOOL DISTRICT	22TI0622	OH	01/29/2024		MW	IS	525.36
99	00005111	F9900047 LOWES	998841-MGWWWC	OH	01/29/2024		MW	IS	529.24
99	00005112	V9903352 ACTIVE EDUCATION	2375	OH	01/29/2024		MW	IS	11,060.00
99	00005113	V9999999 CALIFORNIA DEPARTMENT OF TAX A	871291DRIPWORK	OH	01/29/2024		MW	IS	1.66
99	00005114	V9999999 CALIFORNIA DEPARTMENT OF TAX A	922968032	OH	01/29/2024		MW	IS	79.03
99	00005115	N9900004 DRIFTWOOD DAIRY	DEC2023	OH	01/30/2024		MW	IS	8,002.16
99	00005116	E9900220 ALISON GARDNER	01162024	OH	01/31/2024		MW	IS	72.63
99	00005117	V9903421 ARAIZA, ISABEL	01312024	OH	01/31/2024		MW	IS	500.00
99	00005118	E9900024 BARBARA AGUILAR	REIMBURSE	OH	01/31/2024		MW	IS	59.36
99	00005119	V9900028 BUENA PARK PLAQUE & TROPHY	30459	OH	01/31/2024		MW	IS	1,206.80
99	00005120	V9900045 COYOTE FFA ALUMNI & SUPPORTERS	3	OH	01/31/2024		MW	IS	190.00
99	00005121	V9900048 CSM CONSULTING INC.	17209	OH	01/31/2024		MW	IS	2,125.00

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00005122	V9903531	DAVIS, SUMMER	015	OH	01/31/2024		MW	IS	1,512.00
99 00005123	V9900076	FULLERTON JOINT UNION HS DIST	70RI0140REISSUE	OH	01/31/2024		MW	IS	1,594.60
99 00005124	E9900262	JESSICA FERNANDES	01232024	OH	01/31/2024		MW	IS	850.00
99 00005125	V9903279	LOPEZ, ALEJANDRO	01312024	OH	01/31/2024		MW	IS	500.00
99 00005126	E9900140	MARY JO EV ANOFF	01222024	OH	01/31/2024		MW	IS	67.88
99 00005127	I9900010	MUARES, EDWARD	01312024	OH	01/31/2024		MW	IS	1,000.00
99 00005128	V9900151	RAPTOR	INV104847	OH	01/31/2024		MW	IS	200.26
99 00005129	U9900005	SOUTHERN CALIFORNIA GAS CO	1219011924DO	OH	01/31/2024		MW	IS	567.13
99 00005130	V9900188	THE HARTFORD	02012024	OH	01/31/2024		MW	IS	170.79
99 00005131	I9900011	TRINIDAD, GINA	009	OH	01/31/2024		MW	IS	2,404.63

Issued: 2,831,754.19
Reversed: 15,000.00
99 Bank Total: 2,846,754.19

Grand Total: 2,846,754.19

LOWELL JOINT SCHOOL DISTRICT

March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report 2023/2024 #8
Which Includes Hiring, Resignations, Contract Adjustments,
and Retirements for Certificated, Classified, and Confidential
Employees

ACTION/
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2023/2024 #8, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees has been completed without irregularities and in compliance with the law, District policy, administrative regulations, rules, procedures, and direction of the supervisor and all information has been fully disclosed.

It is recommended that Employer-Employee Relations/Personnel Report 2023/2024 #8, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees, be ratified.

Attachment

JC/me

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
 EMPLOYER-EMPLOYEE RELATIONS PERSONNEL REPORT 2023/2024 #8

March 4, 2024

I. CERTIFICATED EMPLOYEE

A. CHANGE OF STATUS

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Austin, Stephanie	03/06/2024	03/12/2024	RS	(AB375) FMLA Personal Necessity Leave
Casey, Kaleen	03/06/2024	04/26/2024	MA	(AB375) FMLA Maternity Leave 80% Shared Teaching Position
Wilkens, Melissa	02/12/2024	03/11/2024	MG	(AB375) FMLA Medical Leave
Jacobs, Diana	03/12/2024	03/15/2024	JO	Personal Necessity Leave
Haro-Banuelos, Byanka	03/04/2024	04/26/2024	JO	(AB375) FMLA Baby Bonding
Sachs, Teddy	03/27/2024	03/29/2024	DO	Personal Necessity Leave

B. EXTRA DUTY PAY/STIPENDS

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Van Diest, Scott	08/14/2023	05/31/2024	RS	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Rodriguez, Brenda	08/14/2023	05/31/2024	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Pimper, Shelly	08/14/2023	05/31/2024	MA	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Pfaff, Heather	08/14/2023	05/31/2024	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Palmer, Margaret	08/14/2023	05/31/2024	OL	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Menendez, Maya	08/14/2023	05/31/2024	OL	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Overby, Rhonda	08/14/2023	05/31/2024	DO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Overby, Rhonda	08/14/2023	05/31/2024	DO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
McNeff, Michelle	08/14/2023	05/31/2024	EP	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.

Rodriguez, Mayra	08/14/2023	05/31/2024	MG	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Ilinsky, Chrissy	08/14/2023	05/31/2024	EP	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Hernandez, Javier	08/14/2023	05/31/2024	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Felton, Leslie	08/14/2023	05/31/2024	MG	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Elmqvist, Marikate	08/14/2023	05/31/2024	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Coleman, Rachel	08/14/2023	05/31/2024	MA	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Chittum, Eric	08/14/2023	05/31/2024	RS	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Champion, Becky	08/14/2023	05/31/2024	DO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Cacioppo, Bianca	08/14/2023	05/31/2024	EP	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Behura, Sylvia	08/14/2023	05/31/2024	RS	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Haro-Banuelos, Byanka	08/14/2023	05/31/2024	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.

** It is further recommended that these individuals be approved for substitute teaching at the rate of \$200.00 per day and/or \$50.00 an hour rate (not to exceed six hours) as applicable and to include: Professional Development, Saturday School, Site Support Duties, Intervention, and PowerSource, Power Up, ESY

**It is further recommended that the individuals listed in Certificated Salaries for 2023-2024 is approved to instruct in the Intervention Programs. The rate of pay is \$50.00/hour and will be paid from Title I or LCFF Supplemental Grant Funds.

**It is further recommended that individuals listed in Certificated Salaries for 2023-2024 serve as home school teachers, if needed, for the 2023-2024 school year at a rate of \$50.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2023-2024 school year.

C. Employment of substitutes effective 07/01/2023 for the 2023-2024 school year @ \$200 per day and \$100.00 per half day rate, \$250.00 long term sub rate, and \$50.00 per hour* (not to exceed six hours) as applicable and to include: professional development, Saturday school, site support duties, Saturday School. Intervention, PowerUp, ESY and Power Source.

Yolanda Rodriguez Del Castillo Rubio, Jeff

D. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
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Vega, Sandy	03/25/2024	05/03/2024	DO	To be paid special long term rate of \$250.00 for RSP Teacher.
Barcnas, Deejay	03/06/2024	03/12/2024	DO	To be paid rate of \$200.00 daily rate for Social Studies Teacher – Rancho Starbuck.
Selezenoff, Tamara	03/06/2024	04/26/2024	DO	To be paid special long term rate of \$250.00 for second grade teacher 80%– Macy Elementary
Mohler, Megan	02/12/2024	03/11/2024	DO	To be paid special long term rate of \$250.00 for fourth grade teacher -Meadow Green Elementary
Bolanos, Vanessa	03/12/2024	03/15/2024	DO	To be paid rate of \$200 daily for 1 st grade Jordan teacher.
Guerrero, Sanchez, Carolina	03/04/2024	04/17/2024	DO	To be paid special long term rate of \$250.00 for 4 th grade DLI Jordan Teacher.
Shupe, Violetta	04/18/2024	04/26/2024	DO	To be paid special long term rate of \$200.00 for 4 th grade DLI Jordan Teacher.
Mendoza, Jacob	03/27/2024	03/28/2024	DO	To be paid rate of \$200 daily for Social Studies teacher Rancho.

II. CLASSIFIED EMPLOYEES March 4, 2024

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Allen, Julieanne	03/21/24		R17/S03	DO	Step Increase: DO Receptionist/Office Assistant
Barron, Guillermo	01/20/24			DO	Retirement: Utility Worker
Camarena, Yulia	01/01/24		ITRN R01/S03	DO	Change of hours: Intern/Counselor increased to 3 days a week
Cluff, Eileen	02/08/24			DO	New Hire: Substitute Cafeteria Worker
Cluff, Eileen	02/19/24		R07/S07	NS	Promotion: Cafeteria Worker sub to perm
Espinoza Garcia, Erber	02/14/24		R22/S02	DO	New Hire: Systems Technician
Felix, Lisa	02/01/24		R20/S05	MA	Step Increase: Library Media Technician Correction from 8/21/23
LeonGuerrero, Robyn	03/21/24		R20/S08	MG	Step Increase: Library Media Technician
Lopez, Christina	03/14/24		CLMG R07/S03	JO	Step Increase: Site Supervisor/Teacher Preschool
Lugo, Paul	02/19/24		R27/S04	M&O	Promotion: Night Custodian to Utility Worker
Maldonado, Florentina	03/13/24		R18/S07	RS	Step Increase: Night Custodian
Montoya, Joseph	02/01/24			DO	New Hire: Substitute Cafeteria Worker
Montoya, Joseph	02/19/24		R07/S07	NS	Promotion: Cafeteria Worker sub to perm
Ojeda, John	02/02/24			DO	New Hire: Substitute Night Custodian
Solis, Wendy	02/01/24			DO	Addition Assignment: Substitute Health Technician

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Certificated Teacher and the Speech Language Pathologist Salary Schedules Implementing an Eleven Percent (11%) Increase, Retroactive to July 1, 2023, for the 2023/2024 School Year ACTION/
(RATIFICATION)

Commencing negotiations with Lowell Joint Education Association and California School Employees Association, Chapter 294, an eleven percent (11%) Schedule Salary Increase for the 2023/2024 School Year, Retroactive to July 1, 2023 was agreed upon.

It is recommended that the Certificated Teacher and the Speech Language Pathologist Salary Schedules implementing an eleven percent (11%) increase, retroactive to July 1, 2023, for the 2023/2024 school year, be approved, and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

2023/24 TEACHER SALARY SCHEDULE

Effective July 1, 2023

Effective July 1, 2023 employees shall receive an 11.00% increase to base salary earnings (excluding stipends and other remuneration).

	CLASS	CLASS	CLASS	CLASS	CLASS
STEP	1	2	3	4	5
1	56,702	60,750	64,802	68,853	72,901
2	60,750	64,802	68,853	72,901	76,952
3	64,802	68,853	72,901	76,952	81,006
4	68,853	72,901	76,952	81,006	85,053
5	72,901	76,952	81,006	85,053	89,101
6	76,952	81,006	85,053	89,101	93,155
7		85,053	89,101	93,155	97,205
8			93,155	97,205	101,255
9			93,155	101,255	105,306
10			93,155	101,255	109,357
11			93,155	101,255	113,406
12			93,155	101,255	113,406
13			97,709	106,233	118,978
14			97,709	106,233	118,978
15			97,709	106,233	118,978
16			98,500	107,121	119,963
17			98,500	107,121	119,963
18			98,500	107,121	119,963
19			100,082	108,899	121,937
20			100,082	108,899	121,937
21			101,657	110,678	123,910
22			101,657	110,678	123,910
23			103,238	112,455	125,884
24			103,238	112,455	125,884
25			103,238	112,455	125,884
26			104,817	114,230	127,861

CLASS REQUIREMENTS

ALL UNITS ARE SEMESTER UNITS. ONE-QUARTER UNIT = 2/3 SEMESTER UNIT

- CLASS 1 Bachelor's degree and appropriate California Credential.
- CLASS 2 Bachelor's degree and appropriate California Credential, plus 15 approved units obtained after Bachelor's degree.
- CLASS 3 Bachelor's degree and appropriate California Credential, plus 30 approved units obtained after Bachelor's degree.
- CLASS 4 Bachelor's degree and appropriate California Credential, plus 45 approved units obtained after Bachelor's degree, or Master's degree and appropriate California Credential.
- CLASS 5 Bachelor's degree and appropriate California Credential, plus 60 approved units obtained after Bachelor's degree, including Master's degree, or Master's degree and appropriate California Credential, plus 24 approved units obtained after Master's degree.

* Unit members will receive eleven (11) monthly paychecks August through June each school year. For members retiring on or before May 31st, in any school year, those members will receive their eleventh paycheck at the same time as their May paycheck in order to avoid potential State Teachers Retirement System (STRS) penalties for receipt of paid wages during retirement.

[Handwritten Signature]
2-16-24

2023/24 SPEECH AND LANGUAGE PATHOLOGIST SALARY SCHEDULE

Effective July 1, 2023

Effective July 1, 2023 SLP employees shall receive an 11.00% increase to base salary earnings (excluding stipends and other remuneration).

STEP	CLASS 3	CLASS 4	CLASS 5
1	68,042	72,297	76,547
2	72,297	76,547	80,799
3	76,547	80,799	85,056
4	80,799	85,056	89,305
5	85,056	89,305	93,556
6	89,305	93,556	97,812
7	93,556	97,812	102,066
8	97,812	102,066	106,318
9	97,812	106,318	110,572
10	97,812	106,318	114,825
11	97,812	106,318	119,076
12	97,812	106,318	119,076
13	102,594	111,544	124,926
14	102,594	111,544	124,926
15	102,594	111,544	124,926
16	103,425	112,476	125,962
17	103,425	112,476	125,962
18	103,425	112,476	125,962
19	105,086	114,343	128,034
20	105,086	114,343	128,034
21	106,740	116,213	130,106
22	106,740	116,213	130,106
23	108,399	118,078	132,178
24	108,399	118,078	132,178
25	108,399	118,078	132,178
26	110,059	119,942	134,255

CLASS REQUIREMENTS

ALL UNITS ARE SEMESTER UNITS. ONE-QUARTER UNIT = 2/3 SEMESTER UNIT

- CLASS 3 Bachelor's degree and appropriate California Credential, plus 30 approved units obtained after Bachelor's degree.
- CLASS 4 Bachelor's degree and appropriate California Credential, plus 45 approved units obtained after Bachelor's degree, or Master's degree and appropriate California Credential.
- CLASS 5 Bachelor's degree and appropriate California Credential, plus 60 approved units obtained after Bachelor's degree, including Master's degree, or Master's degree and appropriate California Credential, plus 24 approved units obtained after Master's degree.

* Unit members will receive eleven (11) monthly paychecks August through June each school year. For members retiring on or before May 31st, in any school year, those members will receive their eleventh paycheck at the same time as their May paycheck in order to avoid potential State Teachers Retirement System (STRS) penalties for receipt of paid wages during retirement.

DA
2-16-24

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President and Shackelford Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Certificated Management and Supervisory, Counselor, Nurse Management, Classified Management and Supervisory, and Classified Confidential Salary Schedules Implementing an Eleven Percent (11%) Increase, Retroactive to July 1, 2023, for the 2023/2024 School Year

ACTION/
(RATIFICATION)

Commencing negotiations with Lowell Joint Education Association and California School Employees Association, Chapter 294, an eleven percent (11%) Schedule Salary Increase for the 2023/2024 School Year, Retroactive to July 1, 2023 was agreed upon.

It is recommended that the Certificated Management and Supervisory, Counselor, Nurse Management, Classified Management and Supervisory, and Classified Confidential Salary Schedules Implementing an Eleven Percent (11%) Increase, Retroactive to July 1, 2023, for the 2023/2024 School Year, be approved, and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

**LOWELL JOINT SCHOOL DISTRICT
2023/24 CERTIFICATED MANAGEMENT AND SUPERVISORY SALARY SCHEDULE
Effective July 1, 2023**

*Effective July 1, 2023, employees shall receive an 1.00% increase to base salary earnings (excluding stipends and other remuneration).
Effective September 1, 2023 New Board Certified Behavioral Analyst (BCBA) Position Added to Salary Schedule*

MANAGEMENT POSITIONS	DAYS	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Assistant Superintendent of Educational Services	248	174,569	183,773	193,432	203,104	213,258	223,917	235,109
Intermediate Principal	217	154,099	156,487	158,868	161,256	163,640	166,019	168,407
Elementary Principal	200	138,557	140,736	142,917	145,098	147,274	149,458	151,636
Assistant Principal	204	129,932	132,393	134,607	136,822	139,283	141,498	143,959
Director of Special Education	217	164,640	167,194	169,740	172,288	174,839	177,379	179,934
Director of Educational Services	217	164,640	167,194	169,740	172,288	174,839	177,379	179,934

SUPERVISORY POSITIONS

Psychologist / Board Certified Behavioral Analyst (BCBA)	187	116,857	119,034	121,218	123,404	125,561	127,761	131,283
Coordinator of Early Childhood Program	204	129,932	132,393	134,607	136,822	139,283	141,498	143,959
Coordinator of Expanded Learning Opportunities Program	204	129,932	132,393	134,607	136,822	139,283	141,498	143,959
Coordinator for Grants and Educational Initiatives-Research	204	129,932	132,393	134,607	136,822	139,283	141,498	143,959
Program Specialist	205	130,621	132,939	135,267	137,596	139,921	142,252	144,584

Management		Supervisory	
5 years	\$4,000	5 years	\$2,500
10 years	\$5,000	10 years	\$3,000
15 years	\$6,000	15 years	\$3,500
20 years	\$7,000	20 years	\$4,000

Management Employees and Supervisory Employees who have served in that capacity the following number of years will receive amounts as listed, in addition to their annual salary:

2023-24


2023/24 COUNSELOR SALARY SCHEDULE

204 DAYS

Effective July 1, 2023, employees shall receive an 11.00% increase to base salary earnings (excluding stipends and other remuneration).

STEP	COLUMN 1	COLUMN 2	COLUMN 3
1	98,624	101,152	103,745
2	100,635	103,214	105,862
3	102,688	105,322	108,022
4	104,784	107,472	110,227
5	106,923	109,666	112,477
6	109,105	111,902	114,773
7			117,115
8			119,505
9			121,945
10			124,433
11			126,972
12			129,563

COLUMN REQUIREMENTS

ALL UNITS ARE SEMESTER UNITS. ONE-QUARTER UNIT = 2/3 SEMESTER UNIT

- CLASS 1 Bachelor's degree and appropriate California Credential, plus 30 approved units obtained after Bachelor's degree.
- CLASS 2 Bachelor's degree and appropriate California Credential, plus 45 approved units obtained after Bachelor's degree, or Master's degree and appropriate California Credential.
- CLASS 3 Bachelor's degree and appropriate California Credential, plus 60 approved units obtained after Bachelor's degree, including Master's degree, or Master's degree and appropriate California Credential, plus 24 approved units obtained after Master's degree.

A
2-16-24

2023/24 NURSE MANAGEMENT SALARY SCHEDULE

200 Days

Effective July 1, 2023, employees shall receive an 11.0% increase to base salary earnings (excluding stipends and other remuneration).

	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN
STEP	1	2	3	4	5
1	62,652	67,123	71,601	76,076	80,549
2	67,123	71,601	76,076	80,549	85,024
3	71,601	76,076	80,549	85,024	89,503
4	76,076	80,549	85,024	89,503	93,975
5	80,549	85,024	89,503	93,975	98,449
6	85,024	89,503	93,975	98,449	102,927
7	89,072	93,975	98,449	102,927	107,402
8	93,123	98,061	102,927	107,402	111,876
9	93,123	102,146	102,927	111,876	116,352
10	93,123	102,146	102,927	111,876	120,827
11	93,123	102,146	102,927	111,876	125,302
12	93,123	102,146	102,927	111,876	125,302
13	97,676	107,169	107,959	117,377	131,457
14	97,676	107,169	107,959	117,377	131,457
15	97,676	107,169	107,959	117,377	131,457
16	98,467	108,066	108,833	118,359	132,547
17	98,467	108,066	108,833	118,359	132,547
18	98,467	108,066	108,833	118,359	132,547
19	100,049	109,858	110,582	120,322	134,728
20	100,049	109,858	110,582	120,322	134,728
21	101,623	111,654	112,322	122,289	136,910
22	101,623	111,654	112,322	122,289	136,910
23	103,203	113,445	114,068	124,251	139,089
24	103,203	113,445	114,068	124,251	139,089
25	103,203	113,445	114,068	124,251	139,089
26	104,781	115,235	115,812	126,211	141,274

COLUMN REQUIREMENTS

ALL UNITS ARE SEMESTER UNITS. ONE-QUARTER UNIT = 2/3 SEMESTER UNIT

- CLASS 1 Bachelor's degree and appropriate California Credential.
- CLASS 2 Bachelor's degree and appropriate California Credential, plus 15 approved units obtained after Bachelor's degree.
- CLASS 3 Bachelor's degree and appropriate California Credential, plus 30 approved units obtained after Bachelor's degree.
- CLASS 4 Bachelor's degree and appropriate California Credential, plus 45 approved units obtained after Bachelor's degree, or Master's degree and appropriate California Credential.
- CLASS 5 Bachelor's degree and appropriate California Credential, plus 60 approved units obtained after Bachelor's degree, including Master's degree, or Master's degree and appropriate California Credential, plus 24 approved units obtained after Master's degree.

[Handwritten Signature]
2-16-24

**LOWELL JOINT SCHOOL DISTRICT
2023/24 CLASSIFIED MANAGEMENT SALARY SCHEDULE**

Effective July 1, 2023, employees shall receive an 1.00% increase to base salary earnings (excluding stipends and other remuneration).

MANAGEMENT POSITIONS	RANGE 1	RANGE 2	RANGE 3	RANGE 4	RANGE 5	RANGE 6	RANGE 7	RANGE 8
Assistant Superintendent of Business Services	14,547	15,314	16,119	16,925	17,771	18,660	19,592	20,571
Assistant Superintendent of Administrative Services	14,547	15,314	16,119	16,925	17,771	18,660	19,592	20,571
Director of Educational & Information Technology	13,720	13,933	14,145	14,357	14,570	14,781	14,995	15,213
Director of Fiscal Services	13,720	13,933	14,145	14,357	14,570	14,781	14,995	15,213
Assistant Director of Fiscal Services	10,976	11,147	11,316	11,486	11,656	11,825	11,996	12,596
Bond Contracts and Accounting Compliance Manager	7,477	7,776	8,069	8,407	8,760	9,128	9,502	9,885
Coordinator of Early Childhood Program	10,828	11,032	11,218	11,402	11,607	11,792	11,997	12,597
Occupational Therapist (11 months)	7,685	8,067	8,473	8,898	9,342	9,810	10,300	10,815
Supervisor Positions								
Network and Data Systems Technology Supervisor	6,227	6,591	6,976	7,385	7,817	8,274	8,858	9,271
Maintenance & Operations Supervisor	5,661	5,993	6,344	6,716	7,108	7,525	7,965	8,364
Nutrition Services Supervisor	5,146	5,403	5,673	5,957	6,255	6,568	6,896	7,242
Site Supervisor Teacher - Preschool	4,380	4,600	4,830	5,069	5,325	5,590	5,869	6,163

Twelve-month Classified Management employees receive 22 days vacation per year.

LONGEVITY

Length of service shall be additionally compensated at the following rate, after completion of:

5 Years	\$4,000
10 Years	\$5,000
15 Years	\$6,000
20 Years	\$7,000

3-23-24


LOWELL JOINT SCHOOL DISTRICT
2023/24 CLASSIFIED CONFIDENTIAL SALARY SCHEDULE
Effective July 1, 2023

Effective July 1, 2023, employees shall receive an 11.00% increase to their base salary earnings (excluding stipends and other remuneration).

RANGE	PERFORMANCE RECOGNITION INCREASES							
	1	2	3	4	5	6	7	8
(A)	4,295	4,509	4,734	4,971	5,219	5,480	5,755	6,042
(B)	4,418	4,638	4,883	5,120	5,385	5,663	5,951	6,252
(C)	4,529	4,754	5,003	5,257	5,524	5,803	6,098	6,400
(D)	4,654	4,887	5,122	5,385	5,663	5,951	6,252	6,562
(E)	4,769	5,004	5,258	5,524	5,803	6,098	6,400	6,729
(F)	4,882	5,125	5,386	5,663	5,951	6,252	6,562	6,895
(G)	5,002	5,254	5,524	5,803	6,098	6,400	6,729	7,065
(H)	5,120	5,377	5,664	5,951	6,252	6,562	6,895	7,252
(I)	5,257	5,521	5,803	6,098	6,400	6,729	7,065	7,425
(J)	5,385	5,653	5,951	6,252	6,562	6,895	7,252	7,612
(K)	5,524	5,800	6,097	6,400	6,729	7,065	7,425	7,809
(L)	5,663	5,945	6,255	6,562	6,895	7,252	7,612	7,999
(M)	5,803	6,094	6,399	6,729	7,065	7,425	7,809	8,201
(N)	5,951	6,248	6,562	6,895	7,252	7,612	7,999	8,404
(O)	6,098	6,401	6,729	7,065	7,425	7,809	8,201	8,617
(P)	6,252	6,565	6,894	7,252	7,612	7,999	8,404	8,830
(Q)	6,400	6,721	7,066	7,425	7,809	8,201	8,617	9,051
(R)	6,562	6,890	7,252	7,612	7,999	8,404	8,830	9,285
(S)	6,729	7,066	7,425	7,809	8,201	8,617	9,051	9,507
(T)	6,895	7,239	7,610	7,999	8,404	8,830	9,285	9,742
(U)	7,065	7,419	7,809	8,201	8,617	9,051	9,507	9,984
(V)	7,252	7,613	7,996	8,404	8,830	9,285	9,742	10,245
(W)	7,425	7,797	8,201	8,617	9,051	9,507	9,984	10,496
(X)	7,612	7,991	8,404	8,830	9,285	9,742	10,245	10,756
(Y)	7,809	8,198	8,617	9,051	9,507	9,984	10,496	11,019
(Z)	7,999	8,399	8,831	9,285	9,742	10,245	10,756	11,299

CONFIDENTIAL EMPLOYEES

RANGE

LONGEVITY

Exec. Asst. and Secretary to Superintendent/Cert. Personnel

Z

Length of service shall be additionally compensated at the following rate after completion of:

Administrative Assistant - Admin. Services/Classified Personnel

N

Administrative Assistant - Business Services

I

10 years of service 2.5 %

15 years of service 5 %

Assistant to the Superintendent's Office

F

20 years of service 7.5 %

25 years of service 10 %

30 years of service 12.5%

DA
2-16-24

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Board of Trustees Monthly Salary
Implementing a Zero Percent (0%) Increase,
Retroactive to July 1, 2023, for the 2023/2024
School Year, and Zero Percent (0%) Increase for the
2024/2025 School Year. ACTION/
(RATIFICATION)

As stated in Education Code Section 35120 (e), “On an annual basis, the governing board may increase the compensation of individual board members beyond the limits delineated in this section, in an amount not to exceed 5.0 percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the governing board.”

Retroactive to July 1, 2023, the monthly salary of the Board of Trustees will be increased by zero percent (0%) for 2023/2024 instead of the same 11% percent increase received by all District staff members. The Board would also receive a zero percent (0%) increase for the 2024/2025 school year.

It is recommended that the Board of Trustees Monthly Salary implementing a zero percent (0%) increase, retroactive to July 1, 2023, for the 2023/2024 school year and zero percent (0%) for the 2024/2025 school year, be approved, and that the Superintendent or designee be authorized to execute the documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Amendment to the Superintendent, Assistant Superintendent of Educational Services, Assistant Superintendent of Business Services and Assistant Superintendent of Administrative Services Contracts representing a five and a half percent (5.5%) Salary Increase to the 2023/2024 Base Salaries, Retroactive to July 1, 2023, and zero (0%) for 2024/2025

ACTION/
(RATIFICATION)

Commencing negotiations with Lowell Joint Education Association and California School Employees Association, Chapter 294, implementing and a five and a half percent (5.5%) schedule salary increase for the 2023/2024 school year, retroactive to July 1, 2023 was agreed upon, and zero (0%) for 2024/2025.

It is recommended that the Amendment to the Superintendent, Assistant Superintendent of Educational Services, Assistant Superintendent of Business Services and Assistant Superintendent of Administrative Services Contracts representing an five and a half percent (5.5%) Salary Increase to the 2023/2024 Base Salaries, Retroactive to July 1, 2023, and zero percent (0%) for 2024/2025 be approved, and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with the Orange County Department of Education to provide the S1S Program for PCHS/ACCESS from June 1, 2024 to August 31, 2024 ACTION

Arrangements have been made with Orange County Department of Education to provide the S1S Program for PCHS/ACCESS. This program is to provide Rancho Starbuck students the opportunity for summer school credit recovery during the period of June 1, 2024 to August 31, 2024. There is no cost to the District for these services.

It is recommended that the Agreement with Orange County Department of Education to provide the S1S Program for PCHS/ACCESS be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of an Agreement with the Orange County Department of Education to provide California Math Standards Training to Rancho-Starbuck Math Teachers during the 2024/25 School Year ACTION

Arrangements have been made with Orange County Department of Education to Provide support development of shared vision and practice of curriculum and instruction aligned to the expectations of California Math Standards to Grades 7-8 math teachers and administrators during the 2024/25 school year. The cost of the training will not exceed \$9,000.00 to be paid by Educator Effectiveness funds.

It is recommended that the Agreement with Orange County Department of Education to provide support development of shared vision and practice of curriculum and instruction aligned to the expectations of California Math Standards during the 2024-25 school year for a total not to exceed \$9,000.00 be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 4, 2024

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Addendum of Master Agreement #16064 with Inside the
Outdoors, Orange County Department of Education, to
Provide a Field Trip for the 3rd Grade Students of Olita
Elementary School

ACTION/
(RATIFICATION)

Arrangements have been made with Inside the Outdoors, Orange County Department of Education to provide a field trip to Shipley Gabrielino Walk for the 3rd Grade Students of Olita Elementary School on May 22, 2024 per Master Agreement #16064. The cost for this field trip will be funded by Olita PTA at a cost of \$13.25 per student, not to exceed \$1,000.00 (65 students).

It is recommended that the Addendum to Master Agreement #16064 with Inside the Outdoors, Orange County Department of Education to provide a field trip to Shipley Gabrielino Walk for the 3rd Grade Students of Olita Elementary School be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.