

REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 4, 2019 – 7:30 p.m.

AGENDA

- I. Call to Order 6:30 p.m.
- 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.
- B. Closed Session – 6:30 p.m.
1. Advice From Legal Counsel – Existing and Anticipated Litigation (Disclosure of Case Name Would Jeopardize Potential Settlement Negotiations): 1 Case
2. Public Employee Discipline – Dismissal – Release (Government Code §54957): 1 Case
3. Superintendent Evaluation
- C. Regular Session Approximately  
7:30 p.m.
- II. Preliminary Procedural – Board President
- A. Salute to the Flag
- 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 III.

- |    |  |             |
|----|--|-------------|
| E. | Acknowledgement of Correspondence to the Board               | INFORMATION |
| F. | Approval of Agenda   | ACTION      |
| G. | Approval of Minutes from the January 14, 2019, Board Meeting | ACTION      |

III. Topics Not on the Agenda

IV. Reports INFORMATION

- A. Timely Information from Board and Superintendent – Board President
- B. Recognition of the John Greenleaf Whittier Chapter Daughters of the American Revolution Essay Contest Winners

\* \* \* RECESS \* \* \* \*

- C. School Reports  
(School Reports will be the First Meeting of the Month)

V. General – Jim Coombs, Superintendent of Schools

- |       |   |                                |
|-------|---|--------------------------------|
| A.    | Resolution 2018/19 #740 of the Board of Trustees of the Lowell Joint School District Canvassing the Results of a General Obligation Bond Election Held on November 6, 2018              | ACTION/<br>RESOLUTION          |
| B.    | Resolution 2018/19 #741 of the Board of Trustees of the Lowell Joint School District Establishing a Citizens' Bond Oversight Committee  | ACTION/<br>RESOLUTION          |
| C.    | Approval of Revision of 2018/19 Certificated, Classified and Unrepresented Salary Schedules Effective March 1, 2019, and AB1200 Report  | ACTION                         |
| D.    | Approval of the Amendment to the Assistant Superintendent of Instruction Contract Representing a Half Percent (.5%) Salary Increase at the 2018/19 Base Salary, Effective March 1, 2019 | ACTION                         |
| E.    | Public Hearing: Lowell Joint Education Association Initial Proposal for a Successor Agreement   | INFORMATION/<br>PUBLIC HEARING |
| VI.   | Business Services – Andrea Reynolds   |                                |
| A.    | Adoption of Debt Issuance and Management – Board Policy 3470  | INFORMATION/<br>FIRST READING  |
| B.    | 2019/20 State Budget Update   | INFORMATION                    |
| VII.  | Human Resources – Jim Coombs  |                                |
| A.    | Approval of Assistant Superintendent of Facilities and Operations Job Description   | INFORMATION/<br>ACTION         |
| VIII. | Curriculum/Instruction – Sheri McDonald   |                                |
| A.    | Approval of Schoolwide Title I Programs for Meadow Green Elementary School  | INFORMATION/<br>ACTION         |
| B.    | Low Performing Student Block Grant  | INFORMATION/<br>ACTION         |
| IX.   | 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
1. Approval of Agreement with *Kathryn Grace Haas, Occupational Therapy for All Generations*, a Nonpublic Nonsectarian Agency, to Provide Occupational Therapy Services for select district students for the 2018/2019 School Year ACTION/  
(RATIFICATION)
- B. Business Services – Andrea Reynolds
1. Purchase Order Report 2018/19 #7 ACTION/  
(RATIFICATION)
  2. Warrant Listing Report 2018/19 #7 ACTION/  
(RATIFICATION)
- C. Human Resources – Jim Coombs
1. Employer-Employee Relations/Personnel Report 2018/19 #7 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees ACTION/  
(RATIFICATION)
- D. Curriculum – Sheri McDonald
1. Approval of Consultant Agreement with Eileen Russell to Assist with Intramural Sports at Olita Elementary School for the 2018/19 School Year ACTION/  
RATIFICATION
  2. Approval of Agreement #11175 with Inside the Outdoors Field Program, Orange County Department of Education, to Provide a field trip to Rancho Sonado for the 5<sup>th</sup> Grade Students of Macy Elementary School ACTION
- X. Board Member/Superintendent Comments INFORMATION
- XI. Adjournment ADJOURNMENT

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 March 4, 2019.

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

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
January 14, 2019

Call to Order	President Shackelford called the meeting to order at 6:30 p.m. at the District Office, 11019 Valley Home Avenue, Whittier
Topics Not on the Agenda	None.
Closed Meeting	President Shackelford declared the meeting recessed to closed session at 6:30 p.m.
Call to Order	President Shackelford reconvened the meeting to open session at 7:40 p.m.
	The flag salute was led by Mary Jo Evanoff, executive assistant to the Superintendent.
	Anastasia M. Shackelford, Fred W. Schambeck, William A. Hinz, Melissa A. Salinas, and Karen L. Shaw.
	Trustees Absent: None.
	Jim Coombs, Superintendent of Schools, Sheri McDonald, Assistant Superintendent of Instruction, and Andrea Reynolds, Assistant Superintendent of Administrative Services.
Reporting out Action (if any) Taken in Closed Session	None.
Introduction / Welcome	President Shackelford welcomed guests.
Acknowledgement of Correspondence	None.
Approval of Agenda	It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the January 14, 2019, Board agenda.
Approval of Minutes	It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the minutes from the December 10, 2018, Regular Board Meeting
Topics Not on the Agenda	None.
Timely Information From the Board and Superintendent	Mr. Tim Shaw, chairman of the Orange County Transportation Port of Directors, presented a donation to the Lowell Joint Education Foundation. Mr. Shaw attended an event meeting held by the Manufactured Housing Educational Trust

Organization in which he was present to win a donation drawing of \$1000.00. Mr. Tim Shaw accepted the drawing donation of \$1000.00 on behalf of the Lowell Joint Education Foundation.

School Reports

The Board of Trustees shared highlights of each school's activities for the month of January.

Submission of Williams Litigation Settlement – Quarterly Uniform Complaint Report for 2<sup>nd</sup> Quarter October 1 – December 31, 2018

It was moved, seconded, and carried by unanimous vote (5-0) to approve the submission of the Williams Litigation Settlement – Quarterly Uniform Complaint Report for the Quarter October 1 – December 31, 2018, to Los Angeles and Orange Counties with zero complaints, and authorized the Superintendent or designee to execute the necessary documents.

Presentation of Audit Report for 2017/18

*Education Code* Section 41020 requires that by January 31 of each year, the governing body of each local education agency shall review, at a public meeting, the annual audit of the local education agency for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of corrections or plans to correct any exceptions.

Mr. Nigro of Nigro & Nigro reviewed the 2017/18 Independent Audit Report with the Board of Trustees, which was administered by Nigro & Nigro, and reported that there were no findings for 2017-18 and no corrective actions were required. There are two phases of testing, once during the spring and the other during the fall/winter. The District is in compliance with State and Federal laws, regulations, and guidelines.

President Shackelford and Mr. Coombs thanked Andrea Reynolds and Chelle Price and all they did in the preparation of this audit.

Approval of Agreement with Blodgett Baylosis Environmental Planning (BBEP) to Provide Environmental Analysis for Maybrook Campus

The District has leased the Maybrook campus to a private school since 1994. The lessee has chosen to vacate the campus in June, 2019. The District intends to occupy the existing Maybrook campus to accommodate students and staff during school site modification construction. Since this will require both reopening and repurposing an existing campus, The California Environmental Quality Act (CEQA) requires a study be conducted of the surrounding community to determine what impact, if any, this change might cause. Initial study and mitigated negative declaration will be conducted at a cost not to exceed \$16,250.

Direct costs are estimated to be \$1,465 for printing and postage and \$2,430 for the LA County Clerk Filing fee. While BBEP is confident that an Environmental Impact Report will not be needed, the cost would be approximately \$25,700 should one be required.

Approved the agreement with Blodgett Baylois Environmental Planning to Provide Environmental Analysis for Maybrook Campus, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of the 2017/18 School Accountability Report Cards

Dr. Sheri McDonald, Assistant Superintendent of Curriculum, shared the purpose of the School Accountability Report Cards (SARC) is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. SARC's must be updated annually and published by February 1.

The 2017/18 School Accountability Report Card published during the 2018/19 school year for each school site is available at the District Office and on each school's website. They will also be posted on the District's website upon approval.

It was moved, seconded, and carried by unanimous vote (5 – 0) to approve the 2017/18 School Accountability Report Cards, for each school site, and that the Superintendent or designee be authorized to execute the necessary documents.

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 Consultant Agreement with James Oxley to Provide Set Design for the Faces of Freedom Theater Production for Lowell Joint School District for the 2018/19 School Year

Approved the consultant agreement with James Oxley to provide set design for the Faces of Freedom Theater Production for Lowell Joint School District during the 2018/19 school year, at an amount not to exceed \$10,000.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Carol Hughes to Provide Piano Accompaniment for the Faces of Freedom Theater Production for Lowell Joint School District for the 2018/19 School Year

Approved the consultant agreement with Carol Hughes to provide piano accompaniment for the Faces of Freedom Theater Production for Lowell Joint School District during the 2018/19 school year, at an amount not to exceed \$2,500.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Tana Carmichael to Provide Costume Design for the Faces of Freedom Theater Production for Lowell Joint School District for the 2018/19 School Year

Approved the consultant agreement with Tana Carmichael to provide costume design for the Faces of Freedom Theater Production for Lowell Joint School District during the 2018/19 school year, at an amount not to exceed \$10,000.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Purchase Order Report  
2018/19 #6

Approved Purchase Order Report 2018/19 #6, which lists all purchase orders issued November 15, 2018 through December 6, 2018.

Warrant Listing Report  
2018/19 #6

Approved Warrant Listing Report 2018/19 #6 is recommended for approval, which lists all warrants issued November 27, 2018, through December 21, 2018.

Approval of Agreement  
with Debra Amos, dba  
Feeding Dreams, to  
Provide Nutrition  
Consultant Services

Approved the agreement with Debra Amos, dba Feeding Dreams, to Provide Nutrition Consulting Services, be approved at the rate of \$125 per hour, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement  
with Magic Jump Rentals,  
Inc. to Provide Inflatables  
for Rancho Starbuck  
Intermediate School Boot  
Camp

Approved that the agreement with Magic Jump Rentals, Inc. for inflatables for Rancho Starbuck Intermediate School Boot Camp, not to exceed \$3,990.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Employer-Employee  
Relations/Personnel Report  
2018/19 #6 Which Includes  
Hiring, Resignations,  
Contract Adjustments, and  
Retirements for Certificated,  
Classified, and Confidential  
Employees

Ratified Employer-Employee Relations/Personnel Report 2018/19 #6, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees

Board  
Member/Superintendent  
Comments

Mr. Coombs relayed to the Board of Trustees that Christian Mangold, Macy Elementary School third grade teacher, received Orange County Parent Magazines Top 25 teacher award for the 2019 school year. There will be a ceremony held of February 6 at the Bowers Museum in Santa Ana in honor of the winners.

Adjournment

President Shackelford declared the meeting adjourned at 8:17 p.m. in accordance with the 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





**Los Angeles County  
Office of Education**  
Serving Students • Supporting Communities  
Leading Educators

## Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019

District Name: Lowell Joint School District

Date: January 14, 2019

Person completing this form: MJ Evanoff

Title: Executive Assistant to the Superintendent

Quarter covered by this report (Check One Below):

- |   |                          |                  |
|---|--------------------------|------------------|
| <input type="checkbox"/> 1st QTR            | July 1 to September 30   | Due 19-Oct 2018  |
| <input checked="" type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 18- Jan 2019 |
| <input type="checkbox"/> 3rd QTR            | January 1 to March 31    | Due 10-Apr 2019  |
| <input type="checkbox"/> 4th QTR            | April 1 to June 30       | Due 19-Jul 2019  |

Date for information to be reported publicly at governing board meeting: January 14, 2019

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials			
Facilities			
Teacher Vacancy and Misassignment			
TOTAL			

Print Name of District Superintendent Jim Coombs

Signature of District Superintendent  Date 1/14/19

Return the **Quarterly Summary** to:  
Williams Legislation Implementation Project  
Los Angeles County Office of Education  
c/o Kirit Chauhan, Williams Settlement Legislation  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: [Chauhan\\_Kirit@laoe.edu](mailto:Chauhan_Kirit@laoe.edu)

## 2018-19 Quarterly Report Williams Legislation Uniform Complaints

**District:** Lowell Joint School District

**District Contact:** MJ Evanoff

**Title:** Executive Assistant to the Superintendent / Certificated Personnel

- |                                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/>            | Quarter #1 July 1 - September 30, 2018   | <b>Report due by October 26, 2018</b> |
| <input checked="" type="checkbox"/> | Quarter #2 October 1 - December 31, 2018 | <b>Report due by January 25, 2019</b> |
| <input type="checkbox"/>            | Quarter #3 January 1 - March 31, 2019    | <b>Report due by April 26, 2019</b>   |
| <input type="checkbox"/>            | Quarter #4 April 1 - June 30, 2019       | <b>Report due by July 26, 2019</b>    |

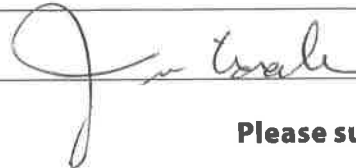
**Check the box that applies:**

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of the complaints.

Type of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancies or Misassignments			
Facility Conditions			
<b>TOTALS</b>			

Name of Superintendent: Jim Coombs

Signature of Superintendent: \_\_\_\_\_



Date: 1/14/19

**Please submit to:**

Alicia Gonzalez  
Senior Administrative Assistant  
200 Kalmus Drive, B-1009  
P.O. Box 9050, Costa Mesa, CA 92628-9050

Phone: (714) 966-4336 Email: aliciagonzalez@ocde.us Fax: (714) 327-1371

## PURCHASE ORDERS FOR BOARD APPROVAL

January 14, 2019

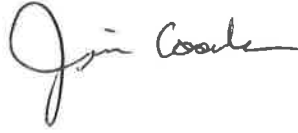
NO#	VENDOR	DESCRIPTION	AMOUNT
84669	CROCKER SIGNS	DISTRICT OFFICE, SUPPLY	\$42.16
84670	CITY OF LA HABRA	GROUNDS,M&O,NS, TECH-SUPPLIES	\$1,959.79
84671	SANDERS HYDROSEEDING, INC.	MG, GROUNDS	\$2,879.80
84672	CENTER CITIES AUTOMOTIVE	M&O-SERVICE	\$2,357.43
84673	MOBIL SERVICE CENTER	M&O-SERVICE	\$99.50
84674	A-1 FENCE	MACY-RENTAL	\$150.00
84675	SENTRY SIGNS & PRINTING	MG-SUPPLIES	\$271.02
84676	IMAGE APPAREL	MAINTENANCE-SUPPLY	\$230.00
84677	COUNTY OF LOS ANGELES	FEES	\$444.00
84678	AC POWER 1 INC.	JORDAN-SERVICE	\$6,338.14
84679	JUST FOR ME CANDLES	FUNDRAISER-CANDLES	\$464.00
84680	JUST FOR ME CANDLES	FUNDRAISER-CANDLES	\$1,098.00
84681	JUST FOR ME CANDLES	FUNDRAISER-CANDLES	\$776.00
84682	CHEF TOYS	GAS GRILL	\$3,478.82
84683	OCDE	PAL ELEMENTARY ADVISOR	\$350.00
84684	CALIFORNIA SCIENCE CENTER	PTA FIELD TRIP	\$1,258.55
84685	AMAZON	TECH SUPPLIES	\$35.96
84686	AMAZON	WIRELESS KEYBOARD & MOUSE	\$93.90
84687	SOUTHPAW	SPECIAL ED SUPPLIES	\$2,816.56
84688	NORBERTS	DONUT	\$488.73
84689	ASCD	MEMBERSHIP-K. VANHOOGMOED	\$89.00
84690	SCHOOL SERVICES OF CA	REGISTRATION-A. REYNOLDS	\$200.00
84691	EVALUMETRICS	SPRING 2019 PHYSICAL FITNESS TEST SCORING SVCS	\$375.00
84692	PAUL LUNA DBA LUNA INK PHOTOGRAPHY	18/19 DISTRICT COMM GRAPHIC DESIGN WORK	\$3,000.00
84693	AMAZON	SUPPLIES	\$420.18
84694	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	LEGAL SERVICES-OCTOBER 2018	\$15,262.25
84695	ACTION SALES	REACH-IN REFRIGERATOR NR803SSS/0X	\$5,540.70
84696	CALIFORNIA BARN OWL PELLETS	BARN OWL PELLETS	\$27.00
84697	LA HABRA HIGH SCHOOL	CHOIR PERFORMANCE	\$75.00
84698	IMPERIAL BAND	BAND SUPPLIES	\$66.58
84699	A&D TRANSPORTATION	BUS TRANSPORTATION-10/17, 10/27	\$715.00
84700	RENAISSANCE LEARNING	ACCELERATED READER PROGRAM	\$3,279.00
84701	DATA IMPRESSIONS	PRINTERS	\$576.00
84702	CDW-GOVERNMENT	LASERJET INK	\$186.70
84703	SENTRY SIGNS & PRINTING	5X7 INVITATIONS	\$117.17
84704	BRIAN KENYON ART STUDIO, INC.	GOLDEN BELL AWARD SIGN 6'8" ROUND	\$999.00
84705	AMERICAN PRINTING HOUSE FOR THE BLIND	APH SOUND BALL , MINI LITE BOX	\$307.12
84706	PEARSON ASSESSMENTS	FORMS	\$356.77
84707	SOUTHPAW	SPECIAL ED SUPPLIES	\$2,816.56
84708	WPS	FORMS	\$451.71
84709	RIFTON	SPECIAL ED SUPPLIES	\$3,133.07
84710	GINA TRINIDAD DESIGNS AKA GT DESIGNS	T-SHIRTS	\$130.00
84711	2ND GEAR	TECH SUPPLIES	\$799.62
84712	AMAZON	STEM LAB-ROBOT KITS	\$302.06
84713	AMAZON	NINTENDO SWITCH	\$897.00
84714	YORKTOWN	TONER CARTRIDGE-SUP	\$450.00
84715	ACSA	SUPERINTENDENT SYMPOSIUM	\$650.00
84716	FULLERTON SCHOOL DISTRICT-PRINT SHOP	BUSINESS CARDS-SUPT & BOARD OF TRUSTEES	\$87.00
84717	ACTION TROPHY	NAME PLATES-BOARD OF TRUSTEES	\$198.20
84718	JR ACHIEVEMENT	BOOKS	\$851.44
84719	CITY OF SANTA FE SPRINGS	AFTER SCHOOL SPORTS-FOOTBALL TOURNAMENT	\$125.00
84720	GRANADA MIDDLE SCHOOL	AFTER SCHOOL SPORTS-VOLLEYBALL TOURNAMENT	\$125.00
84721	WHITTIER HIGH SCHOOL	AUDITORIUM-BAND PERFORMANCE	\$409.76
84722	PEARSON CLINICAL ASSESSMENTS	FORMS	\$374.63
84723	AMERICAN EXPRESS	PURCHASES FOR NOVEMBER 2018	\$7,170.65
84724	SOUTHWEST SCHOOL SUPPLY	JORDAN-SUPPLIES	\$1,797.73
84725	SOUTHWEST SCHOOL SUPPLY	MACY-SUPPLIES	\$9,104.69
84726	PEARSON ASSESSMENTS	FORMS	\$317.15

Respectfully Submitted,

\$87,416.10

Jim Coombs

Superintendent of Schools

A handwritten signature in black ink, appearing to read "Jim Coombs". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

"B" WARRANTS FOR BOARD APPROVAL ON:  
January 14, 2019

"B" WARRANT DOCUMENTS : 650 - 1059, 3056 - 3069

**956,676.56**

THE FOLLOWING "B" WARRANT VOUCHERS ARE INCLUDED IN THE ABOVE SEQUENCE OF NUMBERS SUBMITTED FOR APPROVAL. ANY INTERRUPTIONS IN THE SEQUENCE ARE DUE TO THE VOUCHER BEING HELD FOR AUDIT BY LACOE AND RELEASED AT A LATER DATE. THE 3000s INDICATE A NUTRITION SERVICES PAYABLE.

NO#		AMOUNT
650	CAMERON MILLER - DRUM LINE REGISTRATIONS	650.00
727	BEHAVIOR AND EDUCATION - NPA AGREEMENT, AUG. - SEP.	13,271.51
760	ATKINSON, ANDELSON, LOYA, RUUD & ROMO - LEGAL, SEP.	4,857.81
766	GHATAODE BANNON ARCHITECTS -	12,000.00
772	WATER WELL SUPPLY - MA, IRRIGATION MAINTENANCE	2,358.65
774	JANICE JACOBSEN - OL/ART CONSULTANT, OCTOBER	420.00
779	VIRCO INC. - EL PORTAL, BOOK BOXES	201.12
782	JANICE JACOBSEN - MG/ ART CONSULTANT, OCTOBER	336.00
813	ADVANCED CHEMICAL TRANSPORT - JO, REPAIRS	1,751.21
819	PDQ EQUIPMENT RENTAL - BOBCAT RENTAL	649.60
827	SOUTHERN CALIFORNIA EDISON - OCTOBER - NOVEMBER	15,092.55
828	SOUTHERN CALIFORNIA GAS - OCTOBER - NOVEMBER	259.92
829	PRENTICE SCHOOL - SPEECH SERVICES, OCTOBER	180.00
830	WARE DISPOSAL - TRASH SERVICE, NOVEMBER	4,316.25
831	GINA TRINIDAD/ GT DESIGNS - BASEBALL SHIRTS	356.28
832	SCHOOL SERVICES OF CA. - FISCAL BUDGET, OCT.	275.00
833	WHITTIER CHRISTIAN HS, MACY TO TANAKA FARMS	460.00
834	RAPTOR - DISTRICT, VISITOR BADGES	100.00
835	KIMBERLY GAMEZ - RS/ CONSULTANT, VOLLEYBALL	700.00
836	MARK LOPEZ - RS/CONSULTANT, FOOTBALL	700.00
837	JENNIFER CHURCH - RS/ CONSULTANT, VOLLEYBALL	700.00
838	JANICE JACOBSEN - EP/ ART CONSULTANT, OCTOBER	336.00
840	READY REFRESH BY NESTLE - DISTRICT OFFICE, WATER	64.04
841	PAUL LUNA - CONSULTANT, GRAPHIC DESIGN	1,500.00
	EARLY RETIREE REIMBURSEMENTS - DECEMBER 2018	
842	DAWN AANDAHL	509.70
843	DEBORAH ANDERSEN	923.03
844	JOANNE DAVIS	480.29
845	MARIANNE DOYLE MEDINA	509.70
846	ELIZABETH KANESHIRO	911.93
847	KIM LIKERT	1,152.40
848	SHELLY MARKER	509.70
849	PENNY MAYERCHECK	1,107.78
850	CATHERINE MILWARD	1,107.78
852	RONALD RANDOLPH	631.60
853	GAYLE ROGERS	249.30
854	NANCY ROGERS	1,152.40
855	CARL ROMANO	1,152.40
856	HOLLY WOLFE	480.29

857	DEBRA OPFER	480.29
857A	ASCD - K. VANHOOGMOED/ ANNUAL MEMBERSHIP	89.00
858	AUTO ZONE - VEHICLE BATTERY REPLACEMENT	164.14
859	CDW GOVERNMENT - TECHNOLOGY SUPPLIES	105.75
860	COMPLETE BUSINESS SYSTEMS - BLACK INK	789.15
861	CROCKER SIGNS & PRINTING - EMPLOYEE ENTRANCE SIGN	42.16
862	CULVER-NEWLIN - RS, OFFICE FURNITURE	1,772.96
863	NANCY WHITE - RS, HEALTH ROOM THERMOMETER	26.49
864	CALIFORNIA SCIENCE CENTER - OLITA FIELD TRIP	1,258.55
865	ATKINSON, ANDELSON, LOYA, RUUD & ROMO - LEGAL SERVICES, OCT.	15,262.25
866	CITY OF LA HABRA - MAINTENANCE/ OCTOBER FUEL	1,959.79
867	HOUGHTON MIFFLIN HARCOURT - READING COUNT LICENSE	165.00
868	CITY OF LA HABRA WATER DEPT. - OCTOBER - NOVEMBER	705.70
869	MCI A VERIZON COMPANY - SEPTEMBER - OCTOBER	34.75
870	FRONTIER COMMUNICATIONS - NOVEMBER - DECEMBER	2,294.02
871	J.W. PEPPER & SON, INC. - BAND/ CHOIR SUPPLIES	175.28
872	IMPERIAL BAND INSTRUMENTS - BAND SUPPLIES	169.34
873	PRO-ED, INC. - EXAMINER RECORD BOOKLETS	132.00
874	MULTI-HEALTH SYSTEMS, INC. - TEACHER FORMS	372.52
875	LEADER SERVICES - MEDICAID REIMB. SERVICE, SEP. - OCT.	4,236.75
876	MEET THE MASTERS - MASTERS ART PROGRAM	593.50
877	OCDE - MG/ TEACHER TRAINING CONFERENCE	350.00
878	OTC BRANDS/ ORIENTAL TRADING - RUBBER DUCKIES	84.89
879	MOBIL SERVICE CENTER - VEHICLE MAINTENANCE	419.54
880	JACKSON'S AUTO SUPPLY NAPA - VEHICLE MAINTENANCE	4.16
881	MONTGOMERY HARDWARE CO. - CUSTODIAL ROOM SUPPLIES	2,628.53
882	MAGIC CARPET, INC. - FLOORING REPAIR	181.83
883	AMERICAN FIDELITY ASSURANCE/ EMP. DEDUCTIONS, NOV.	5,465.00
884	CREDIT UNION OF SO. CAL.- VOL. DEDUCTIONS, NOV.	2,887.80
885	SCHOOLS FIRST FEDERAL C.U.- EMP.DEDUCTIONS, NOV.	18,535.00
886	AAA ELECTRIC MOTOR SALES - BLOWER WHEEL	80.82
887	YUMI YAMAMOTO - LIBRARY SUPPLIES/ MATERIALS	59.38
888	RHONDA ESPARZA - CONFERENCE REIMBURSEMENT	597.34
889	SENTRY SIGNS AND PRINTING - INVITATION POSTCARDS	117.17
890	KRISTI MILLER - MILEAGE REIMBURSEMENT	38.15
891	OLIVER & ANDY'S BOOK CO.-MACY, SUPPLIES	265.40
892	METAL CRAFT-NUTRITION SVCS, SUPPLIES	87.95
894	MAILFINANCE-DISTRICT, POSTAGE	481.72
895	INTERQUEST DETECTION-RS, CONTRACT SVCS	215.00
896	MCI A VERIZON COMPANY - OCTOBER	4.40
897	CITY OF LA HABRA WATER DEPT. - NOVEMBER	2,382.08
898	SO CAL GAS-DO, JO-UTILITIES, OCTOBER	176.13
899	SO CAL EDISON-JO, MG, M&O-UTILITIES, OCTOBER	9,229.63
900	J.W. PEPPER & SON, INC. - BAND/ CHOIR SUPPLIES	4,262.75
902	ALBERT J. MELARAGNO - SPECIAL ED. AGREEMENT	87.50
903	AMY LILES, JORDAN, REFUND	1,450.00
904	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., NOV.	273,663.12

905	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., NOV.	4,372.65
910	STACER, SARAH-RS, CROSS COUNTRY COACH	700.00
911	MARY BRIMMAGE-EP, CONF EXPENSE REIMBURSEMENT	171.33
912	SYLVIA LEE-MACY, PURCHASE REIMBURSEMENT	47.74
913	EDWARD MIJARES-RS, DRUMLINE	1,250.00
914	JANICE JACOBSEN-MG, OL-ART SERVICES	504.00
915	MATTHEW GALLEGOS-RS, DRUMLINE	200.00
916	DELTA DENTAL- CERT. RETIREE VOL. PLAN., DEC.	2,094.36
917	AMERICAN FIDELITY ASSURANCE/ EMP. DEDUCTIONS, NOV.	7,436.92
918	CALIF. TEACHERS ASSOC./EMPLOYEE DEDUCTIONS, NOV.	12,599.15
919	CALIF. SCHOOL EMPLOYEES ASSOC./EMP. DEDUCTIONS, NOV.	2,316.47
920	ASSOC. OF CA. SCHOOL ADMIN./EMP. DEDUCTIONS, NOV.	290.03
921	CA. ASSOC. OF SCHOOL PSYCH/ EMP.DEDUCTIONS, NOV.	15.50
922	UNITED WAY OF GREATER L.A./EMP.DEDUCTIONS, NOV.	10.00
923	PACIFIC EDUCATORS, INC./EMP. DEDUCTIONS, NOV.	77.00
924	AMERICAN EXPRESS - CREDIT CARD PURCHASES, NOV.	7,170.65
925	2ND GEAR - FRONT OFFICE KIOSK ALL SITES	2,384.64
926	A-1 FENCE CO. - MACY, RENTAL RENEWAL	150.00
927	A&D TRANSPORTATION - RS, BUS TRANSPORTATION	715.00
928	ACCO BRANDS USA - RS, MAINTENANCE SERVICE	543.98
929	ACTION TROPHY - JORDAN TROPHY SUPPLIES	69.28
930	ALL CITY ANIMAL TRAPPING - ANIMAL REMOVAL SERVICE	225.00
931	CDW GOVERNMENT - JORDAN, PROJECTOR	615.23
932	CENTER CITIES AUTOMOTIVE - VEHICLE REPAIR	2,357.43
933	DATA IMPRESSIONS-MACY, SUPPLIES	3,009.89
934	FLOCABULARY, INC. - ANNUAL DIGITAL LICENSE	2,000.00
935	GENERAL PROJECTS CONTROL - CONCRETE REPLACEMENT	17,589.00
936	GRAINGER - RS, STATION GUARD SUPPLIES	92.48
937	GREAT SCOTT TREE SERVICES - RS, TREE SERVICE	2,395.00
938	LOWE'S - MAINTENANCE MATERIALS, NOVEMBER	138.81
939	BARBARA AGUILAR - FLEX CLASS SUPPLIES	30.97
940	KARI HEINRICH - CONFERENCE REIMBURSEMENT	150.12
941	JULIE MAYHEW - FLEX CLASS SUPPLIES	58.39
943	IMPERIAL BAND INSTRUMENTS - RS, BAND SUPPLIES	66.58
944	MOBIL SERVICE CENTER - VEHICLE MAINTENANCE	49.75
945	NIGRO & NIGRO - 2017-18 AUDIT SERVICES	8,663.00
946	PELLETS, INC. - CALIFORNIA OWL PELLETS	36.00
947	BEHAVIOR AND EDUCATION - NPA AGREEMENT, OCT-NOV.	10,055.83
948	APPLIED BEHAVIOR ALTERNATIVE-CONTRACT SVCS	2,900.00
949	JIVE COMMUNICATIONS - INTERCONNECTED VOIP, DEC.	3,162.79
950	VERIZON WIRELESS - OCTOBER - NOVEMBER	993.28
951	SOUTHWEST SCHOOL SUPPLIES - EL PORTAL	512.87
952	SOUTHWEST SCHOOL SUPPLIES - JORDAN	2,249.75
953	SOUTHWEST SCHOOL SUPPLIES - MACY	9,104.69
954	SOUTHWEST SCHOOL SUPPLIES - MAINTENANCE	84.20
956	SOUTHERN CALIFORNIA GAS - OCTOBER - NOVEMBER	83.91
957	SOUTHERN CALIFORNIA EDISON - NOVEMBER - DECEMBER	49.06
958	NCS PEARSON INC. - SPECIAL ED. FORMS	252.95

959	VECTOR ENERGY GROUP, LLC-PYMT # 5	280,439.88
960	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	226.54
961	DONNA LOPEZ - BROKEN GLASSES REIMBURSEMENT	189.00
962	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	453.90
963	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	2,206.59
964	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	150.95
965	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	6,407.34
966	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	1,810.32
967	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	865.51
968	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	1,048.54
973	ACTION TROPHY - DISTRICT OFFICE/ NAME PLATES	173.20
974	BAUDVILLE - JORDAN/ CERTIFICATED PAPER	258.46
975	JIM COOMBS - AWARD CEREMONY REIMBURSEMENT	158.64
976	LA REINA AYERS - CONFERENCE FEE REIMBURSEMENT	380.24
977	NCS PEARSON, INC. - SPECIAL ED. FORMS	52.50
978	SUBURBAN WATER SYSTEMS - NOVEMBER - DECEMBER	4,725.40
979	SOUTHERN CALIFORNIA EDISON - OCTOBER - NOVEMBER	3,550.14
980	SOUTHWEST SCHOOL SUPPLY - OFFICE SUPPLIES	487.32
981	SENTRY SIGNS AND PRINTING - SIDEWALK SIGNS	552.45
982	KYA SERVICES - EL PORTAL, CARPET REPAIRS	12,699.34
983	GT DESIGN/ GINA TRINIDAD - RS, LOGO SHIRTS	1,066.53
984	DAVID SHUN - SUPPLIES REIMBURSEMENT	49.53
986	WHITTIER CHRISTIAN HIGH SCHOOL - BUS SERVICE	1,431.25
987	SANDERS HYDROSEEDING - MG, GROUNDS SEEDING	1,439.90
988	CAROLYN KANE-EP, CONF EXPENSE REIMBURSEMENT	33.78
990	TURF STAR - MAINTENANCE SERVICE/ MOWER	1,592.69
991	BEST LAWNMOWER - MAINTENANCE SUPPLIES	43.20
991	SYLVIA LEE - MACY, PURCHASE REIMBURSEMENT	46.38
992	BUG FLIP - ALL SITES PEST CONTROL SERVICE	1,390.00
992	RHONDA ESPARZA - AWARD CEREMONY REIMBURSEMENT	407.02
993	DANIELS TIRE - MAINTENANCE TIRE SERVICE	331.51
993	ELAINE TOLMOSOFF - MILEAGE REIMBURSEMENT	16.79
994	PLUMBING WHOLESALE-MAINTENANCE STOCK	753.16
995	SUPPLY WORKS - MAINTENANCE STOCK	543.08
996	COMPLETE BUSINESS SYSTEMS - MG, CASES	451.76
997	SUSAN TOLMASOFF - LICENSE REIMBURSEMENT	274.60
998	DANIEL RAMIREZ - DRUMLINE, OCTOBER - NOVEMBER	250.00
999	AMY MCTEGGART-MACY, PURCHASE REIMBURSEMNT	276.02
1000	JOSHUA ESCUTIA - DRUMLINE, NOVEMBER	100.00
1001	THE STANDARD-DEC 2018	5,195.20
1002	ANGELA HUTCHERSON - JORDAN, ART INSTRUCTION	273.00
1003	SCHOOL SERVICES OF CA-DEC 2018 CONTRACT SVC	275.00
1004	SCHOOL LIFE-JORDAN, SUPPLIES	86.04
1005	SMS TECH SOLUTIONS - PROFESSIONAL LICENSE	318.00
	EARLY RETIREE REIMBURSEMENTS - JANUARY 2019	
1011	DAWN AANDAHL	482.64
1012	DEBORAH ANDERSEN	1,101.28
1013	JOANNE DAVIS	482.64



1014	MARIANNE DOYLE MEDINA	482.64
1015	ELIZABETH KANESHIRO	945.52
1016	KIM LIKERT	1,101.28
1017	SHELLY MARKER	482.64
1018	PENNY MAYERCHECK	1,101.28
1019	CATHERINE MILWARD	518.50
1020	DEBRA OPFER	482.64
1021	RONALD RANDOLPH	653.66
1022	GAYLE ROGERS	258.83
1023	NANCY ROGERS	1,101.28
1024	CARL ROMANO	1,101.28
1025	HOLLY WOLFE	482.64
1026	ASSOC. OF CA. SCHOOL ADMIN., MR. COOMBS/ SYMPOSIUM	650.00
1027	CDW-GOVERNMENT - PRINTERS/ TONERS	456.73
1028	CENTER CITIES AUTOMOTIVE - VEHICLE REPAIRS	575.57
1029	COUNTY OF LOS ANGELES- BACKFLOW DEVICES	444.00
1030	DOCUMENT TRACKING SERVICES - DOCUMENT TRANSLATIONS	4,256.01
1031	EZ LINE SOLUTIONS - STRIPING & PARKING LOT PAINT	2,733.07
1032	FULLERTON JOINT UNION SCHOOL DISTRICT - TRANSPORTATION	239.40
1033	GRAINGER - MAINTENANCE MATERIALS	979.41
1034	GREAT SCOTT TREE SERVICE - TREE SERVICES	2,360.00
1035	HAUFFE CO. - DSA CLOSE OUT/ JORDAN	166.00
1036	PHAEDRA GIANNINI - SUPPLIES REIMBURSEMENT	57.26
1037	TIMOTHY HALL - SUPPLIES REIMBURSEMENT	102.60
1038	SANDRA JAN - MILEAGE REIMBURSEMENT	38.80
1039	SOUTHWEST SCHOOL SUPPLY - RANCHO STARBUCK	1,938.68
1040	UNUM - INSURANCE PREMIUM/ JAN. - MARCH 2019	675.23
1041	DAVID SHUN - PURCHASE REIMBURSEMENT	139.55
1042	YUMI YAMAMOTO - PURCHASE REIMBURSEMENT	55.88
1044	COLONIAL CHESTERFIELD/ RILEY'S - OLITA FIELD TRIP	1,687.50
1045	RACHEL COLEMAN - MILEAGE REIMBURSEMENT	15.48
1046	KAITLYN CAMPBELL - CONFERENCE REIMBURSEMENT	47.32
1047	MARY BRIMMAGE - CONFERENCE REIMBURSEMENT	51.02
1048	JACK STRADTMAN - MILEAGE REIMBURSEMENT	261.60
1050	RANCHO LA HABRA REPUBLICAN WOMAN FED. - LUNCHOEN	175.00
1050	NEW HORIZONS CONTRACTING - MAINTENANCE	8,900.00
1051	SOUTHERN CALIFORNIA EDISON - NOV. - DEC.	6,237.60
1052	SOUTHERN CALIFORNIA GAS - NOV. - DEC.	586.48
1053	FRONTIER COMMUNICATION - NOV. - DEC.	2,556.56
1055	MCI A VERIZON CO. - SEPTEMBER - NOVEMBER	33.33
1056	OSHEA MAILO - CPI TRAINING REIMBURSEMENT	14.82
1058	DEANNA MORRISON - SUPPLIES REIMBURSEMENT	65.77
1059	DENISE SOTO - PURCHASE REIMBURSEMENT	136.00
3056	VERONICA MARTINEZ - NUTRITION/ ANNUAL CONFERENCE	25.00
3057	OLIVIA PEREZ-NUTRITION SVCS, REIMBURSEMENT	100.00
3058	BERKELEY STREET BEVERAGE - NUTRITION SERVICES	401.00
3059	BUG FLIP - NUTRITION SERVICES/ PEST CONTROL	180.00

3060	DRIFTWOOD DAIRY - NUTRITION SERVICES/ FOOD	6,862.28
3061	GLASBY MAINTENANCE SUPPLY - NUTRITION/ SUPPLIES	94.61
3062	GOLD STAR FOODS - NUTRITION SERVICES, FOOD	16,318.06
3063	LADYBUGS ENVIRONMENTAL - NUTRITION/ PEST CONTROL	55.00
3064	LOVE TO SNACK - NUTRITION SERVICES/ FOOD	1,542.24
3065	P&R PAPER SUPPLY CO. - NUTRITION/ SUPPLIES	3,977.07
3066	PATRICIA SOLIS - PREPAID MEAL REFUND	58.00
3067	SOUTHERN CA. PIZZA CO. - NUTRITION SERVICES/ FOOD	6,318.00
3068	SOUTHWEST SCHOOL SUPPLY - NUTRITION SERVICES	158.05
3069	VALPRO, INC. - NUTRITION SERVICES/ FOOD	2,646.53

LOWELL JOINT SCHOOL DISTRICT  
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2018/19 #6

January 14, 2019

I. CERTIFICATED EMPLOYEES

A. CORRECTION OF CERTIFICATED SALARIES FOR 2018/19\*\*

	<u>Class</u>	<u>Step</u>		
1. Howe, Nathan	07/01/18	Column 5	RS	Was Column 6 on EER #5
2. Goodwin, Dawn	4	21	OL	Was C4/S20 on EER #5

B. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
1. McTeggart, Amy	01/07/19	02/22/19	MA	Medical Leave
2. Van der Lee, Michelle	12/17/18	12/21/18	MG	FMLA (AB375)/Baby Bonding
3. Dyanna Dinnen	01/07/19	05/31/19	OL	Maternity Leave, FMLA (AB375)/Baby Bonding

C. STIPENDS/EXTRA DUTY PAY

NAME	EFFECTIVE DATE	SITE	COMMENT
1. Pinney, Marci	01/01/19	MG	To be paid a total of \$250.00 (9 units) for being a Master Teacher to CSUF University. To be paid from CSUF University, Check Number 497962
2. Daniel, Kari	01/01/19	JO	To be paid a total of \$250.00 (9 units) for being a Master Teacher to CSUF University. To be paid from CSUF University, Check Number 497962
3. Higgins, Kelly	01/01/19	JO	To be paid a total of \$150.00 (6 units) for being a Master Teacher to CSUF University. To be paid from CSUF University, Check Number 497962
4. Jeffrey, Kim	01/01/19	OL	To be paid a total of \$125.00 (5 units) for being a Master Teacher to CSUF University. To be paid from CSUF University, Check Number 497962
5. Brooks, Kimberly	01/01/19	OL	To be paid a total of \$125.00 (5 units) for being a Master Teacher to CSUF University. To be paid from CSUF University, Check

6. Whitney Takacs	01/01/19	06/30/19	RS	Number 497962 Stipend not to exceed \$5,000.00 for support needed due to the vacancy of Director of Curriculum and Instruction to be paid from LCAP Action items budgeted for that position
7. Rebecca Champion	01/01/19	06/30/19	DO	Stipend not to exceed \$5,000.00 for support needed due to the vacancy of Director of Curriculum and Instruction to be paid from LCAP Action items budgeted for that position
8. Rhonda Esparza	01/01/19	06/30/19	EP	Stipend not to exceed \$5,000.00 for support needed due to the vacancy of Director of Curriculum and Instruction to be paid from LCAP Action items budgeted for that position

D. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
1. Kathleen Montemayor	01/07/19	02/22/19	DO	To be paid special long term rate of \$170.00 for Macy Elementary School for first grade classroom
2. Tiffany Shun-Hernandez	12/17/18	12/21/18	DO	To be paid special long term rate of \$170.00 for Meadow Green Elementary School for Fourth grade classroom
3. Zarate, Laurie	01/07/19	05/31/19	DO	To be paid special long term rate of \$170.00 for Olita Elementary School for second grade 50% shared teaching position

E. EMPLOYMENT OF SUBSTITUTES EFFECTIVE 08/14/18 FOR THE 2018/19 SCHOOL YEAR \$131.00 PER DAY RATE AND \$170.00 LONG TERM AND \$65.50 PER HALF DAY RATE AND \$35.00 PER HOUR\*

Cristina Amaro  
Jennifer McCullough  
Stacey McCoy  
Ryan Reyes

\*It is further recommended that the individuals listed above be approved to instruct in the Intervention Programs. The rate of pay is \$35.00/hour and will be paid from Title I, or LCFF Supplemental Grant Funds.

\*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2018/19 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2018/19 school year.

CLASSIFIED EMPLOYEES  
1-14-18

B. MONTHLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIV E DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
1. Evanoff, Mary Jo	02/13/19		M12/05	DO	Executive Asst to the Superintendent- Certificated Personnel/Step Increase
2. Garcia, Hector	12/07/18		R20/S3	MNT	Groundskeeper/Replacement for Vacancy

C. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIV E DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
1. Aguyao, Leo	01/03/19	02/02/1 9	R20/S5	EP	Night Custodian/Working out of Class
2. Ayers, Becca	01/10/19		R14/S1	DO	Instructional Assistant/Substitute
3. Ayers, Becca	01/10/19		R15/S1	DO	Instructional Assistant/Substitute
4. Dumont, Juliette	02/10/19		R15/S8 +5%	OL	Instructional Assistant/Longevity Increase
5. Ota, Esther	02/28/19		R16/S8 +12.5%	MG	Clerk Typist/Longevity Increase
6. Rickenbacker, Kim	05/14/18	05/30/1 8	R23/S1	EP	Clerk Typist/Working out of Class 5/14- 18, 22, 30/2018
7. Russell, Lisa	10/15/18	10/26/1 8	R23/S1	JO	Clerk Typist/Working out of Class 10/15, 22-26, 2018
8. Straffon, Santy	12/01/18		R15/S6	MA	Special Education Support Aide/Performance Recognition Increase

D. CAFETERIA FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTI VE DATE</u>	<u>END DATE</u>	<u>RANG E/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
1. Williams, Vanessa	12/21/18			MNT	Director of Nutrition Services/Resignation

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2018/19 #740 of the Board of Trustees  
of the Lowell Joint School District Canvassing the  
Results of a General Obligation Bond Election Held  
on November 6, 2018

ACTION  
(RESOLUTION)

Background Information

On November 6, 2018, the Lowell Joint School District community approved Measure LL. Measure LL authorizes the District to issue tax-exempt general obligation bonds in an amount up to \$48,000,000. The District will use the proceeds of the bonds to construct a variety of projects throughout the District.

Pursuant to California Education Code 15272, the Clerk of the Board of Trustees is required to deliver a copy of a Resolution Canvassing the Results of the General Obligation Bond Election to the County Superintendent of Schools with a request that the County Superintendent deliver a copy of the Resolution and the Certificate of Election Results to the Clerk of the Board Supervisors of the County.

Current Considerations

In order to accept the results of the Measure LL election and proceed with the issuance of bonds, the Board of Trustees needs to adopt a resolution certifying the proceedings in the election to the County Board of Supervisors.

This agenda item seeks adoption of Resolution 2018/19 #740, Resolution of the Board of Trustees of the Lowell Joint School District Canvassing the Results of a General Obligation Bond Election Held on November 6, 2018.

The official election results from both Los Angeles County and Orange County are attached as follows:

1. Letter dated November 30, 2018, from Laticia McCorkle, Assistant Division Manager, Election Information and Preparation Division Los Angeles County Registrar-Recorder/County Clerk to Neal Kelley, Orange County Register Recorder, which includes the Official Canvass Certificate and Official Statement of Votes Cast in Los Angeles County.

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

2. Letter dated December 5, 2018, from Marcia Nielsen, Candidate and Voter Services Manager, Orange County Registrar of Voters, which includes the Official Canvass Certificate and Official Statement of Votes Cast in Orange County.

Recommendation

It is recommended that Resolution 2018/19 #740, Resolution of the Board of Trustees of the Lowell Joint School District Canvassing the Results of a General Obligation Bond Election Held on November 6, 2018, be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

JC/me

Attachments

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE RECOMMENDED.

**RESOLUTION NO. 740**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT UNION SCHOOL DISTRICT DECLARING  
RESULTS AND CERTIFYING PROCEEDINGS OF SCHOOL  
BOND ELECTION HELD NOVEMBER 6, 2018**

**WHEREAS**, at a meeting duly called and held on June 21, 2018, this Board of Trustees (the "Board") of the Lowell Joint Union School District (the "District") duly adopted a resolution (the "Resolution Ordering School Bond Election") ordering an election be held on November 6, 2018, on the question of authorizing the issuance of bonds of the District in the aggregate principal amount of \$48,000,000; and

**WHEREAS**, the Superintendent of Schools of the County of Los Angeles has jurisdiction over the District; and

**WHEREAS**, on or before August 10, 2018, being no fewer than 88 days before the date of said bond election, this Board caused to be delivered to (i) the Registrar of Voters of the County of Los Angeles, (ii) the Registrar of Voters of the County of Orange, and (iii) the Clerk of the Board of Supervisors of the County of Los Angeles, one or more certified copies of the Resolution Ordering School Bond Election, containing specifications of the election order; and

**WHEREAS**, within the Resolution Ordering School Bond Election, this Board requested the consolidation of said bond election with such other elections as may be held on the same date in territory partly or wholly the same; and

**WHEREAS**, on the date of said election, November 6, 2018, a statewide general election was conducted throughout the District, and the District's school bond measure (the "Measure") was submitted to the electors of the District; and

**WHEREAS**, the Registrar of Voters of the County of Los Angeles and the Registrar of Voters of the County of Orange have submitted to this Board their respective certified statement of the votes cast in said bond election in each county, showing the votes cast for and against the Measure (the "Statements of Election Results");

**WHEREAS**, pursuant to Sections 15278 *et seq.* of the California Education Code (the "Education Code"), the Board shall establish and appoint an independent citizens' oversight committee (the "Committee"), the purpose of which shall be to inform the public concerning the expenditure of proceeds from the bonds approved under the Measure;

**WHEREAS**, the Board wishes to establish policies and procedures to guide the operation of the Committee (the "Procedures");

**NOW, THEREFORE**, the Board of Trustees of the Lowell Joint Union School District, does hereby find, resolve, determine and order, as follows:

1. All of the above recitals are true.



2. The Statements of Election Results, each certified by the Registrar of Voters of the County of Los Angeles and the Registrar of Voters of the County of Orange, is hereby received, confirmed, approved and entered upon the minutes of this meeting.
3. It appears from the Statements of Election Results that at least 55% of all the votes cast at the election on the Measure were in favor of the Measure, and this Board hereby declares the Measure approved.
4. All proceedings had in the premises by this Board and the officers of the District with respect to the election on the Measure are hereby certified by this Board to the Board of Supervisors of the County of Los Angeles.
5. The Clerk of this Board is hereby directed to deliver a copy of this Resolution certified as to its due adoption, together with a copy of the certified Statement of Election Results, to the Superintendent of Schools of the County of Los Angeles, and such documents together shall constitute and be deemed the report required by Education Code Section 15111.
6. The Superintendent of Schools of the County of Los Angeles is hereby requested to send a copy of the Statement of Election Results to the Board of Supervisors of the County of Los Angeles, in accordance with Education Code Section 15124.
7. The Clerk of this Board is hereby directed to file a certified copy of this Resolution with the Board of Supervisors of the County of Los Angeles.
8. The Procedures, a copy of which is attached hereto as Exhibit A, are hereby approved.
9. The Committee shall have the specific purposes and be operated in the manner required by the Procedures; as such Procedures may be amended from time to time in accordance therewith.

**APPROVED AND ADOPTED** this 4<sup>TH</sup> day, February, 2019, 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 4<sup>th</sup> day of February, 2019, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 4<sup>th</sup> day of February 2019.

---

Jim Coombs, Secretary to the Board of Trustees



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

November 30, 2018

Mr. Jim Coombs, Superintendent  
Lowell Joint School District  
11019 Valley Home Avenue  
Whittier, California 90603

Dear Mr. Coombs:

Enclosed are the Official Canvass Certificate and the Official Statement of Votes Cast by precinct for the Lowell Joint School District Election consolidated with the General Election on November 6, 2018.

For your information, pursuant to Section 15401 of the Elections Code, a Certificate of Election was prepared and sent to each successful candidate.

Please call the Election Planning Section at (562) 462-2317, if you have any questions.

Sincerely,

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

LATICIA MCCORKLE, Assistant Division Manager  
Election Information and Preparation Division

c: Mr. Neal Kelley, Orange County Registrar of Voters

Enclosures  
Canvass Certificate  
Official Statement of Votes Cast





*Los Angeles County  
Registrar-Recorder/County Clerk*

**Certificate of the Canvass of the Election Returns**

*I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) for*

*Lowell Joint School District*

*at the General Election, held on the 6th day of November 2018.*

*I FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.*

*IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this  
30th day of November 2018.*



*Dean Logan*

DEAN C. LOGAN  
Registrar-Recorder/County Clerk  
County of Los Angeles



**REGISTRAR OF VOTERS**  
1300 South Grand Avenue, Bldg. C  
Santa Ana, California 92705  
(714) 567-7600  
FAX (714) 567-7627  
ocvote.com

**NEAL KELLEY**  
Registrar of Voters

Mailing Address:  
P.O. Box 11298  
Santa Ana, California 92711

December 5, 2018

Dear Superintendent:

We are enclosing the Certification of the Statement of the Vote, a copy of the Abstract of Votes Cast for the election held in your District on November 6, 2018 and if applicable copy/copies of the Certificate of Appointment in lieu of election that was mailed to the unopposed candidate(s).

We are also enclosing Oath of Office forms and a copy/copies of the Certificates of Election that were mailed to the successful candidate(s) in your district. Please have each of the newly elected/appointed board members affirm and sign two copies of the oath. Retain one copy of the oath in your files and **mail the other signed copy to:**

County Clerk's Office  
P.O. Box 238  
Santa Ana, CA 92702

If you have any questions please contact me at (714) 567-7568.

Sincerely,

Marcia Nielsen  
Candidate and Voter Services Manager

Enclosures

CERTIFICATION OF  
COUNTY CLERK/REGISTRAR OF VOTERS  
OF THE RESULTS OF THE CANVASS  
OF THE November 6, 2018,  
GENERAL ELECTION

STATE OF CALIFORNIA

SS.


COUNTY OF ORANGE

I, Neal Kelley, County Clerk/Registrar of Voters of said county, do hereby certify that, in pursuance to the provisions of Elections Code Section 15300, et seq., I did canvass the results of the votes cast in the General Election held in said County on November 6, 2018, for measures and contests that were submitted to the vote of the voters, and that the Statement of Votes Cast, to which this certificate is attached is full, true, and correct.

I hereby set my hand and official seal this 30th day of November, 2018 at

the County of ORANGE



  
\_\_\_\_\_  
Registrar of Voters  
County of Orange  
State of California

## Orange County Statement of Votes

LL-Lowell Joint School District Bond Measure							
Precinct	Party Member Registration	Ballots Cast	Turnout	LL-Lowell Joint School District Bond Measure		Bonds - Yes	Bonds - No
17260	1830	1274	69.62%			657	360
17278	1511	1124	74.38%			699	358
17279	2440	1694	69.43%			1034	501
17334	801	626	78.15%			395	203
17335	678	521	76.84%			313	176
<b>Totals:</b>	<b>7260</b>	<b>5239</b>	<b>72.16%</b>			<b>3298</b>	<b>1596</b>



**Early Voting Totals**

**Orange County Statement of Votes**

LL-Lowell Joint School District Bond Measure							
District	Party Member Registration	Ballots Cast	Turnout	LL-Lowell Joint School District Bond Measure		Bonds - Yes	Bonds - No
29th Senate District	7260	56	0.77%			40	13
39th Congressional District	7260	56	0.77%			40	13
4th Supervisorial District	7260	56	0.77%			40	13
55th Assembly District	7260	56	0.77%			40	13
County Board of Education Trustee Area 4	7260	56	0.77%			40	13
Fullerton Joint Union High School District	7260	56	0.77%			40	13
Fullerton Joint Union High School District Trust	5781	45	0.78%			31	11
Fullerton Joint Union High School District Trust	1479	11	0.74%			9	2
La Habra	7260	56	0.77%			40	13
Lowell Joint School District (Or. Co. Portion)	7260	56	0.77%			40	13
Lowell Joint School District Trustee Area 1	2631	19	0.72%			14	5
Lowell Joint School District Trustee Area 2	678	3	0.44%			3	0
Lowell Joint School District Trustee Area 4	2440	13	0.53%			8	3
Lowell Joint School District Trustee Area 5	1511	21	1.39%			15	5
Municipal Water District Of Orange County	7260	56	0.77%			40	13
Municipal Water District of Orange County Div	7260	56	0.77%			40	13
North Orange County Community College Distr	7260	56	0.77%			40	13
North Orange County Community College Distr	7260	56	0.77%			40	13
Orange County	7260	56	0.77%			40	13
State Board of Equalization (4th District)	7260	56	0.77%			40	13
<b>Totals:</b>	<b>7260</b>	<b>56</b>	<b>0.77%</b>			<b>40</b>	<b>13</b>

**Vote-by-Mail Totals**

**Orange County Statement of Votes**

LL-Lowell Joint School District Bond Measure							
District	Party Member Registration	Ballots Cast	Turnout	LL-Lowell Joint School District Bond Measure		Bonds - Yes	Bonds - No
29th Senate District	7260	2801	38.58%			1747	891
39th Congressional District	7260	2801	38.58%			1747	891
4th Supervisorial District	7260	2801	38.58%			1747	891
55th Assembly District	7260	2801	38.58%			1747	891
County Board of Education Trustee Area 4	7260	2801	38.58%			1747	891
Fullerton Joint Union High School District	7260	2801	38.58%			1747	891
Fullerton Joint Union High School District Trust	5781	2286	39.54%			1434	719
Fullerton Joint Union High School District Trust	1479	515	34.82%			313	172
La Habra	7260	2801	38.58%			1747	891
Lowell Joint School District (Or. Co. Portion)	7260	2801	38.58%			1747	891
Lowell Joint School District Trustee Area 1	2631	929	35.31%			604	276
Lowell Joint School District Trustee Area 2	678	239	35.25%			137	85
Lowell Joint School District Trustee Area 4	2440	1047	42.91%			652	329
Lowell Joint School District Trustee Area 5	1511	588	38.78%			354	201
Municipal Water District Of Orange County	7260	2801	38.58%			1747	891
Municipal Water District of Orange County Div	7260	2801	38.58%			1747	891
North Orange County Community College Distr	7260	2801	38.58%			1747	891
North Orange County Community College Distr	7260	2801	38.58%			1747	891
Orange County	7260	2801	38.58%			1747	891
State Board of Equalization (4th District)	7260	2801	38.58%			1747	891
<b>Totals:</b>	<b>7260</b>	<b>2801</b>	<b>38.58%</b>			<b>1747</b>	<b>891</b>

**Grand Totals**

**Orange County Statement of Votes**

LL-Lowell Joint School District Bond Measure							
District	Party Member Registration	Ballots Cast	Turnout	LL-Lowell Joint School District Bond Measure		Bonds - Yes	Bonds - No
29th Senate District	7260	5239	72.16%			3298	1596
39th Congressional District	7260	5239	72.16%			3298	1596
4th Supervisorial District	7260	5239	72.16%			3298	1596
55th Assembly District	7260	5239	72.16%			3298	1596
County Board of Education Trustee Area 4	7260	5239	72.16%			3298	1596
Fullerton Joint Union High School District	7260	5239	72.16%			3298	1596
Fullerton Joint Union High School District Trust	5781	4092	70.78%			2590	1217
Fullerton Joint Union High School District Trust	1479	1147	77.55%			708	379
La Habra	7260	5239	72.16%			3298	1596
Lowell Joint School District (Or. Co. Portion)	7260	5239	72.16%			3298	1596
Lowell Joint School District Trustee Area 1	2631	1900	72.22%			1252	563
Lowell Joint School District Trustee Area 2	678	521	76.84%			313	176
Lowell Joint School District Trustee Area 4	2440	1694	69.43%			1034	501
Lowell Joint School District Trustee Area 5	1511	1124	74.39%			699	356
Municipal Water District Of Orange County	7260	5239	72.16%			3298	1596
Municipal Water District of Orange County Div	7260	5239	72.16%			3298	1596
North Orange County Community College Distr	7260	5239	72.16%			3298	1596
North Orange County Community College Distr	7260	5239	72.16%			3298	1596
Orange County	7260	5239	72.16%			3298	1596
State Board of Equalization (4th District)	7260	5239	72.16%			3298	1596
<b>Totals:</b>	<b>7260</b>	<b>5239</b>	<b>72.16%</b>			<b>3298</b>	<b>1596</b>

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs Superintendent of Schools

Subject: Resolution 2018/19 #741 of the Board of  
Trustees of the Lowell Joint School District  
Establishing a Citizens' Bond Oversight  
Committee

ACTION/  
(RESOLUTION)

### Background Information

On November 6, 2018, the Lowell Joint School District community approved Measure LL. Measure LL authorizes the District to issue tax-exempt general obligation bonds in an amount up to \$48,000,000. The District will use the proceeds of the bonds to construct a variety of projects throughout the District.

After bonds are approved in a Proposition 39 election, the Board of Trustees has 60 days in which to establish an independent citizens' bond oversight committee (CBOC). The process begins when the election results are formally declared and certified by the Board of Trustees.

The purpose of the CBOC is to review the annual independent financial and performance audits required by Proposition 39, make physical inspections of the school buildings and grounds, and review cost-saving efforts in building design and use. The Board is required to provide administrative and any necessary technical assistance to the committee, including sufficient resources to publicize the committee's conclusions, all without spending bond funds.

The CBOC's responsibility is to inform the public about the expenditure of bond proceeds. It is important to note that the committee is not granted any powers to determine how bond funds may be spent. The CBOC's meetings are subject to the Brown Act; they must be properly noticed and open to the public. The CBOC must issue a report on its activities at least once a year, and its minutes and reports are a matter of public record. The District must provide a link on the District Web site for posting of the reports.

The CBOC must consist of at least seven members. No District employee, official, vendor, contractor, or consultant may serve on the committee. The law does not state that members must reside in the District. Members serve a term of two years, without compensation, and may serve no more than three consecutive terms.

The committee must include at least the following representatives:

- One member active in a business organization representing the business community located within the district
- One member active in a senior citizens' organization
- One member active in a bona fide taxpayers' organization
- One member who is the parent or guardian of a child enrolled in the district
- One member who is both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or School Site Council
- Two (2) members selected from the public at large

The CBOC is charged with ensuring that bond revenues are only spent for the specific projects listed in the bond measure, and that no funds are used for any teacher or administrator salaries other than specific staff hired to facilitate the bond project, or for other school operating expenses. The committee is also charged with advising the public if these guidelines are not adhered to.

#### Current Considerations

This agenda item seeks approval of Resolution 2018/19 #741 – Resolution of the Board of Trustees of the Lowell Joint School District Establishing a Citizens' Bond Oversight Committee. Approval of the resolution will:

1. Establish the Committee
2. Approve the Committee Procedures – Policies - Guidelines

Though not required by formal approval, staff members are seeking direction from the Board to begin the process of gathering names of persons interested in serving on the CBOC. This will be done by:

- Placing information on the LJSD website and social media
- Contacting individuals who previously expressed an interest in serving on the committee
- Contacting the specific groups listed in the regulations
- Contacting PTA and parent groups
- Communicating to parents/guardians

Interested individuals will be asked to complete an application form, including a simple resume and letter of intent outlining their qualifications and explaining why they want to serve on the committee. Initial recommendations for committee members will be presented for consideration and appointment at the April 1, 2019, Board meeting.

President Shackelford and Members, Board of Trustees  
January 4, 2019  
Page3

Recommendation

It is recommended that Resolution 2018/19 #741 Resolution of the Board of Trustees of the Lowell Joint School District Establishing a Citizens' Bond Oversight Committee be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

JC/me

Attachment

---

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE RECOMMENDED.

**LOWELL JOINT SCHOOL DISTRICT  
RESOLUTION 2018/19 NO. 741**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT UNION SCHOOL DISTRICT  
ESTABLISHING A CITIZENS' BOND OVERSIGHT  
COMMITTEE**

**WHEREAS**, the Board of Trustees (the "Board") of the Lowell Joint School District (the "District") previously adopted a resolution requesting Los Angeles and Orange County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2018; and

**WHEREAS**, notice of the Bond Election was duly given and, on November 6, 2018, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$48,000,000 (the "Bond Measure");

**WHEREAS**, based on the statement of results from the County, more than fifty-five percent of the votes cast on the Bond Measure were in favor of issuing the aforementioned bonds; and

**WHEREAS**, section 15278 of the California Education Code provides that the governing board of a school district shall establish and appoint members to an independent citizens' oversight committee, within 60 days of the date that the governing board enters the election results on its minutes; and

**WHEREAS**, the Board wishes hereby to establish such independent citizens' bond oversight committee in connection with issuance of bonds under the Bond Measure and to approve bylaws (the "Bylaws") therefor; and

NOW, THEREFORE, it is hereby ORDERED and DETERMINED, as follows:

*Section 1. Bond Election Results.* The Board has entered the results of the Bond Election results on its minutes within 60 days of the date of this Resolution.

*Section 2. Authorization.* The Bond Measure was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability for Local School Construction Bonds Act of 2000 (the "Act").

*Section 3. Establishment of Committee.* An independent citizens' bond oversight committee (the "Committee") is hereby established for the purposes set forth in the Act.

*Section 4. Bylaws.* The Committee shall operate pursuant to the Board-approved Bylaws. The Committee shall have only those responsibilities granted to them in the Act and the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

*Section 5. Other Actions.* Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials, and staff are hereby ratified, confirmed and approved.

*Section 6. Effective Date.* This Resolution shall be effective upon adoption by the Board.

**WHEREAS**, the Board wishes to establish policies and procedures to guide the operation of the Committee (the "Procedures"); recommended that Resolution 2018/19 #741 Resolution of the Board of Trustees of the Lowell Joint School District Establishing a Citizens' Bond Oversight Committee be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

**NOW, THEREFORE**, the Board of Trustees of the Lowell Joint Union School District, does hereby find, resolve, determine and order, as follows:

**APPROVED AND ADOPTED** this 4<sup>th</sup> day of February, 2019, 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 4<sup>th</sup> day of February, 2019, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 4<sup>th</sup> day of February 2019.

---

Jim Coombs, Secretary to the Board of Trustees





**LOWELL JOINT SCHOOL DISTRICT  
MEASURE LL CITIZENS' BOND OVERSIGHT COMMITTEE  
Procedures – Policies - Guidelines  
Board Adopted: February 4, 2019**

**INTRODUCTION**

Measure LL was approved by at least 55% of the voters of the Lowell Joint Union School District (the "District") pursuant to the provisions of the Strict Accountability in Local School Construction Bonds Act of 2000, codified at Sections 15264 and following of the Education Code. The Act requires the Board of Trustees of the District (the "Board") to appoint a Citizens' Oversight Committee (the "Committee") after the successful bond election.

Legal authority for formation and duties of the Committee is found in Sections 15264 and 15278 to 15282 of the Education Code. The purpose of these Procedures, Policies and Guidelines is to direct the formation and actions of the Committee by reference to the statutory requirements. Where the statutory direction is insufficiently specific, the Board has furnished missing details. In addition, the Board sets forth below its expectations, suggestions, and desires for the operations of the Committee. (All references below to the provisions of law are to the Education Code of the State of California, unless otherwise specified in context. Board directions, policies, and guidelines are indicated below.

**I. Establishment**

The Board is required to appoint members to an independent citizens' oversight committee as a result of the passage of Measure LL at the election conducted on November 6, 2018. *Educ. Code §15278(a)*.

**II. Purpose**

- A. Statutory Purposes. The Committee is charged by statute with the following purposes:
1. To alert the public to any waste or improper expenditure of school construction bond money. *Educ. Code §15264(c)*.
  2. To inform the public concerning the expenditure of bond revenues. *Educ. Code §15278(b)*.
  3. Ensuring that bond revenues are expended only for the purposes described in the Constitution; that is, for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities. *Calif. Const. art. XIII A, §1(b)(3); Educ. Code §15278(b)(1)*.

4. Ensuring that no funds are used for any teacher or administrative salaries or regular school operating expenses. *Calif. Const. art. XIII A, §1(b)(3)(A); Educ. Code §15278(b)(2).*

B. Role of Committee vis-à-vis Board.

1. As the legally elected representative of the voters, the Board, on the advice of the Superintendent, must make all decisions relating to how bond funds are spent, how bond projects are configured, the cost, priority and timeline for completion of the various bond projects, and all other matters necessary in connection with the District's building program.
2. The Committee will need to refer to the text of Measure LL and the Bond Project List contained therein.

C. Duties of Committee.

1. Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.
2. Review Expenditures. The Committee shall review expenditures reports produced by the District to ensure that (a) bond proceeds were expended only for the purpose set forth in the Measure LL; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses.
3. Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:
  - i. A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1 (b)(3) of the California Constitution; and
  - ii. A summary of the Committee's proceedings and activities for the preceding year.
4. Duties of the Board and/or Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:
  - (a) Approval of contracts,
  - (b) Approval of change orders,
  - (c) Expenditure of bond proceeds,
  - (d) Handling of all legal matters,
  - (e) Approval of project plans and schedules,
  - (f) Approval of all deferred maintenance plans, and
  - (g) Approval of the sale of bonds.
5. Measure LL Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board is responsibility for:
  - a. Projects financed without bond proceeds either through the State of California, developer fees, tax increment revenues, certificates of

- participation, lease/revenue bonds, the District general fund or other sources, which shall be outside the authority of the Committee.
- b. The establishment of priorities and order of construction for the projects to be funded with bond proceeds, which shall be made by the Board in its sole discretion.
  - c. The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the projects funded with bond proceeds which shall be based on criteria established by the Board in its sole discretion.
  - d. The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
  - e. The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee which shall be determined by the Board in its sole discretion and may be the audit firm that audits the District's financial statements.
  - f. The approval of an annual budget for the Committee that is sufficient to carry out its activities which shall be determined by the Board in its sole discretion.
  - g. The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, which shall be based on criteria adopted in the Board's sole discretion as part of carrying out its function under Proposition 39.

### III. Members

- A. Minimum Size. The Committee shall always be comprised of at least 7 members. *Educ. Code §15282(a).*
- B. Required Members. Pursuant to statute, the Board shall appoint to the Committee the following members: *Educ. Code §15282(a).*
  1. One (1) member active in a business organization representing the business community located within the District.
  2. One (1) member active in a senior citizens' organization.
  3. One (1) member active in a bona fide taxpayers' organization.
  4. One (1) member who is the parent or guardian of a child enrolled in the District.
  5. One (1) member who is the parent or guardian of a child enrolled in the District and who is active in a parent-teacher organization, such as the PTA or School Site Council.
  6. Two (2) members selected from the public at large.
- C. Board Procedures for Appointment of Committee.
  1. Appointment.
    - a. Persons interested in serving as members of the Committee shall submit a completed application to the Superintendent by the published deadline. The official application is attached to these procedures-policies-guidelines.

- b. The Board and Superintendent will develop a slate of recommend members from among the qualifying applications for appointment to the committee.
  - c. The slate of names shall be approved as a whole by a majority vote of the Board.
2. Failure to Appoint.
- a. Willful failure to appoint the Committee is grounds for legal action by any taxpayer against the Board. *Educ. Code §15284(a) (4)*.
  - b. The Board will make a good faith effort to appoint the Committee and fill vacancies to ensure that the Committee is fully constituted and functioning. No vacancy, at initial appointment or otherwise, will prevent the Committee from meeting and conducting its business.
  - c. In the event that the Superintendent does not receive acceptable applications from the public to fill all of the positions specified in Section III.B, above, or if at any time there is a vacant position on the Committee, the Superintendent shall cause a notice of the vacancy to be posted in a conspicuous public place (e.g., where regular public notices of the Board are posted), specifying the eligibility requirement for the vacant position and that a written application must be submitted to the Superintendent, and such notice shall remain posted until the vacancy is filled. The Superintendent, at his/her discretion, may advertise the vacant position in a newspaper reasonably expected to be circulated among interested persons, and may contact organizations to request nomination of interested persons to fill the positions that require active membership in such organization.
3. The Board may determine to appoint members of the Committee from time to time, in addition to the seven positions specified in Section III.A, above, and without regard to the membership requirements so specified.
- D. Additional Eligibility Restrictions and Qualification Standards.
- 1. The following persons are not eligible to serve on the Committee: *Educ. Code §15282(b)*.
    - a. Any employee of the District.
    - b. Any official of the District.  
For purposes of this limitation, the Board finds that any elected or appointed member of the Board is an “official of the district” within the meaning of Section 15282(b). The Board finds that no member of any other citizen committee of the District appointed by the Board to serve without pay is an “official of the district” within the meaning of Section 15282(b).
    - c. Any vendor, contractor or consultant of the District.  
The Board finds that no person is a vendor, contractor or consultant of the District prohibited from serving on the Committee within the meaning of Section 15282(b) unless such person, or any company of which such person is an owner or part owner, agrees or has agreed to perform services or furnish goods or supplies to the District under any agreement or contract that has not been fully performed. Prior contractual relationships with the District do not disqualify a person from serving on the Committee.

2. All committee members must be at least 18 years of age.

E. Term.

1. Each of the members specified by statute is appointed for a term of two years. *Educ. Code §15282(a).*
2. No member shall be appointed to more than three consecutive two-year terms. *Educ. Code §15282(a).*  
The Board hereby further establishes the following provisions on the terms of members:
3. Any additional members appointed pursuant to the Board's reserved prerogative under Section III.C.3, above, may be appointed to a term of less than two years, as the Board shall specify, but shall not be appointed to a term any longer than two years.
4. Any additional members appointed pursuant to the Board's reserved prerogative under Section III.C.3 shall serve no more than two consecutive terms.
5. Any member appointed to meet any of the criteria of categories 1 – 5 described in Section III.B, above, shall serve only so long as such member continues to fulfill the requirement of the position to which appointed.
6. Notwithstanding the two-year term required by statute, the term of any member shall terminate upon:
  - a. Death of the member
  - b. Written resignation of the member
  - c. Disability or illness of the member, upon a finding by the Board that the member is unable to effectively continue to serve on the Committee
  - d. The sale or provision of any goods or services to the District, or entry into any contract with the District for such sale or provision, whether or not related to the bond program, such that the member becomes a "vendor, contractor, or consultant" within the meaning of Section III.D.3, above
  - e. The employment, appointment or election of such member to a position with the District, such that the member becomes an "employee of the District" or an "official of the District" within the meaning of Section III.D.1 or 2, respectively
  - f. Failure of the member to participate in the meetings and activities of the Committee, upon a finding by the Board that the member is unable or unlikely to effectively continue to serve on the Committee.

The Board requests that Committee members keep the Board informed regarding the status of other members, so that the Board can take appropriate action to replace or reappoint Committee members in a timely manner.
7. The term of any member appointed to succeed a member whose term has been terminated pursuant to Section III.E.6 shall be two years, or such lesser time as remains in the term of the departing member, as the Board shall determine.

F. Conflicts of Interest. Members of the committee shall abide by the conflict of interest prohibitions provided in Government Code sections 1090 and 1125, *et seq.*

G. Authority of Members. (a) Committee members shall not have the authority to direct staff of the District, (b) individual members of the Committee retain the right to address the

Board, either on behalf of the Committee or as an individual, and (c) the Committee may only request copies of reports and documents which have been previously presented to the Board and which are a public record.

H. Compensation. Members serve without compensation. Educ. Code §15282(a).

#### IV. **Authorized Activities**

In furtherance of its purposes, the Committee is authorized by statute to engage in the following activities: *Educ. Code §15278(c) and 15286.*

- A. Receiving and reviewing copies of the annual, independent performance audit required by the Constitution.
- B. Receiving and reviewing copies of the annual, independent financial audit required by the Constitution. Consistent with the provisions contained in subparagraphs (C) and (D) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, the required annual, independent financial and performance audits for the preceding fiscal year shall be submitted to the Committee at the same time they are submitted to the District, but no later than March 31 of each year. These audits shall be conducted in accordance with the Government Auditing Standards issued by the Comptroller General of the United States for financial and performance audits.
- C. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.
- D. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the District.
- E. Reviewing efforts by the District to maximize bond revenues through cost-saving measures.

#### V. **Meetings**

- A. Initial Organization; Officers. In order that the Committee serve effectively and fulfill the purposes for which it is established, the Board recommends to the Committee that the Committee shall organize and conduct meetings as follows:
  - 1. Initial Meeting. At the initial meeting of the Committee, the Superintendent or a person designated by the Superintendent should open the meeting and facilitate the selection by the Committee members of a presiding officer. Thereafter, selection of a presiding officer and any other officers of the Committee should be by whatever means the Committee determines.
  - 2. Chair. The Committee should designate a member as presiding officer or chair to preside over meetings of the Committee.
  - 3. Vice Chair. The Committee should designate a member as Vice Chair to assume the duties of the Chair in the Chair's absence.
  - 4. Representative. The Committee should designate a member or members to represent the Committee at public meetings of the Board and make reports thereto on a regular basis as the Committee shall determine or as the Board may request.
  - 5. Secretary. The Committee should designate a member as secretary to keep accurate minutes of the Committee's meetings and actions, in order to fulfill the legal requirement that such minutes and documents and reports be entered into the public record.
- B. Reports & Meetings.

1. Reports. The Committee shall issue regular reports on the results of its activities. A report shall be issued at least once a year, but no more frequently than quarterly unless the Committee determines there is a need or at the requested of the Board. Educ. Code §15280(b).
2. Annual Meeting of the Committee. The Committee is required to conduct at least one annual meeting, the purpose of which is to receive the reports and documents required to be provided to the Committee by the Board, and to approve a report of the Committee. Educ. Code §15280(b), 15278(c).
3. All meetings shall be held within the boundaries of the Lowell Joint School District.
4. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.
5. Other Meetings of the Committee. The Board recommends that the Committee meet as often as necessary in order to effectively perform its duties.
6. The Board will reserve a place on the regular Board agenda for address by a representative of the Committee. The Committee is not expected or required to make a report at each regular Board meeting.

C. Notice of Meetings; Minutes.

1. The Committee's meetings are governed by the Ralph M. Brown Act, commencing at Section 54950 of the Government Code. Educ. Code §15280(b).
  - a. All Committee proceedings shall be open to the public.
  - b. Notice to the public of any meeting of the Committee shall be provided in the same manner as the proceedings of the Board.
2. Minutes of the proceedings of the Committee and all documents received and reports issued by the Committee are a matter of public record. Educ. Code §15280(b).
3. The District shall maintain and make available to the Committee an Internet website for publication of proceedings of the Committee. Educ. Code §15280(b).
4. All documents received and reports issued by the Committee shall be made available to the public on the website. Educ. Code §15280(b).  
 In order to publicize and make available the Committee's proceedings, the Committee Secretary shall provide to the Superintendent any documents received by, and reports issued by, the Committee, in whatever form received or issued, and minutes of the meetings of the Committee or any subcommittees created by the Committee.  
 District staff members will assist the Committee in publicizing its meetings, in complying with the requirements of the Brown Act, and in posting documents and reports on the website maintained by the District for the Committee. District staff will assist the Committee in these and the other activities of the Committee as provided in Section IV.D, below.

D. Technical Assistance.

1. The Board is required to provide the Committee with any necessary technical assistance and shall provide administrative assistance to the Committee in furtherance of its purpose. Educ. Code §15280(a).
2. The Board is required to provide sufficient resources to publicize the conclusions of the Committee. Educ. Code §15280(a).
3. No bond funds shall be expended on any activities or technical assistance provided to the Committee. Educ. Code §15280(a).  
The Board will not treat this prohibition against expending bond funds to provide technical assistance to the Committee to include the preparation and photocopying for the members of the Committee copies of the annual independent performance audit and the annual independent financial audit of the bond program required by the Constitution.
4. In order to provide support, a staff representative will attend each meeting of the Committee. At the Committee's request, the Board will endeavor to provide the materials, meeting space, and staff consultation as the Committee shall require, specifically taking into account whether the request involves a reasonable expenditure of District general funds. The Board does not expect to purchase specialized software or hardware, commit additional staff time, or engage consultants to develop information for, prepare reports for, or attend meetings of, the Committee beyond what is required by statute and what is prepared for the Board.

**VI. Ethics**

- A. Committee members accept and commit to abide with the Lowell Joint School District Citizen's Bond Oversight Committee Ethics Statement (attached).
- B. Committee members accept and commit to abide with the Lowell Joint School District Core Values (attached)





# LOWELL JOINT SCHOOL DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE



## ETHICS STATEMENT

The Lowell Joint School District Board of Education has adopted a Mission Statement and set of Moral and Civic Core Values (provided below). In alignment with this Mission Statement and Moral/Civic Values this Ethics Policy Statement provides general guidelines for members of the Citizens' Bond Oversight Committee (the "Committee") established by the Lowell Joint School District (the "District") in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

### POLICY

- CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the District;
- COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.
- COMMITMENT TO DISTRICT MISSION AND CORE VALUES. A Committee member shall be committed to uphold the Lowell Joint School District Mission and Core Moral/Civic Values.



# LOWELL JOINT SCHOOL DISTRICT

A Tradition of Excellence Since 1906

*"Home of Scholars and Champions"*

## *Core Values*

**"...the philosophy of the school room in one generation will be the philosophy of government in the next." Abraham Lincoln**  
**"...the education of one generation develops the leaders and government of the next generation..." Mrs. Janet B. Averill**

**Moral and Civic Values:** The Board of Trustees of the Lowell Joint School District subscribes to the belief that public education must foster in students an understanding of the moral values and civic responsibilities that form the foundation of our American Heritage and Society. It is important that all school personnel promote in students the acceptance of commonly held Core Values of right and wrong, concern for the welfare of others, and respect for democratic practices. On **September 11, 2017**, the Board of Trustees endorsed the following list of moral and civic values and the accompanying definitions which are stated as behaviors exemplified by students and staff living up to these values.

### EXCELLENCE

*Exhibits patience and hard work in achieving goals; works, learns, and pursues constructive goals, even in the face of adversity.*

### PERSONAL INTEGRITY

Exhibits sound moral principles, virtues, and good character demonstrating honesty and trustworthiness in the community.

### SOCIAL RESPONSIBILITY & RESPECT

Treats others justly, fairly, and with dignity; shows high regard for others and treating them as they would like to be treated. Affirms the worth of self, others, property, and the environment through attitudes and actions. Accepts the necessity of being accountable and the consequences of individual actions, reactions, and decisions; honors commitments; demonstrates an active commitment to the welfare of self and others.

### RESPECT FOR NATIONAL HERITAGE

Exhibits a value of and commitment to our American National Heritage and the public good; works for the community and cooperates with others; respects and participates in the democratic process; observes all laws and rules; and resolves conflicts peacefully.

### FAMILY - TEAMWORK

Works well together combining individual talents and strengths, supporting each other, and then working cooperatively to achieve mutual objectives. Demonstrates caring, concern, and sensitivity; exhibits tolerance; treats others politely, mercifully, and with respect and dignity; and renders service when needed.

### TRADITIONAL VALUES

Tells truth; does not cheat, intentionally mislead, or steal; possesses the courage to behave and conduct interactions with integrity; exhibits consistency between words and actions; behaves in a fair and straightforward manner; and conscientiously pursues and scrutinizes evidence that supports the truth.

### *Mission Statement*

The Lowell Joint School District is committed to providing a strong academic program of 21<sup>st</sup> Century Skills with a well-rounded program of diverse and innovative subject offerings. All District Schools emphasize the importance of education, the family, and traditional values. We stress the value of personal integrity, social responsibility, and a respect for our national heritage. The Lowell Joint School District envisions a culture where technology empowers all members of the school community to achieve success and expand learning beyond the walls of the classroom. All stakeholders will utilize technology to become highly competent in a technological world through continuous improvement in academics, career, and life.



Tradition of Excellence Since 1906  
"Home of Scholars and Champions"



## LOWELL JOINT SCHOOL DISTRICT APPLICATION FOR THE BOND OVERSIGHT COMMITTEE

The Board of Trustees of the Lowell Joint School District is seeking qualified, interested individuals to serve on the Citizen's Bond Oversight Committee (CBOC) for the implementation of the District's Measure LL school facilities bond program. The CBOC is being established as a result of at least 55% of voters in the Lowell Joint School District voting in favor of Measure LL at the November 6, 2018 election.

### **Establishment of a Bond Oversight Committee and Purpose**

After a bond authorized under Proposition 39 is passed, state law requires that the Lowell Joint School District Board of Trustees appoint a Citizen's Bond Oversight Committee to work with the District. The Committee purposes are:

- Ensure Measure LL funds are spent only on projects listed in Measure LL, and that no funds are used for any other purpose, including teacher and administrator salaries and other school operating expenses.
- Receive and review copies of the annual financial and performance audits with respect to the bond projects as required by state law.
- Provide information to the public concerning the expenditure of bond funds.

### **Committee Responsibilities and Membership**

In accordance with Education Code Section 15278(b), the Citizen's Bond Oversight Committee shall:

- Inform the public concerning the District's expenditure of Measure LL bond proceeds;
- Review expenditure reports produced by the District to ensure that Measure LL bond proceeds were expended only for the purposes set forth in Measure LL; and
- Present to the Board of Trustees in public session, an annual written report outlining their activities and conclusions regarding the expenditure of Measure LL bond proceeds.

The Bylaws which govern the Citizen's Bond Oversight Committee are attached to this Application.

### **Committee Members and Term**

Proposition 39 provides that the Citizens' Bond Oversight Committee member's appointment is made by the Board of Trustees and shall have at least seven (7) members who shall serve a two (2) year term and up to two (2) additional terms of two (2) years each. All appointees, regardless of the original term of appointment, are limited to a second term not to exceed two years.

### **Would You be Interested in Serving?**

If you wish to serve on this important committee, please review the committee bylaws for more information about the committee's role and responsibilities and complete the attached application. Applications are available for pick-up at the Lowell Joint School District Office located at 11019 Valley Home Ave, Whittier, CA, 90603. The reception desk is open Monday through Friday from 8:00 a.m. – 4 p.m. Applications are also available on the Lowell Joint School District website homepage; [www.ljsd.org](http://www.ljsd.org) . If you have any questions, please call Mr. Jim Coombs at 562-902-4203 or e-mail at [jcoombs@ljsd.org](mailto:jcoombs@ljsd.org) or MJ Evanoff at [mevanoff@ljsd.org](mailto:mevanoff@ljsd.org) .

**ALL APPLICATIONS ARE DUE BY CLOSE OF BUSINESS February 22, 2019.**

**COMMITTEE MEMBERSHIP DESIGNATION – Application due to the Lowell Joint School District Office by close of business February 22, 2019.**

State law requires that representatives of designated special interest organizations, if any, fill certain positions on the Citizens' Bond Oversight Committee for Measure LL. Please indicate the Committee designation(s) for which you are qualified:

- Active Member of a Business Organization; Company Name: \_\_\_\_\_  
(e.g. Chamber of Commerce)
- Active Member of Senior Citizen Group; Group Name: \_\_\_\_\_
- Active Member of Taxpayer Organization; Organization Name: \_\_\_\_\_
- At-Large Member of the Public: \_\_\_\_\_
- Parent with Child(ren) Currently Enrolled in District; School(s): \_\_\_\_\_
- Active Parent Member of a District Support Organization; Org. Name: \_\_\_\_\_  
(e.g. District advisory council, PTA, etc. with Child (ren) Currently Enrolled in District)
- At-Large Member of the Public: \_\_\_\_\_

**General Information**

Applicant Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Employer Information**

Name: of Applicant's Employer: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Employer Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Educational Background** *(Response Optional)*

(e.g. college and/or university, degree/major, vocational and/or other training, certificates, technical training, etc.)

**Additional Information** *(Response Required)*

Are you now or have you ever been employed by the District? (Yes/No)? \_\_\_\_\_  
If yes, please position(s) and year(s): \_\_\_\_\_

Describe your community service background including participation and membership in local civic organizations. *(You may attach an additional page or resume.)*

Describe your professional skills and training in finance, facilities, and/or construction or other relevant experience, including participation in professional organizations. (You may attach an additional page or resume.)

**Please Answer the Following Questions:**

1. How long have you been a resident within the boundaries of the District? \_\_\_\_\_
2. Have you or your child(ren) ever attended District schools? (Yes/No)? \_\_\_\_\_

If yes list schools: \_\_\_\_\_

3. Do you have or have you had any other relatives or close friends who have attended District schools? (Yes/No)? \_\_\_\_\_

Comments: \_\_\_\_\_

4. Do you know of any reason, such as a potential conflict of interest (real estate, business, litigation, etc.), which would adversely affect your ability to impartially serve on the Citizens' Oversight Committee (Yes/No)? \_\_\_\_\_

Comments: \_\_\_\_\_

5. Are you an employee of the District (Yes/No)? \_\_\_\_\_

6. Are you a vendor, contractor, or consultant in District (Yes/No)? \_\_\_\_\_

7. Are you willing to comply with the LJSD Mission, Core Values and Citizen Bond Oversight Bylaws and Bond Code of Ethics (Yes/No)? \_\_\_\_\_

8. Explain why you would like to be appointed to this committee.

9. The committee normally meets three (3) times a year, what days and times are you available?

**Certification of Applicant**

I certify that answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application due to the Lowell Joint School District Office by close of business February 22, 2019**

**Completed applications** must be received by:  
Superintendent, Lowell Joint School District,  
11019 Valley Home Ave, Whittier, Ca 90603

For more information or if you have any questions, please contact the Superintendent's Office at the District at (562) 562-902-4203 or e-mail [jcoombs@ljsd.org](mailto:jcoombs@ljsd.org).

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Revision of 2018/19 Certificated, Classified and Unrepresented Salary Schedules Effective March 1, 2019, and AB1200 Report ACTION

The District implemented a new transportation service with the 2018/19 school year. The total savings would not be clear until receipt of several months of invoices. Invoices through November 2018, were received and the savings allows for the District to increase all salary schedules by .5%.

It is recommended that the Revision of 2018/19 Certificated, Classified and Unrepresented Salary Schedules Effective March 1, 2019, and AB1200 Report be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

Los Angeles County Office of Education  
Business Advisory Services

**PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT**  
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District: Lowell Joint School District  
 Name of Bargaining Unit: LJEA  
 Certificated, Classified, Other: Certificated

The proposed agreement covers the period beginning: March 1, 2019 and ending: June 30, 2019  
 (date) (date)

The Governing Board will act upon this agreement on: February 4, 2019  
 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

**A. Proposed Change in Compensation**

Bargaining Unit Compensation  All Funds - Combined	Annual Cost Prior to Proposed Settlement	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		2018-19	2019-20	2020-21
1. <b>Salary Schedule</b> Including Step and Column	\$ 11,719,800	\$ 17,580	\$ 58,599	\$ 58,599
		0.15%	0.50%	0.50%
2. <b>Other Compensation</b> Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -			
<b>Description of Other Compensation</b>				
3. <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.</b>	\$ 2,273,739	\$ 3,411	\$ 11,369	\$ 11,369
		0.15%	0.50%	0.50%
4. <b>Health/Welfare Plans</b>	\$ 2,291,185			
		0.00%	0.00%	0.00%
5. <b>Total Bargaining Unit Compensation</b> Add Items 1 through 4 to equal 5	\$ 16,284,724	\$ 20,990	\$ 69,968	\$ 69,968
		0.13%	0.43%	0.43%
6. <b>Total Number of Bargaining Unit Employees (Use FTEs if appropriate)</b>	136.10			
7. <b>Total Compensation <u>Average</u> Cost per Bargaining Unit Employee</b>	\$ 119,653	\$ 154	\$ 514	\$ 514
		0.13%	0.43%	0.43%

Lowell Joints School District

LJEA

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

This was not negotiated. This was given by the Board due to savings generated from a new transportation program implemented in 2018/19. The board is approving a 0.5% ongoing salary increase effective 3/1/2019.

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

no

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

n/a

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits?

Yes  No

If yes, please describe the cap amount.

n/a

**B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

n/a

**C. What are the specific impacts (positive or negative) 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.)

Improved staff morale.



Lowell Joins School District

LJEA

**D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?**

n/a

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

n/a

**F. Source of Funding for Proposed Agreement:**

1. Current Year

Savings from a new transportation program.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

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.)

n/a

Los Angeles County Office of Education  
Business Advisory Services

**PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT**  
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District: Lowell Joint School District  
 Name of Bargaining Unit: CSEA  
 Certificated, Classified, Other: Classified

The proposed agreement covers the period beginning: March 1, 2019 and ending: June 30, 2019  
 (date) (date)

The Governing Board will act upon this agreement on: February 4, 2019  
 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

**A. Proposed Change in Compensation**

Bargaining Unit Compensation  All Funds - Combined	Annual Cost Prior to Proposed Settlement	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		2018-19	2019-20	2020-21
1. <b>Salary Schedule</b> Including Step and Column	\$ 3,139,500	\$ 4,709	\$ 15,698	\$ 15,698
		0.15%	0.50%	0.50%
2. <b>Other Compensation</b> Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -			
<b>Description of Other Compensation</b>				
3. <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.</b>	\$ 785,055	\$ 1,178	\$ 3,925	\$ 3,925
		0.15%	0.50%	0.50%
4. <b>Health/Welfare Plans</b>	\$ 666,632			
		0.00%	0.00%	0.00%
5. <b>Total Bargaining Unit Compensation</b> Add Items 1 through 4 to equal 5	\$ 4,591,187	\$ 5,887	\$ 19,623	\$ 19,623
		0.13%	0.43%	0.43%
6. <b>Total Number of Bargaining Unit Employees</b> (Use FTEs if appropriate)				
7. <b>Total Compensation Average Cost per Bargaining Unit Employee</b>	\$ -	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%

Lowell Joints School District

CSEA

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

This was not negotiated. This was given by the Board due to savings generated from a new transportation program implemented in 2018/19. The board is approving a 0.5% ongoing salary increase effective 3/1/2019.

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

no

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

n/a

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits?

Yes  No

If yes, please describe the cap amount.

n/a

**B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

n/a

**C. What are the specific impacts (positive or negative) 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.)

Improved staff morale.

**D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?**

n/a

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

n/a

**F. Source of Funding for Proposed Agreement:**

1. Current Year

Savings from a new transportation program.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

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.)

n/a

## Lowell Joints School District

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

## Unrestricted General Fund

Bargaining Unit:

LJEA

Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of 10/31/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
<b>REVENUES</b>					
LCFF Revenue	8010-8099	\$ 26,542,048		\$ -	\$ 26,542,048
Federal Revenue	8100-8299	\$ 25,000		\$ -	\$ 25,000
Other State Revenue	8300-8599	\$ 1,102,132		\$ -	\$ 1,102,132
Other Local Revenue	8600-8799	\$ 135,901		\$ -	\$ 135,901
<b>TOTAL REVENUES</b>		\$ 27,805,081		\$ -	\$ 27,805,081
<b>EXPENDITURES</b>					
Certificated Salaries	1000-1999	\$ 12,350,056	\$ 17,580	\$ 4,239	\$ 12,371,875
Classified Salaries	2000-2999	\$ 3,221,252	\$ 4,709		\$ 3,225,961
Employee Benefits	3000-3999	\$ 6,485,188	\$ 4,589	\$ 896	\$ 6,490,673
Books and Supplies	4000-4999	\$ 1,067,607		\$ -	\$ 1,067,607
Services and Other Operating Expenditures	5000-5999	\$ 2,040,548		\$ -	\$ 2,040,548
Capital Outlay	6000-6999	\$ 60,000		\$ -	\$ 60,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	\$ 102,893		\$ -	\$ 102,893
Transfers of Indirect Costs	7300-7399	\$ (57,518)		\$ -	\$ (57,518)
<b>TOTAL EXPENDITURES</b>		\$ 25,270,026	\$ 26,878	\$ 5,135	\$ 25,302,039
<b>OTHER FINANCING SOURCES/USES</b>					
Transfers In and Other Sources	8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ 535,117	\$ -	\$ -	\$ 535,117
Contributions	8980-8999	\$ (1,908,326)	\$ -	\$ -	\$ (1,908,326)
<b>OPERATING SURPLUS (DEFICIT)*</b>		\$ 91,612	\$ (26,878)	\$ (5,135)	\$ 59,599
<b>BEGINNING FUND BALANCE</b>					
	9791	\$ 5,797,884			\$ 5,797,884
Audit Adjustments/Other Restatements	9793/9795				\$ -
<b>ENDING FUND BALANCE</b>		\$ 5,889,496	\$ (26,878)	\$ (5,135)	\$ 5,857,483
<b>COMPONENTS OF ENDING FUND BALANCE:</b>					
Nonspendable	9711-9719	\$ 10,000	\$ -	\$ -	\$ 10,000
Restricted	9740				
Committed	9750-9760		\$ -	\$ -	\$ -
Assigned	9780	\$ 1,483,000	\$ -	\$ -	\$ 1,483,000
Reserve for Economic Uncertainties	9789	\$ 1,569,601	\$ -	\$ -	\$ 1,569,601
Unassigned/Unappropriated Amount	9790	\$ 2,826,895	\$ (26,878)	\$ (5,135)	\$ 2,794,882

\*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

## Lowell Joins School District

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

## Restricted General Fund

Bargaining Unit:

LJEA

Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of 10/31/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
<b>REVENUES</b>					
LCFF Revenue	8010-8099	\$ -		\$ -	\$ -
Federal Revenue	8100-8299	\$ 1,371,326		\$ -	\$ 1,371,326
Other State Revenue	8300-8599	\$ 641,395		\$ -	\$ 641,395
Other Local Revenue	8600-8799	\$ 1,986,987		\$ -	\$ 1,986,987
<b>TOTAL REVENUES</b>		\$ 3,999,708		\$ -	\$ 3,999,708
<b>EXPENDITURES</b>					
Certificated Salaries	1000-1999	\$ 2,259,299	\$ -	\$ -	\$ 2,259,299
Classified Salaries	2000-2999	\$ 1,161,618	\$ -	\$ -	\$ 1,161,618
Employee Benefits	3000-3999	\$ 1,138,859	\$ -	\$ -	\$ 1,138,859
Books and Supplies	4000-4999	\$ 662,359		\$ -	\$ 662,359
Services and Other Operating Expenditures	5000-5999	\$ 453,708		\$ -	\$ 453,708
Capital Outlay	6000-6999	\$ -		\$ -	\$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	\$ 429,028		\$ -	\$ 429,028
Transfers of Indirect Costs	7300-7399	\$ 17,120		\$ -	\$ 17,120
<b>TOTAL EXPENDITURES</b>		\$ 6,121,991	\$ -	\$ -	\$ 6,121,991
<b>OTHER FINANCING SOURCES/USES</b>					
Transfers In and Other Sources	8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ -	\$ -	\$ -	\$ -
Contributions	8980-8999	\$ 1,908,326	\$ -	\$ -	\$ 1,908,326
<b>OPERATING SURPLUS (DEFICIT)*</b>		\$ (213,957)	\$ -	\$ -	\$ (213,957)
<b>BEGINNING FUND BALANCE</b>					
	9791	\$ 213,957			\$ 213,957
Audit Adjustments/Other Restatements	9793/9795	\$ -			\$ -
<b>ENDING FUND BALANCE</b>		\$ -	\$ -	\$ -	\$ -
<b>COMPONENTS OF ENDING FUND BALANCE:</b>					
Nonspendable	9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted	9740	\$ -	\$ -	\$ -	\$ -
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount	9790	\$ -	\$ -	\$ -	\$ -

\*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

## Lowell Joins School District

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

## Combined General Fund

Bargaining Unit:

LJEA

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
<b>REVENUES</b>				
LCFF Revenue 8010-8099	\$ 26,542,048		\$ -	\$ 26,542,048
Federal Revenue 8100-8299	\$ 1,396,326		\$ -	\$ 1,396,326
Other State Revenue 8300-8599	\$ 1,743,527		\$ -	\$ 1,743,527
Other Local Revenue 8600-8799	\$ 2,122,888		\$ -	\$ 2,122,888
<b>TOTAL REVENUES</b>	\$ 31,804,789		\$ -	\$ 31,804,789
<b>EXPENDITURES</b>				
Certificated Salaries 1000-1999	\$ 14,609,355	\$ 17,580	\$ 4,239	\$ 14,631,174
Classified Salaries 2000-2999	\$ 4,382,870	\$ 4,709	\$ -	\$ 4,387,579
Employee Benefits 3000-3999	\$ 7,624,047	\$ 4,589	\$ 896	\$ 7,629,532
Books and Supplies 4000-4999	\$ 1,729,966		\$ -	\$ 1,729,966
Services and Other Operating Expenditures 5000-5999	\$ 2,494,256		\$ -	\$ 2,494,256
Capital Outlay 6000-6999	\$ 60,000		\$ -	\$ 60,000
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ 531,921		\$ -	\$ 531,921
Transfers of Indirect Costs 7300-7399	\$ (40,398)		\$ -	\$ (40,398)
<b>TOTAL EXPENDITURES</b>	\$ 31,392,017	\$ 26,878	\$ 5,135	\$ 31,424,030
<b>OTHER FINANCING SOURCES/USES</b>				
Transfer In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 535,117	\$ -	\$ -	\$ 535,117
Contributions 8980-8999	\$ -	\$ -	\$ -	\$ -
<b>OPERATING SURPLUS (DEFICIT)*</b>	\$ (122,345)	\$ (26,878)	\$ (5,135)	\$ (154,358)
<b>BEGINNING FUND BALANCE</b>				
9791	\$ 6,011,841			\$ 6,011,841
Audit Adjustments/Other Restatements 9793/9795	\$ -			\$ -
<b>ENDING FUND BALANCE</b>	\$ 5,889,496	\$ (26,878)	\$ (5,135)	\$ 5,857,483
<b>COMPONENTS OF ENDING FUND</b>				
Nonspendable 9711-9719	\$ 10,000	\$ -	\$ -	\$ 10,000
Restricted 9740	\$ -	\$ -	\$ -	\$ -
Committed 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned 9780	\$ 1,483,000	\$ -	\$ -	\$ 1,483,000
Reserve for Economic Uncertainties 9789	\$ 1,569,601	\$ -	\$ -	\$ 1,569,601
Unassigned/Unappropriated Amount 9790	\$ 2,826,895	\$ (26,878)	\$ (5,135)	\$ 2,794,882

\*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Lowell Joins School District

LJEA

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ 5,135	Management receives same salary increase (0.5% eff 3/1/19)
Other Financing Sources/Uses	\$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

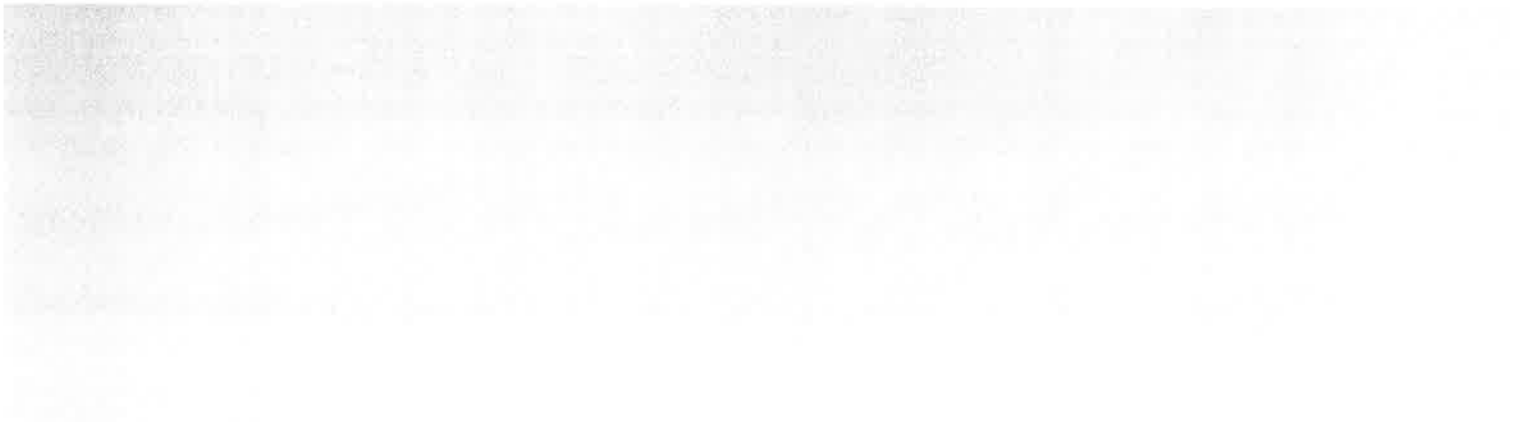
Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:





## Lowell Joints School District

## H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

## Unrestricted General Fund MYP

Bargaining Unit:

LJEA

Object Code	2018-19	2019-20	2020-21
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
LCFF Revenue 8010-8099	\$ 26,542,048	\$ 27,257,048	\$ 27,975,048
Federal Revenue 8100-8299	\$ 25,000	\$ 25,000	\$ 25,000
Other State Revenue 8300-8599	\$ 1,102,132	\$ 572,132	\$ 572,132
Other Local Revenue 8600-8799	\$ 135,901	\$ 135,901	\$ 135,901
<b>TOTAL REVENUES</b>	<b>\$ 27,805,081</b>	<b>\$ 27,990,081</b>	<b>\$ 28,708,081</b>
<b>EXPENDITURES</b>			
Certificated Salaries 1000-1999	\$ 12,371,875	\$ 12,550,655	\$ 12,717,655
Classified Salaries 2000-2999	\$ 3,225,961	\$ 3,246,950	\$ 3,380,950
Employee Benefits 3000-3999	\$ 6,490,673	\$ 7,106,469	\$ 7,590,469
Books and Supplies 4000-4999	\$ 1,067,607	\$ 580,607	\$ 580,607
Services and Other Operating Expenditures 5000-5999	\$ 2,040,548	\$ 2,175,548	\$ 2,480,548
Capital Outlay 6000-6999	\$ 60,000	\$ 60,000	\$ 60,000
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ 102,893	\$ 102,893	\$ 102,893
Transfers of Indirect Costs 7300-7399	\$ (57,518)	\$ (61,440)	\$ (61,440)
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,302,039</b>	<b>\$ 25,761,682</b>	<b>\$ 26,851,682</b>
<b>OTHER FINANCING SOURCES/USES</b>			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 535,117	\$ 10,000	\$ 10,000
Contributions 8980-8999	\$ (1,908,326)	\$ (1,863,326)	\$ (1,817,326)
<b>OPERATING SURPLUS (DEFICIT)*</b>	<b>\$ 59,599</b>	<b>\$ 355,073</b>	<b>\$ 29,073</b>
<b>BEGINNING FUND BALANCE</b>			
9791	\$ 5,797,884	\$ 5,857,483	\$ 6,212,556
Audit Adjustments/Other Restatements 9793/9795	\$ -		
<b>ENDING FUND BALANCE</b>	<b>\$ 5,857,483</b>	<b>\$ 6,212,556</b>	<b>\$ 6,241,629</b>
<b>COMPONENTS OF ENDING FUND BALANCE:</b>			
Nonspendable 9711-9719	\$ 10,000	\$ 10,000	\$ 10,000
Restricted 9740			
Committed 9750-9760	\$ -	\$ -	\$ -
Assigned 9780	\$ 1,483,000	\$ 1,483,000	\$ 1,483,000
Reserve for Economic Uncertainties 9789	\$ 1,569,601	\$ 1,578,000	\$ 1,633,000
Unassigned/Unappropriated Amount 9790	\$ 2,794,882	\$ 3,141,556	\$ 3,115,629

\*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

## Lowell Joints School District

## H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

## Restricted General Fund MYP

Bargaining Unit:

LJEA

Object Code	2018-19	2019-20	2020-21
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
LCFF Revenue 8010-8099	\$ -	\$ -	\$ -
Federal Revenue 8100-8299	\$ 1,371,326	\$ 1,371,326	\$ 1,371,326
Other State Revenue 8300-8599	\$ 641,395	\$ 641,395	\$ 641,395
Other Local Revenue 8600-8799	\$ 1,986,987	\$ 2,031,987	\$ 2,031,987
<b>TOTAL REVENUES</b>	\$ 3,999,708	\$ 4,044,708	\$ 4,044,708
<b>EXPENDITURES</b>			
Certificated Salaries 1000-1999	\$ 2,259,299	\$ 2,259,299	\$ 2,259,299
Classified Salaries 2000-2999	\$ 1,161,618	\$ 1,161,618	\$ 1,161,618
Employee Benefits 3000-3999	\$ 1,138,859	\$ 1,138,859	\$ 1,138,859
Books and Supplies 4000-4999	\$ 662,359	\$ 448,402	\$ 448,402
Services and Other Operating Expenditures 5000-5999	\$ 453,708	\$ 453,708	\$ 453,708
Capital Outlay 6000-6999	\$ -	\$ -	\$ -
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ 429,028	\$ 429,028	\$ 429,028
Transfers of Indirect Costs 7300-7399	\$ 17,120	\$ 17,120	\$ 17,120
Other Adjustments	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 6,121,991	\$ 5,908,034	\$ 5,908,034
<b>OTHER FINANCING SOURCES/USES</b>			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ 1,908,326	\$ 1,863,326	\$ 1,863,326
<b>OPERATING SURPLUS (DEFICIT)*</b>	\$ (213,957)	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>			
9791	\$ 213,957	\$ -	\$ -
Audit Adjustments/Other Restatements 9793/9795	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -
<b>COMPONENTS OF ENDING FUND BALANCE:</b>			
Nonspendable 9711-9719	\$ -	\$ -	\$ -
Restricted 9740	\$ -	\$ -	\$ -
Committed 9750-9760	\$ -	\$ -	\$ -
Assigned 9780	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -

\*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

## Lowell Joints School District

## H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

## Combined General Fund MYP

Bargaining Unit:

LJEA

Object Code	2018-19	2019-20	2020-21
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
LCFF Revenue 8010-8099	\$ 26,542,048	\$ 27,257,048	\$ 27,975,048
Federal Revenue 8100-8299	\$ 1,396,326	\$ 1,396,326	\$ 1,396,326
Other State Revenue 8300-8599	\$ 1,743,527	\$ 1,213,527	\$ 1,213,527
Other Local Revenue 8600-8799	\$ 2,122,888	\$ 2,167,888	\$ 2,167,888
<b>TOTAL REVENUES</b>	\$ 31,804,789	\$ 32,034,789	\$ 32,752,789
<b>EXPENDITURES</b>			
Certificated Salaries 1000-1999	\$ 14,631,174	\$ 14,809,954	\$ 14,976,954
Classified Salaries 2000-2999	\$ 4,387,579	\$ 4,408,568	\$ 4,542,568
Employee Benefits 3000-3999	\$ 7,629,532	\$ 8,245,328	\$ 8,729,328
Books and Supplies 4000-4999	\$ 1,729,966	\$ 1,029,009	\$ 1,029,009
Services and Other Operating Expenditures 5000-5999	\$ 2,494,256	\$ 2,629,256	\$ 2,934,256
Capital Outlay 6000-6999	\$ 60,000	\$ 60,000	\$ 60,000
Other Outgo (excuding Indirect Costs) 7100-7299 7400-7499	\$ 531,921	\$ 531,921	\$ 531,921
Transfers of Indirect Costs 7300-7399	\$ (40,398)	\$ (44,320)	\$ (44,320)
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 31,424,030	\$ 31,669,716	\$ 32,759,716
<b>OTHER FINANCING SOURCES/USES</b>			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 535,117	\$ 10,000	\$ 10,000
Contributions 8980-8999	\$ -	\$ -	\$ 46,000
<b>OPERATING SURPLUS (DEFICIT)*</b>	\$ (154,358)	\$ 355,073	\$ 29,073
<b>BEGINNING FUND BALANCE</b>			
9791	\$ 6,011,841	\$ 5,857,483	\$ 6,212,556
Audit Adjustments/Other Restatements 9793/9795	\$ -		
<b>ENDING FUND BALANCE</b>	\$ 5,857,483	\$ 6,212,556	\$ 6,241,629
<b>COMPONENTS OF ENDING FUND BALANCE:</b>			
Nonspendable 9711-9719	\$ 10,000	\$ 10,000	\$ 10,000
Restricted 9740	\$ -	\$ -	\$ -
Committed 9750-9760	\$ -	\$ -	\$ -
Assigned 9780	\$ 1,483,000	\$ 1,483,000	\$ 1,483,000
Reserve for Economic Uncertainties 9789	\$ 1,569,601	\$ 1,578,000	\$ 1,633,000
Unassigned/Unappropriated Amount 9790	\$ 2,794,882	\$ 3,141,556	\$ 3,115,629

\*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

**I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES**

1. State Reserve Standard

		2018-19	2019-20	2020-21
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 31,959,147	\$ 31,679,716	\$ 32,769,716
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 31,959,147	\$ 31,679,716	\$ 32,769,716
d.	State Standard Minimum Reserve Percentage for this District <b>Enter percentage</b> →	3.00%	3.00%	3.00%
e.	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)	\$ 958,774	\$ 950,391	\$ 983,091

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

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ 1,569,601	\$ 1,578,000	\$ 1,633,000
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 2,794,882	\$ 3,141,556	\$ 3,115,629
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 4,364,483	\$ 4,719,556	\$ 4,748,629
f.	Reserve for Economic Uncertainties Percentage	13.66%	14.90%	14.49%

3. Do unrestricted reserves meet the state minimum reserve amount?

2018-19	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2019-20	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2020-21	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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

5. Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	\$ 20,990
General Fund balance Increase/(Decrease), Page 4c, Column 2	\$ (26,878)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	\$ -
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	\$ -
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4g, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4h, Column 2	\$ -
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	\$ (26,878)
<b>Variance</b>	<b>\$ (5,888)</b>

**Variance Explanation:**

Difference is identified on CSEA ab 1200 pages 1-3 (simultaneous settlement)

6. Will this agreement create or increase deficit financing in the current or subsequent years?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	\$ (122,345)	(0.4%)	Carryover expenditures
Current FY Surplus/(Deficit) after settlement(s)?	\$ (154,358)	(0.5%)	Carryover expenditures
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ 355,073	1.1%	
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ 29,073	0.1%	

**Deficit Reduction Plan (as necessary):**

N/A

7. Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 9a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	\$ -	
1st Subsequent FY Restricted, Page 5b	\$ -	
2nd Subsequent FY Unrestricted, Page 5a	\$ -	
2nd Subsequent FY Restricted, Page 5b	\$ -	

LJEA

**J. COMPARISON OF PROPOSED CHANGE IN TOTAL COMPENSATION TO CHANGE IN LCFF FUNDING FOR THE NEGOTIATED PERIOD**

The purpose of this form is to determine if the district has entered into bargaining agreements that would result in salary increases that are expected to exceed the projected increase in LCFF funding.

(fill out columns for which there is an agreement)

	Prior Year	2018-19	2019-20	2020-21
a. LCFF Funding per ADA	8,099.04	8,653.23	8,886.33	9,120.51
b. Amount Change from Prior Year Funding per ADA	554.18	233.10	234.18	
c. Percentage Change from Prior Year Funding per ADA	6.84%	2.69%	2.64%	
d. Total Compensation Amount Change (from Page 1, Section A, Line 5)	20,990.31	69,967.70	69,967.70	
e. Total Compensation Percentage Change (from Page 1, Section A, Line 5)	0.13%	0.43%	0.43%	0.43%
f. Proposed agreement is within/exceeds change in LCFF Funding (f vs. e)	Within	Within	Within	Within

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

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Lowell Joint School District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from March 1, 2019 to June 30, 2019.

**Board Actions**

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
 Expenditures/Other Financing Uses  
 Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)	
\$	-
\$	32,013
\$	(32,013)

Subsequent Years

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
 Expenditures/Other Financing Uses  
 Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)	
\$	-
\$	-
\$	-

**Budget Revisions**

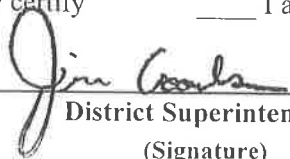
If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

**Assumptions**

See attached page for a list of the assumptions upon which this certification is based.


**Certifications**

I hereby certify       I am unable to certify

  
 \_\_\_\_\_  
 District Superintendent  
 (Signature)

1/30/19  
 \_\_\_\_\_  
 Date

I hereby certify       I am unable to certify

  
 \_\_\_\_\_  
 Chief Business Official  
 (Signature)

1/30/19  
 \_\_\_\_\_  
 Date

**Special Note:** The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.





**L. CERTIFICATION NO. 2**

The disclosure document must be signed by the district Superintendent 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 Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

\_\_\_\_\_  
Lowell Joint School District

**District Name**

\_\_\_\_\_  
District Superintendent  
(Signature)

\_\_\_\_\_

**Contact Person**

\_\_\_\_\_  
Date

\_\_\_\_\_

**Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on February 4, 2019, took action to approve the proposed agreement with the LJEAs and CSEA Bargaining Unit(s).

\_\_\_\_\_  
President (or Clerk), Governing Board  
(Signature)

\_\_\_\_\_  
Date

**Special Note:** The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

**2018/19 Classified Salary Schedule**  
**Effective March 1, 2019**

*Effective March 1, 2019, employees shall receive a .5% increase to their base salary earnings (excluding stipends and other remuneration).*

RANGE	PERFORMANCE RECOGNITION INCREASES							
	1	2	3	4	5	6	7	8
1	2,062	2,152	2,195	2,379	2,504	2,630	2,762	2,904
2	2,128	2,211	2,255	2,445	2,567	2,695	2,838	2,979
3	2,152	2,262	2,307	2,504	2,630	2,762	2,904	3,059
4	2,211	2,321	2,367	2,567	2,695	2,838	2,979	3,126
5	2,262	2,379	2,426	2,630	2,762	2,904	3,059	3,209
6	2,321	2,445	2,494	2,695	2,838	2,979	3,126	3,281
7	2,379	2,504	2,555	2,762	2,904	3,059	3,209	3,356
8	2,445	2,567	2,618	2,838	2,979	3,126	3,281	3,445
9	2,504	2,630	2,682	2,904	3,059	3,209	3,356	3,535
10	2,567	2,695	2,750	2,979	3,126	3,281	3,445	3,623
11	2,630	2,762	2,817	3,059	3,209	3,356	3,535	3,716
12	2,695	2,838	2,894	3,126	3,281	3,445	3,623	3,800
13	2,762	2,904	2,963	3,209	3,356	3,535	3,716	3,902
14	2,838	2,979	3,038	3,281	3,445	3,623	3,800	4,000
15	2,904	3,059	3,121	3,356	3,535	3,716	3,902	4,106
16	2,979	3,126	3,188	3,535	3,716	3,902	4,106	4,314
17	3,059	3,209	3,273	3,623	3,800	4,000	4,207	4,419
18	3,126	3,281	3,347	3,716	3,902	4,106	4,314	4,531
19	3,209	3,356	3,423	3,800	4,000	4,207	4,419	4,652
20	3,281	3,445	3,514	3,902	4,106	4,314	4,531	4,756
21	3,356	3,535	3,605	3,902	4,106	4,314	4,531	4,876
22	3,445	3,623	3,695	4,000	4,207	4,419	4,652	5,000
23	3,535	3,716	3,791	4,106	4,314	4,531	4,756	5,120
24	3,623	3,800	3,876	4,207	4,419	4,652	4,876	5,257
25	3,716	3,902	3,981	4,314	4,531	4,756	5,000	5,384
26	3,800	4,000	4,080	4,419	4,652	4,876	5,120	5,528
27	3,902	4,106	4,189	4,531	4,756	5,000	5,257	5,656
28	4,000	4,207	4,291	4,652	4,876	5,120	5,384	5,804
29	4,106	4,314	4,401	4,756	5,000	5,257	5,528	5,939
30	4,207	4,419	4,507	4,876	5,120	5,384	5,656	6,000

*AN 1/29/19*

**LOWELL JOINT SCHOOL DISTRICT  
2018/19 CLASSIFIED MANAGEMENT SALARY SCHEDULE**

**Effective March 1, 2019**

*Effective March 1, 2019, employees shall receive a .50% 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 Administrative Services	12,196	12,838	13,513	14,189	14,898	15,643	16,425	17,246
Director of Educational & Information Technology	6,409	6,734	7,073	7,428	7,803	8,202	8,611	9,052
Occupational Therapist (11 months)	6,005	6,305	6,621	6,953	7,300	7,666	8,049	8,452
Fiscal Services Coordinator	4,207	4,412	4,640	4,880	5,127	5,388	5,656	5,943
Bond Contracts and Accounting Compliance Manager	4,207	4,412	4,640	4,880	5,127	5,388	5,656	5,943

Twelve-month Classified Management employees receive 22 days vacation per year.  
\* Step increments to be charged to Special Reserve For Capital Outlay Fund

**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

*AM 1/29/19*

**LOWELL JOINT SCHOOL DISTRICT  
2018/19 CERTIFICATED MANAGEMENT AND SUPERVISORY SALARY SCHEDULE**

**Effective March 1, 2019**

*Effective March 1, 2019, employees shall receive a .50 % increase to base base salary earnings (excluding stipends and other remuneration).*

MANAGEMENT POSITIONS	DAYS	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Intermediate Principal	217	120,424	122,290	124,151	126,017	127,880	129,739	131,606
Elementary Principal	200	108,279	109,981	111,686	113,390	115,090	116,798	118,499
Assistant Principal	192	95,604	97,300	99,004	100,708	102,412	104,118	105,824
Director of Special Education	217	128,662	130,657	132,647	134,638	136,632	138,617	140,613
Director of Curriculum and Instruction	217	128,662	130,657	132,647	134,638	136,632	138,617	140,613

**SUPERVISORY POSITIONS**

Psychologist	187	89,530	91,198	92,872	94,545	96,200	97,883	100,581
Program Specialist	205	100,076	101,851	103,635	105,418	107,200	108,986	110,773

**OTHER POSITIONS**

District Nurse	185	Appropriate placement on the Certificated Salary Schedule						
Counselor	184	Appropriate placement on the Certificated Salary Schedule						

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:

*AM 1/29/19*

LOWELL JOINT SCHOOL DISTRICT

2018/19 CLASSIFIED CONFIDENTIAL SALARY SCHEDULE  
Effective March 1, 2019

Effective March 1, 2019, employees shall receive a .50% increase to base base salary earnings (excluding stipends and other remuneration).

RANGE	PERFORMANCE RECOGNITION INCREASES							
	1	2	3	4	5	6	7	8
(A)	3,356	3,707	3,652	3,910	4,109	4,317	4,535	4,765
(B)	3,452	3,796	3,741	4,002	4,208	4,425	4,650	4,886
(C)	3,538	3,891	3,834	4,109	4,317	4,535	4,765	5,002
(D)	3,637	3,982	3,924	4,208	4,425	4,650	4,886	5,128
(E)	3,726	4,089	4,029	4,317	4,535	4,765	5,002	5,259
(F)	3,815	4,187	4,126	4,425	4,650	4,886	5,128	5,388
(G)	3,910	4,296	4,233	4,535	4,765	5,002	5,259	5,521
(H)	4,002	4,403	4,339	4,650	4,886	5,128	5,388	5,666
(I)	4,109	4,512	4,446	4,765	5,002	5,259	5,521	5,802
(J)	4,208	4,627	4,559	4,886	5,128	5,388	5,666	5,948
(K)	4,317	4,741	4,671	5,002	5,259	5,521	5,802	6,102
(L)	4,425	4,862	4,791	5,128	5,388	5,666	5,948	6,250
(M)	4,535	4,977	4,903	5,259	5,521	5,802	6,102	6,409
(N)	4,650	5,102	5,027	5,388	5,666	5,948	6,250	6,567
(O)	4,765	5,233	5,156	5,521	5,802	6,102	6,409	6,734
(P)	4,886	5,361	5,282	5,666	5,948	6,250	6,567	6,900
(Q)	5,002	5,494	5,413	5,802	6,102	6,409	6,734	7,073
(R)	5,128	5,638	5,555	5,948	6,250	6,567	6,900	7,256
(S)	5,259	5,773	5,688	6,102	6,409	6,734	7,073	7,429
(T)	5,388	5,918	5,831	6,250	6,567	6,900	7,256	7,613
(U)	5,521	6,072	5,983	6,409	6,734	7,073	7,429	7,803
(V)	5,666	6,219	6,127	6,567	6,900	7,256	7,613	8,006
(W)	5,802	6,377	6,283	6,734	7,073	7,429	7,803	8,202
(X)	5,948	6,534	6,438	6,900	7,256	7,613	8,006	8,405
(Y)	6,102	6,700	6,602	7,073	7,429	7,803	8,202	8,611
(Z)	6,250	6,866	6,765	7,256	7,613	8,006	8,405	8,830

CONFIDENTIAL EMPLOYEES

RANGE

LONGEVITY

Executive Assistant and Secretary to Superintendent  
Administrative Assistant - Business Svcs/Classified Personnel

N  
I

Length of service shall be additionally compensated at the following rate after completion of:

- 10 years of service 2.5 %
- 15 years of service 5 %
- 20 years of service 7.5 %
- 25 years of service 10 %
- 30 years of service 12.5%

*an 1/24/19*

**2018/19 TEACHER SALARY SCHEDULE**  
**Effective March 1, 2019**

*Effective March 1, 2019, employees shall receive a 50% increase to base salary earnings (excluding stipends and other remuneration)*

	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS
STEP	I	II	II	III	III	IV	IV	V	V
1	45,180	48,165	48,406	51,377	51,634	54,589	54,862	57,798	58,087
2	48,406	51,377	51,634	54,589	54,862	57,798	58,087	61,010	61,315
3	51,634	54,589	54,862	57,798	58,087	61,010	61,315	64,223	64,544
4	54,862	57,798	58,087	61,010	61,315	64,223	64,544	67,433	67,770
5	58,087	61,010	61,315	64,223	64,544	67,433	67,770	70,643	70,996
6	61,315	64,223	64,544	67,433	67,770	70,643	70,996	73,856	74,225
7		67,433	67,770	70,643	70,996	73,856	74,225	77,068	77,453
8				73,856	74,225	77,068	77,453	80,278	80,679
9				73,856	74,225	80,278	80,679	83,490	83,907
10				73,856	74,225	80,278	80,679	86,700	87,134
11				73,856	74,225	80,278	80,679	89,912	90,362
12				73,856	74,225	80,278	80,679	89,912	90,362
13				77,467	77,854	84,225	84,646	94,328	94,800
14				77,467	77,854	84,225	84,646	94,328	94,800
15				77,467	77,854	84,225	84,646	94,328	94,800
16				78,094	78,484	84,929	85,354	95,110	95,586
17				78,094	78,484	84,929	85,354	95,110	95,586
18				78,094	78,484	84,929	85,354	95,110	95,586
19				79,348	79,745	86,338	86,770	96,676	97,159
20				79,348	79,745	86,338	86,770	96,676	97,159
21				80,597	81,000	87,748	88,187	98,240	98,731
22				80,597	81,000	87,748	88,187	98,240	98,731
23				81,851	82,260	89,158	89,604	99,805	100,304
24				81,851	82,260	89,158	89,604	99,805	100,304
25				81,851	82,260	89,158	89,604	99,805	100,304
26				83,102	83,518	90,565	91,018	101,372	101,879

**CLASS REQUIREMENTS**

ALL UNITS ARE SEMESTER UNITS. ONE-QUARTER UNIT = 2/3 SEMESTER UNIT

CLASS I Bachelor's degree and appropriate California Credential.

CLASS II Bachelor's degree and appropriate California Credential, plus 15 approved units obtained after Bachelor's degree.

CLASS III Bachelor's degree and appropriate California Credential, plus 30 approved units obtained after Bachelor's degree.

CLASS IV 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 V 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.

*AR 1/29/19*

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Amendment to the Assistant Superintendent of Instruction Contract Representing a Half Percent (.5%) Salary Increase at the 2018/19 Base Salary, Effective March 1, 2019 ACTION

An amendment to the Assistant Superintendent of Instruction contract representing a half percent (.5%) salary increase at the 2018/19 base salary, effective March 1, 2019, is submitted for Board approval. As stated in the Assistant Superintendent of Instruction contract, "It is agreed that at any time during the length of this contract the certificated management team members receive any type of increase/decrease in total compensation package, the same increase/decrease will be applied or restored to the Assistant Superintendent of Instruction's salary as a part of the total compensation package."

It is recommended that the amendment to the Assistant Superintendent of Instruction contract representing a half percent (.5%) salary increase at the 2018/19 base salary, effective March 1, 2019, be approved, and that the Superintendent or designee be authorized to execute the agreement.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2018

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of School

Subject: Public Hearing: Lowell Joint Education Association      INFORMATION/  
Initial Proposal for a Successor Agreement      PUBLIC HEARING

Pursuant to the Rodda Act, the Lowell Joint Education Association initial proposal for a successor agreement will be presented to the Board.

A public hearing is required following the presentation of the initial proposal.

---

Superintendent's Comment:

PUBLIC HEARING /INFORMATION



**Lowell Joint Education Association**  
**(CTA/NEA)**  
**Initial Bargaining Proposal for Sunshine**  
**February 2019**

The Lowell Joint Education Association (LJEA) exists as a body of members working to promote our students' rights to a quality public education. It is our goal to provide the best conditions and environments for both students and teachers. Through our negotiations we will address the student experience by focusing on the resources needed for student success through the District LCAP goals and the Collective Bargaining Agreement articles. Therefore, consistent with relevant provisions of the Educational Employment Relations Act (Government Code section 3540 et seq.), including Section 3547 of the Government Code, LJEA sunshines the entire contract for collective bargaining with the Lowell Joint School District. All agreements reached on individual items shall be tentative, subject to a final tentative agreement on the contract. Absent a final agreement modifying the contract, the existing contract language shall remain in full effect. The Lowell Joint Education Association reserves the right to create, add to, delete from, amend, and modify its proposals and/or open articles of the contract during the negotiations process. Unless otherwise indicated, proposals are in conceptual format.

While retaining the right to bargain the entire contract, LJEA does plan to focus on several main issues:

Article 13	Working Environment
Article 14	Class Size
Article 15	Teaching Hours and Adjunct Duties
Article 23	Salaries and Salary Schedule

As always we look forward to a positive and productive bargaining session with the District's administrative team and a swift conclusion to the bargaining process.

Regards,

Patty Jacobsen  
LJEA Bargaining Chair

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Adoption of Debt Issuance and Management – Board Policy 3470      INFORMATION/  
FIRST READING

California Government Code Section 8855(i) requires that the District's report of proposed debt issuance that must be filed with the California Debt and Investment Advisory Commission include a certification by the District that (1) it has adopted local debt policies concerning the use of debt, and (2) the contemplated debt issuance is consistent with those local debt policies. SB 1029 provides that a local debt policy must include all of the following: (a) the purposes for which the debt proceeds may be used; (b) the types of debt that may be issued; (c) the relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable; (d) policy goals related to the issuer's planning goals and objectives; and (e) the internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

The purpose of the proposed Board Policy 3470 - Debt Issuance and Management is to provide a functional tool for debt management that complies with the requirements of Government Code Section 8855(i). The proposed policy was adapted from the California School Boards Association's model in consultation with the District's Municipal Advisor, Fieldman, Rolapp & Associates, and Bond Counsel, Orrick, Herrington & Sutcliffe LLP.

This new board policy is attached for a first reading.

AR/md

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

Debt Issuance And Management

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)

(cf. 3460 - Financial Reports and Accountability)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 9270 - Conflict of Interest)

Goals

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes practical precautions and proactive measures to avoid financial decisions that could negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements. Meanwhile, pursuant to the provisions of the California Education Code, the district reserves the right and ability to seek a waiver of the limitations of the California Education Code with respect to general obligation bonded indebtedness from the States Board of Education when the Board shall determine such to be appropriate.
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that are not funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

#### Authorized Purposes for the Issuance of Debt

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities

2. To refund existing debt
3. To provide for cash flow needs

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

#### Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

#### 1. Short-Term Debt

a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)

b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)

c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)

d. Mello-Roos special tax obligations pursuant to Government Code Section 5331 et seq.

#### 2. Long-Term Debt

a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello Roos Districts)

3. Lease financing, either short-term or long-term, including certificates of participation (COPs)

a. Lease financing to fund capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)

b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429, 17456)

4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs

5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANS, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

#### Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

## Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15102, 15106, 15268 or 15270, as applicable.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date (or, in the case of cross-over refundings, the interest on the refunding debt to the crossover date) and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited consistent with state law.

## Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to parameters set by the Board in connection with approval thereof
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

## Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

### Refunding/Restructuring

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

### Internal Controls

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)  
(cf. 3400 - Management of District Assets/Accounts)

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

### Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall



submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing and pricing information, including interest rates and cost of issuance on the day when the debt was sold ("final number runs"). In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

### Exceptions and Modifications

The District acknowledges that the capital marketplace fluctuates, municipal finance products change from time to time, and that issuer and investor supply and demand vary. These fluctuations may produce situations that are not anticipated or covered by this policy. As such, the Governing Board may make exceptions or modifications to this policy to achieve the debt management goals outlined above. Management flexibility is appropriate and necessary in such situations, provided specific authorization is granted by the Governing Board.

### Policy Development

The Superintendent or designee may develop additional specific elements of a debt management framework through rules and regulations which, along with this policy, shall be reviewed periodically in consideration of changing laws, District needs and market conditions.

**Legal Reference:**

**EDUCATION CODE**

**5300-5441 Conduct of elections**

**15100-15262 Bonds for school districts and community college districts**

**15264-15276 Strict accountability in local school construction bonds**

**15278-15288 Citizen's oversight committees**

**15300-15425 School Facilities Improvement Districts**

**17150 Public disclosure of non-voter-approved debt**

**17400-17429 Leasing of district property**

**17450-17453.1 Leasing of equipment**

**17456 Sale or lease of district property**

**17596 Duration of contracts**

**42130-42134 Financial reports and certifications**

**ELECTIONS CODE**

**1000 Established election dates**

**GOVERNMENT CODE**

**8855 California Debt and Investment Advisory Commission**

**53311-53368.3 Mello-Roos Community Facilities Act**

**53410-53411 Bond reporting**

**53506-53509.5 General obligation bonds**

**53550-53569 Refunding bonds of local agencies**

**53580-53595.55 Bonds**

**53850-53858 Tax and revenue anticipation notes**

**53859-53859.08 Grant anticipation notes**

**CALIFORNIA CONSTITUTION**

**Article 13A, Section 1 Tax limitation**

**Article 16, Section 18 Debt limit**

**UNITED STATES CODE, TITLE 15**

**78o-4 Registration of municipal securities dealers**

**UNITED STATES CODE, TITLE 26**

**54E Qualified Zone Academy Bonds**

**CODE OF FEDERAL REGULATIONS, TITLE 17**

**240.10b-5 Prohibition against fraud or deceit**

**240.15c2-12 Municipal securities disclosure**

**CODE OF FEDERAL REGULATIONS, TITLE 26**

**1.103 Interest on state and local bonds**

**1.141 Private activity bonds**

**1.148 Arbitrage and rebate**

**1.149 Hedge bonds**

**1.6001-1 Records**

**Management Resources:**

**CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION**

**PUBLICATIONS**

**California Debt Issuance Primer**

**GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS**

**An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016**

**Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015**

**Investment of Bond Proceeds, Best Practice, September 2014**

**Selecting and Managing Municipal Advisors, Best Practice, February 2014**

**Debt Management Policy, Best Practice, October 2012**

**Analyzing and Issuing Refunding Bonds, Best Practice, February 2011**

**INTERNAL REVENUE SERVICE PUBLICATIONS**

**Tax Exempt Bond FAQs Regarding Record Retention Requirements**

**Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016**

**U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS**

**Internal Control System Checklist**

**WEB SITES**

**California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>**

**Government Finance Officers Association: <http://www.gfoa.org>**

**Internal Revenue Service: <http://www.irs.gov>**

**Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):**

**<http://www.emma.msrb.org>**

**U.S. Government Accountability Office: <http://www.gao.gov>**

**U.S. Securities and Exchange Commission: <http://www.sec.gov>**

**Policy Adopted:**

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: 2019/20 State Budget Update

INFORMATION

On January 16, 2019, District staff attended the Governor's Budget Workshop to hear the 2019/20 proposed educational budget. Highlights are included in the attached presentation.

AR/md

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Assistant Superintendent of Facilities and Operations Job Description ACTION

The District has had three incumbents in the position of Director of Maintenance and Operations since 2012. The average tenure for these positions is less than two years when interim M&O directors are factored into this timeline. All three incumbents moved to positions paying more than they were making here at the District. Coincidentally, the Director of Nutrition Services position has had one incumbent since 2014. That incumbent left after 16 months with the District – also receiving a higher salary at a position closer to home. The remaining time the nutrition services department has been run with the assistance of a consultant working two days per week during the school year, with nutrition staff reporting directly to the Assistant Superintendent of Administrative Services. The department has run quite well with this level of support. Therefore, the recommendation is to combine the two director positions into one higher paying position in hopes of providing stability to the maintenance and operations areas of the district, as well as the now emerging facilities functions needed. From a financial perspective, this will actually results in a small savings to the general fund and the nutrition services fund.

It is recommended that the Assistant Superintendent of Facilities and Operations Job Description be approved and added to the classified management salary schedule, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

---

Superintendent's Comment:

APPROVAL RECOMMENDED.



## LOWELL JOINT SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT OF FACILITIES AND OPERATIONS



Classified Management Salary Schedule

#### **JOB SUMMARY:**

Under the direction of the Superintendent, plan, organize, control and direct the District's facilities and operations services including maintenance, operations, nutrition services, facility planning, construction, and management; develop and implement long and short-term plans and activities including recommended prioritization of resources; supervise and evaluate the performance of assigned staff.

#### **ESSENTIAL FUNCTIONS:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.*

- Plan, organize, control and direct a variety of programs, projects and activities related to operations including maintenance, operations, facility planning and management, construction, and nutrition services.
- Represent and negotiate District interests in project planning and interagency relations with state and local government, business agencies, staff, parents and community members.
- Analyze funding sources for capital facilities and design District participation for maximizing funding qualification.
- Provide technical expertise regarding assigned functions; formulate and develop policies and procedures; review and evaluate services and make necessary adjustments.
- Provide the Board and Superintendent with information and data to support recommendations and decisions; inform the Board and Superintendent of matters related to long-range planning and necessary policy changes.
- Develop and implement long and short-term plans and activities including recommended prioritization of resources; meet with the Superintendent and Cabinet to develop goals, make decisions and provide direction and leadership for the overall District; attend Cabinet, Leadership Team, Bond Oversight Committee meetings, and Board of Education meetings and prepare Board agendas and briefings; follow up on Board issues as appropriate; present on-going reports to Board regarding facilities budget planning, project implementation, and construction issues.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; assure accuracy of federal and state reporting regarding operational services; prepare and maintain records and reports, including property contracts, insurance policies, legislative updates and other related reports.
- Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information to assure effective services.
- Oversee the planning of new facilities and/or modernization; negotiate site purchases; manage architect and construction contracts; establish development schedules and monitor progress; develop alternatives for financing facilities as needed.
- Supervise, develop and evaluate the performance of assigned staff; assigned staff includes all maintenance and operations staff members; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates; manage personnel-related issues in the division.
- Develop and prepare the annual budget for the facilities, maintenance and operations, nutrition services, and construction categories; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Analyze and make recommendations regarding cost effectiveness of facilities, and maintenance, operations and nutrition services.
- Monitor and review existing and proposed laws and regulations affecting operational services.
- Administer, plan and direct the District nutrition services program, including maintenance of nutrition equipment (kitchens and vehicles); assure compliance with federal, state and local laws, rules and regulations related to nutrition services.

- Administer, plan and direct the District maintenance and operations program; direct the development and implementation of short and long range plans and programs related to facilities maintenance including preventative maintenance; monitor and authorize expenditures in accordance with established guidelines.
- Administer, plan and direct the District facility planning and management; develop and implement long and short term plans, the planning and funding of major District facilities projects, and prioritization of resources.
- Administer, plan and direct the variety of contracted projects related to the construction, repair, remodeling, and upgrading of District facilities; direct the design, planning, inspection of projects and selection of related professionals; direct the coordination of District contracts with contractors, design professionals and inspectors.
- Performs other related duties as assigned.

## **QUALIFICATION GUIDELINES:**

### **Knowledge of:**

Administration of facilities, school nutrition, and maintenance and operations departments; school business management including facilities acquisition, construction, maintenance, and other assigned areas; project budget preparation and control; oral and written communication skills; principles and practices of administration, supervision and training; applicable laws, codes, regulations, policies and procedures affecting facilities, school nutrition, and maintenance and operations; operation of computer equipment and specified software; computer programs that support efficient processing and managing of data for facilities planning; public contract code; and construction management techniques.

### **Ability to:**

Plan, organize and direct a variety of services related to facilities, school nutrition, and maintenance and operations; communicate clearly and concisely, both orally and in writing; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative relationships with all people encountered in this position; effectively supervise employees; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; work independently with little direction; plan, organize and direct complex projects; prepare comprehensive narrative and statistical reports; supervise and evaluate the performance of assigned staff; maintain current knowledge of technological advances in the field; maintain current knowledge of program rules, regulations, requirements and restrictions; demonstrate expertise and knowledge of computer programs that support efficient processing and managing of data for facilities planning; operate a computer and applicable software; stand or walk for extended periods to conduct inspections; inspect repairs and safety issues; climb ladders and work at heights; bend at the waist; lift, carry, push or pull moderately heavy objects; drive a vehicle to conduct work.

### **Education/Training/Experience:**

Any combination equivalent to: master's degree in engineering, business administration or related field and five years increasingly responsible management experience in one or more of the areas managed. Possess appropriate experience and certification in areas related to facilities planning.

### **Licenses/Certificates/Special Requirements:**

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

## **PHYSICAL STANDARDS AND WORKING CONDITIONS:**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

### **Physical Demands:**

While performing the duties of this position, the employee is required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

**Work Environment:**

While performing the duties of this job, the employee will work indoor, outdoor, office shop and construction environment. The employee will work with noise from equipment operation. The employee will be on call.

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*

**WORK PERIOD:** 12 months per year, 5 days per week, 8 hours per day



LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Schoolwide Title I Programs for Meadow Green Elementary School      INFORMATION/  
ACTION

Meadow Green Elementary School has been operating as Targeted Assistance Program under Title I, which only allows funds to be expended on identified Title I students. To become a Schoolwide Title I Program (allowing funds to be distributed for the benefit of all students), schools must meet the federal criteria of at least 40 percent of students coming from families at the poverty level. Meadow Green has met this initial requirement.

Schools are then required to establish a school planning team composed of representatives from all stakeholder groups: the principal, teachers, school site council (SSC), other staff who will carry out the plan, parents and community members, and (in secondary schools) students. The SSC may serve as the school planning team. A technical assistance provider must be identified to support the process, and a needs assessment must be conducted to inform the development of the plan.

For Meadow Green, the school site council is the planning team, and the Single Plan for Student Achievement (SPSA) was developed and approved after analyzing data from parent surveys; gathering input from all stakeholders through meetings, survey tools, and interviews; and disaggregating achievement data to determine areas of greatest need. The District Office is the technical assistance provider to support the site with implementation of the plan.

It is the recommendation of the District that Meadow Green be approved as a Schoolwide Title I Program, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

VIII1-A1-1

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Low Performing Student Block Grant

INFORMATION/  
ACTION

The Low Performing Student Block Grant authorized under Education Code Title 2, Division 3, Part 24, Chapter 3.2, Section 41570 to eligible districts for students identified as low-performing on state English language arts or mathematics assessments and who are not otherwise identified for supplemental grant funding under the LCFF or eligible for special education services.

Funds are allocated on the basis of an equal amount per qualified student of \$ 1,976.02. For Lowell Joint School District, the allocation is \$ 270,715.

As a condition of receiving Low Performing Student Block Grant funds, the District is required to:

- Develop and adopt a plan delineating how funds allocated pursuant to this section will be spent. The plan must be discussed and adopted by the governing board of the school district and submitted to the state by March 1, 2019.

This plan is intended to address identified needs within the District. As such, actions will be developed within the LCAP to meet District Goals and State Priorities that align with the criteria for the Low Performing Student Block Grant.

It is recommended that the planned expenditures to meet the identified goals for the Low Performing Student Block Grant be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

VIII-B1-1

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with *Kathryn Grace Haas, Occupational Therapy for All Generations*, a Nonpublic Nonsectarian Agency, to Provide Occupational Therapy Services for select district students for the 2018/2019 School Year

ACTION/  
RATIFICATION

In accordance with Education Code Section 56365 and 56366, a school district is required to enter into separate agreements with agencies to provide the services included in a student's Individualized Education Program (IEP) when such services cannot be provided by the District. The Occupational Therapy for All Generations staff is fully qualified and meets State and Federal guidelines.

Arrangements have been made with *Kathryn Grace Haas, Occupational Therapy for All Generations*, a nonpublic nonsectarian agency, to Provide Occupational Therapy Services for select district students for the 2018/2019 School Year. Services are to be provided at the rate of \$5,000.00, not to exceed (Five Thousand Dollars) \$5,000.00 to be paid for with Medi-Cal Funds.

It is recommended that the agreement with *Kathryn Grace Haas, Occupational Therapy for All Generations*, a nonpublic nonsectarian agency, be approved to provide Occupational Therapy Services for select district students for the 2018/2019 school year be approved, at the rate of \$5,000.00, not to exceed \$5,000.00 to be paid for with Medi-Cal Funds and the Superintendent or designee be authorized to execute the agreement.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

IX-A1-1

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Purchase Order Report 2018/19 #7

ACTION/  
(RATIFICATION)

In accordance with the law, Purchase Order Report 2018/19 #7 is recommended for approval. The report lists all purchase orders issued December 10, 2018 through January 16, 2019.

AR:md

Attachment

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

IX-B1-1

## PURCHASE ORDERS FOR BOARD APPROVAL

February 4, 2019

NO#	VENDOR	DESCRIPTION	AMOUNT
84727	CENTER CITIES AUTOMOTIVE	MAINTENANCE, SERVICE	\$575.57
84728	GRAINGER	MG-MATERIALS	\$979.41
84729	ORBIT EVENT RENTAL	RANCHO-RENTAL	\$2,020.00
84730	CITY OF LA HABRA	GROUNDS, MAINTENANCE-STOCK	\$1,821.51
84731	GENERAL PROJECTS CONTROL	MACY-SERVICE	\$5,379.00
84732	MD INSTALLATION INTL	EP-MATERIALS	\$2,265.00
84733	GREAT SCOTT TREE COMPANY	MACY-SERVICE	\$900.00
84734	DB SERVICE CENTER	GROUNDS-MATERIALS	\$200.00
84735	SCHOOL SPECIALITY	RANCHO-MATERIALS	\$830.58
84736	DTSC	MAINTENANCE-SUPPLIES	\$240.00
84737	JONES SCHOOL SUPPLY	AWARDS	\$163.00
84738	AMAZON	DISCIPLINE TOOL KIT	\$20.94
84739	GREENFIELD LEARNING, INC.	LICENSE FOR READING PLUS	\$2,340.00
84740	ARROW RESTAURANT EQUIPMENT	LUNCH LINE FOR EL PORTAL	\$27,099.74
84741	CAS DATALOGGER	TEMPERATURE LOGGER-RS & OL	\$677.00
84742	SOUTHWEST SCHOOL SUPPLY	MEADOW GREEN, SUPPLIES	\$2,206.59
84743	SOUTHWEST SCHOOL SUPPLY	SPEC EDUC-SUPPLIES	\$530.00
84744	SOUTHPAW	EXPANSION BEAM	\$475.48
84745	SOUTHWEST SCHOOL SUPPLY	RANCHO-SUPPLIES	\$6,407.34
84746	LJSD IMC	EPSON PROJECTOR SPARE LAMP	\$0.00
84747	SOUTHWEST SCHOOL SUPPLY	CURR-SUPPLIES	\$865.51
84748	SOUTHWEST SCHOOL SUPPLY	FISCAL-SUPPLIES	\$150.95
84749	SOUTHWEST SCHOOL SUPPLY	SUPT-SUPPLIES	\$453.90
84750	SOUTHWEST SCHOOL SUPPLY	OLITA-SUPPLIES	\$1,810.32
84751	SCHOOL LIFE	BRAG TAGS-INCENTIVES	\$62.63
84752	VEX ROBOTICS	ROBOT ACCESSORIES	\$931.15
84753	ACCO BRANDS	1 YR WARRANTY-LAMINATOR	\$543.98
84754	SCHOLASTIC	MAGAZINE ORDER	\$100.00
84755	CATAPULT EMS	EMERGENCY MANAGEMENT SYSTEM	\$8,578.84
84756	AERIES	SOFTWARE LICENSE RENEWAL	\$17,686.14
84757	PHONAK	AUDIO SHOE	\$235.49
84758	LA HABRA ROTARY CLUB	MEMBERSHIP DUES	\$320.00
84759	CSM, CONSULTING	E-RATE	\$2,125.00
84760	EPSON	PRINTERS	\$1,098.00
84761	MHS	FORMS	\$650.08
84762	CENTURY SCIENCE & PRINTING	BANNERS	\$750.00
84763	FENN TERMITE & PEST CONTROL	RS-SERVICES	\$395.00
84764	WTI TREMCO	JORDAN-SERVICE	\$1,610.00
84765	WTI TREMCO	MACY-SERVICE	\$1,750.00
84766	A-1 FENCE	MACY-RENTAL	\$150.00
84767	BEE GONE BEE REMOVAL	RS-SERVICES	\$100.00
84768	ABES PLUMBING	RS-SERVICES	\$1,700.00
84769	A-1 FENCE	MACY-RENTAL	\$150.00
84770	CINTAS FIRE PROTECTION	OLITA-SERVICE	\$135.00
84771	ICS SERVICE CO.	JORDAN-SERVICE	\$42.40
84772	CENTER CITIES AUTOMOTIVE	MAINTENANCE-SERVICE	\$672.25
84773	WHITTIER CHRISTIAN HIGH SCHOOL	BUSES	\$400.00
84774	A&D TRANSPORTATION	BUS-11/7/2018 AND 12/13/18	\$720.00
84775	JDW PEPPER	BAND SUPPLIES	\$144.40
84776	DATA IMPRESSIONS	INK CARTRIDGES	\$646.47
84777	ADMINISTRATIVE SERV. CO-OP	STUDENT TRANSPORTATION	\$250,000.00
84778	AMAZON	SUPPLIES	\$173.91
84779	ACTION TROPHY	TROPHIES	\$706.87
84780	ORIENTAL TRADING	STUDENT INCENTIVES	\$89.00
84781	AMERICAN EXPRESS	PURCHASES FOR DECEMBER 2018	\$5,684.53
84782	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	LEGAL SERVICES FOR NOVEMBER 2018	\$3,707.40
84783	CDW-GOVERNMENT	PRINTER-OLITA	\$211.37
84784	SCHOOL MESSENGER	NOTIFICATION SERVICE	\$2,739.46
84785	DEMCO	LIBRARY SUPPLIES	\$94.49
84786	GINA TRINIDAD DESIGNS AKA GT DESIGNS	PRINTING-FACES OF FREEDOM	\$200.00

84787	CTL CORPORATION	CHROME EDU: PERPETUAL LICENSE	\$16,364.02
84788	PTM DOCUMENT SYSTEMS	ANNUAL MAINTENANCE AGREEMENT	\$499.00
84789	WHITTIER HIGH SCHOOL	FEBRUARY PERFORMANCE	\$2,158.88
84790	SENTRY SIGNS & PRINTING	SIGNS FOR SCHOOL CAMPUS BANNER	\$571.59
84791	AMAZON	MACY-NINTENDO SWITCH , ROCKET LEAGUE NINTEN	\$360.98
84792	LOS COYOTES COUNTRY CLUB	TOP 100 BANQUET	\$10,000.00
84793	SCHOOL HEALTH	ENABLING DEVICE JUMBO SWITCH	\$94.19
84794	AMAZON	LYSOL WIPES	\$104.76
84795	PAR	FORMS	\$218.69
84796	CDW-GOVERNMENT	TECH SUPPLIES	\$488.04
84797	AMAZON	FACES OF FREEDOM	\$550.72
84798	VEX ROBOTICS	SUPPLIES	\$184.31
84799	GROSH BACK DROPS AND DRAPERY	FACES OF FREEDOM	\$300.00
84800	SCHOOL LIFE	BRAG TAGS, STUDENT INCENTIVES	\$84.00
84801	OCDE	SYMPOSIUM-3/7/2019	\$250.00
84802	C.A.S.H Conference	Conference on school facilities- Feb 25-27,2019	\$1,101.00
		Respectfully Submitted,	\$397,045.88

Jim Coombs

Superintendent of Schools

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Warrant Listing Report 2018/19 #7

ACTION/  
(RATIFICATION)

The Warrant Listing Report 2018/19 #7 is recommended for approval. The report lists all warrants issued December 26, 2018, through January 18, 2019.

AR:md

Attachment

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

IX-B2-1

"B" WARRANTS FOR BOARD APPROVAL ON:  
February 4, 2019

"B" WARRANT DOCUMENTS : 900 - 1200, 3070 - 3081

**587,921.66**

THE FOLLOWING "B" WARRANT VOUCHERS ARE INCLUDED IN THE ABOVE SEQUENCE OF NUMBERS SUBMITTED FOR APPROVAL. ANY INTERRUPTIONS IN THE SEQUENCE ARE DUE TO THE VOUCHER BEING HELD FOR AUDIT BY LACOE AND RELEASED AT A LATER DATE. THE 3000s INDICATE A NUTRITION SERVICES PAYABLE.

NO#		AMOUNT
900	IMPERIAL BAND INSTRUMENTS - BAND REPAIRS	4,262.75
989	WPS-SPECIAL ED, SUPPLIES	112.00
1043	JANICE JACOBSEN-EL PORTAL, ART INSTRUCTION	336.00
1054	PRENTICE SCHOOL- NON PUBLIC SCHOOL TUITION	180.00
1057	KATHLEEN PILAR VILLARINO-REIMBURSEMENT	13.52
1060	AMERICAN FIDELITY-DEC 2018	5,465.00
1061	CREDIT UNION OF SO CAL-DEC 2018	2,887.80
1062	SCHOOLS FIRST CREDIT UNION-DEC 2018	18,835.00
1063	AAA ELECTRIC MOTOR SALES & SVC-OL, SUPPLIES	148.77
1064	CANNINGS HARDWARE LA HABRA-MG, SUPPLIES	15.13
1065	GLASBY MAINTENANCE SUPPLY-EP,JO,OL,RS	6,077.74
1066	JAMES HARDWARE CO.-EP,MG, SUPPLIES	59.91
1067	SHERWIN-WILLIAMS-MA, OL, SUPPLIES	267.03
1068	SOUTHEAST CONSTRUCTION-MA, SUPPLIES	239.15
1076	SO CAL GAS-MG, UTILITIES	48.56
1077	SO CAL EDISON-RS, SUPPLIES	5,061.53
1078	LA HABRA ROTARY CLUB-MEMBERSHIP	320.00
1079	SOUTHPAW - FLOOR MAT SUPPLIES	1,764.00
1080	WPS-SPECIAL ED, SUPPLIES	455.31
1081	YORKTOWN - SUPPLIES, DISTRICT OFFICE	465.76
1082	CITY OF WHITTIER - PARA POLICE FOR BOARD MEETING	353.83
1083	ERICA LUA - CPI TRAINING MILEAGE REIMBURSEMENT	14.82
1084	TREMCO/ WEATHERPROFFING TECH. - ROOF REPAIRS	925.00
1085	SOUTHWEST SCHOOL SUPPLY - SCHOOL SUPPLIES	3,184.43
1086	ANGELA MILAZZO - MACY, SUPPLIES REIMBURSEMENT	275.82
1087	CITY OF SANTA FE SPRINGS - RS, FOOTBALL TOURNAMENT	125.00
1088	GINA TRINIDAD - RS, ACADEMY LOGO SHIRTS	128.12
1089	WHITTIER HIGH SCHOOL - RENTAL OF AUDITORIUM	409.76
1090	SPARKLETTS - RANCHO STARBUCK WATER	105.09
1091	READYREFRESH BY NESTLE - DISTRICT OFFICE WATER	64.04
1092	ANNIE LAVIN-RS, DANCE INSTRUCTION	1,500.00
1094	SENTRY SIGNS-SUPT OFFICE, SUPPLIES	735.84
1095	PROJECT SUPPORT SERVICES - MAINTENANCE	2,187.50
1096	GREEN'S SECURITY CENTERS, INC.-M&O, SUPPLIES	21.65
1097	MOBIL SERVICE CENTER-M&O, SUPPLIES	49.75
1098	SUBURBAN WATER-MG, RS, UTILITIES	5,958.71
1099	CITY OF LA HABRA WATER DEPT-EP, UTILITIES	442.36
1100	SO CAL EDISON-JO, DO, UTILITIES-NOV 2018	3,726.89
1101	SARAH JAN - CPI TRAINING/ MILEAGE REIMBURSEMENT	14.39



1102	NCS PEARSON, INC. - SPECIAL ED. FORMS	515.00
1111	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., DEC.	276,664.62
1112	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., DEC.	5,018.75
1113	BEHAVIOR AND EDUCATION-SP ED, TUITION	7,113.33
1114	O.C.D.E. - EXCESS COST, OCTOBER - NOVEMBER	9,049.16
1115	SOUTHERN CALIFORNIA GAS - NOV. - DEC.	439.49
1116	SOUTHERN CALIFORNIA EDISON - NOV. - DEC.	3,098.98
1117	MCI A VERIZON CO. - OCTOBER - NOVEMBER	17.91
1118	VERIZON WIRELESS - NOVEMBER - DECEMBER	1,586.39
1119	SUBURBAN WATER SYSTEMS - NOVEMBER - DECEMBER	1,547.72
1120	SOUTHERN CALIFORNIA GAS - NOVEMBER - DECEMBER	155.09
1121	SOUTHERN CALIFORNIA EDISON - DEC. - JAN.	49.06
1122	JIVE COMMUNICATIONS - INTERCONNECTED VOIP	3,162.73
1123	IMAGE APPAREL FOR BUSINESS - UNIFORMS	303.13
1124	INK 387 - MAINTENANCE/ DSA CERTIFICATION	1,750.00
1125	JM & J CONTRACTORS - DOOR INSTALLATIONS	3,600.00
1126	LA HABRA HIGH SCHOOL CHOIR - REGISTRATION FEE	75.00
1127	AMERICAN EXPRESS-DISTRICT, DEC 2018	5,684.53
1128	KENNY HUFF - RS, SUPPLIES REIMBURSEMENT	133.00
1128	KENNY HUFF - RS, SUPPLIES REIMBURSEMENT	133.00
1129	TENA SERRANO - RS, SUPPLIES REIMBURSEMENT	371.21
1130	DELTA DENTAL- CERT. RETIREE VOL. PLAN., JANUARY	2,094.36
1131	2ND GEAR - LCD'S, CABLE SUPPLIES	811.51
1132	AC POWER 1 - JORDAN-SUPPLIES	6,338.14
1133	AMERICAN PRINTING HOUSE FOR THE BLIND - SUPPLIES	257.00
1134	CITY OF LA HABRA - GROUNDS, NOVEMBER FUEL	1,821.51
1135	DEPT OF TOXIC SUBSTANCES - WASTE MANAGEMENT	240.00
1136	F.M. THOMAS AIR CONDITIONING - RS, A/C REPAIR	10,511.00
1137	GRANADA ASB - GIRLS VOLLEYBALL TOURNAMENT	125.00
1138	GREAT SCOTT TREE SERVICE, INC - TREE REMOVAL	900.00
1139	BUG FLIP - GENERAL PEST CONTROL	400.00
1140	HUNTINGTON HARDWARE - JORDAN/ NEW WEBSITE	228.71
1141	JAMES HARDWARE - MAINTENANCE STOCK	127.44
1142	LOWES - MAINTENANCE SUPPLIES	229.27
1143	PDQ RENTAL CENTER - RS, SPORTS COURTS	246.00
1144	SUPPLY WORKS - MAINTENANCE SUPPLIES	925.90
1145	WALTERS - MEADOW GREEN, ELECTRICAL	19.49
1146	BUDDY'S ALL STAR - CUSTOM SHIRTS/ JACKETS	479.65
1147	CDW GOVERNMENT - LAMPS/ EL PORTAL	337.38
1148	GREENFIELD LEARNING - OL, READING PLUS	2,340.00
1149	ATKINS, ANDELSON, LOYA, RUUD, ROMO - LEGAL SERVICES	3,707.40
1150	JUNIOR ACHIEVEMENT OF SOUTHERN CA. - BOOKS	851.44
1151	MIND RESEACH - MEADOW GREEN, JIJI CHART	78.08
1152	WARE DISPOSAL - TRASH SERVICE, NOV. - DEC.	2,785.76
1153	ADMINISTRATIVE SERVICES CO-OP - AUG. - OCT	34,844.00
1154	GALLAGHER PEDIATRIC THERAPY-SP ED TUITION	3,864.78
1155	SCHOOL FACILITIES SUPPORT-M&O, CONTRACT SVCS	9,570.00
1156	RENAISSANCE-MG, RENEWAL 2019/20	1,979.00

1157	DEBRA AMOS-NUTRITION SVCS CONSULTANT	800.00
1158	WHITTIER HIGH SCHOOL - RENTAL OF AUDITORIUM	2,158.88
1159	RHONDA ESPARZA - PURCHASE REIMBURSEMENT	43.61
1160	CA DEPT OF TAX & FEE-Q4 2018-SALES/USE TAX	651.00
1161	CATAPULTK12-TECH, SUPPLIES	3,614.84
1162	DEMSEY, FILLIGER, & ASSOCIATES-CONTRACT SVCS	4,250.00
1163	FULLERTON SCHOOL DISTRICT-MA, RS, DO-SUPPLIES	4,216.09
1164	A&D TRANSPORTATION - RS, PASSENGER BUS	720.00
1166	ABES PLUMBING - RS, SEWER CLEAN UP	1,700.00
1167	BEE GONE REMOVAL SERVICE - RS, SERVICE	100.00
1168	BRIAN KENYON ART STUDIO - GOLDEN BELL AWARD	999.00
1169	CDW GOVERNMENT - MA/MG, SUPPLIES	1,753.32
1170	CENTER CITIES AUTOMOTIVE - VEHICLE REPAIR	672.25
1173	CULVER-NEWLIN - SALES TAX FOR INVOICE	82.46
1174	FENN TERMITE & PEST CONTROL - TERMITE TREATMENT	395.00
1175	GENERAL PROJECT CONTROL - MACY, LANDSCAPE	5,379.00
1176	ARIANA CAZARES - RANCHO STARBUCK, ART SUPPLIES	110.47
1177	AMERICAN FIDELITY ASSURANCE/ EMP. DEDUCTIONS, DEC.	10,500.02
1178	ASSOC. OF CA. SCHOOL ADMIN./EMP. DEDUCTIONS, DEC.	171.23
1179	CA. ASSOC. OF SCHOOL PSYCH/ EMP.DEDUCTIONS, DEC.	15.50
1180	CALIF. SCHOOL EMPLOYEES ASSOC./EMP. DEDUCTIONS, DEC.	2,957.31
1181	CALIF. TEACHERS ASSOC./EMPLOYEE DEDUCTIONS, DEC.	12,595.15
1182	PACIFIC EDUCATORS, INC./EMP. DEDUCTIONS, DEC.	77.00
1183	THE STANDARD INSURANCE - VOL. DEDUCTIONS, DEC.	5,191.06
1184	UNITED WAY OF GREATER L.A./EMP.DEDUCTIONS, DEC.	10.00
1185	SUBURBAN WATER SYSTEMS - DECEMBER - JANUARY	1,261.00
1186	SOUTHERN CALIFORNIA EDISON - DECEMBER - JANUARY	6,560.28
1187	FRONTIER COMMUNICATIONS - JANUARY - FEBRUARY	53.51
1188	WARE DISPOSAL - TRASH SERVICE, JANUARY	2,765.76
1190	ESTHER OTA - MEADOW GREEN, CERTIFICATE PAPER	114.32
1191	O.C.D.E. - WORKSHOP/ EXCESS COST, DECEMBER	5,124.58
1192	PRO-ED, INC. - SPECIAL ED. FORMS	148.50
1193	IMPERIAL BAND INSTRUMENTS - BAND REPAIRS	515.09
1194	JONES SCHOOL SUPPLY CO. - MG, AWARDS	291.90
1195	JUST FOR ME CANDLES - FUNDRAISING CANDLES	2,336.00
1196	IMAGE APPAREL FOR BUSINESS - UNIFORMS	313.76
1198	SONOVA USA INC./ PHONAK - SPECIAL ED. SUPPLIES	238.99
1200	SOUTHERN CALIFORNIA EDISON - DECEMBER - JANUARY	542.19
3070	GOLD STAR FOODS - NUTRITION SERVICES	15,845.81
3071	BUG FLIP - DECEMBER, PEST CONTROL	180.00
3072	DRIFTWOOD DAIRY - NUTRITION SERVICES	5,725.16
3073	ECOLAB - FOOD SERVICE SUPPLIES	586.56
3074	LADY BUGS ENVIRONMENTAL - PEST CONTROL	55.00
3075	LOVE TO SNACK - NUTRITION SERVICES, FOOD	362.88
3076	P&R PAPER SUPPLY CO. - NUTRITION, SUPPLIES	3,694.26
3077	SO. CAL. PIZZA CO. - NUTRITION SERVICES, FOOD	5,015.40
3078	VALPRO, INC. - NUTRITION SERVICES, FOOD	2,295.74
3079	SHARON KIM - MILEAGE REIMBURSEMENT, OCT - DEC.	39.65



LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report  
2018/19 #7 Which Includes Hiring, Resignations,  
Contract Adjustments, and Retirements for  
Certificated, Classified, and Confidential  
Employees

ACTION  
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2018/19 #7, 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 2018/19 #7, 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 2018/19 #7

February 4, 2019

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Yolanda Navarro-Diaz	01/22/19	02/01/19	MG	Medical Leave
Heather Parrecho	01/27/18	02/24/19	MG	Medical Leave/FMLA
Amy Abell	01/14/19	02/01/19	EP	Leave/FMLA

B. STIPENDS/EXTRA DUTY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Kristen Cooke	08/13/18	5/31/18	JO	To be paid \$35.00 per hour, not to exceed 4 hours per Saturday, to serve as a Supervisor for Saturday Enrichment, Enhancement, Encouragement school. To be paid from the Saturday School Account.

C. RESIGNATIONS

NAME	EFFECTIVE DATE	SITE	COMMENT
Roxanne Pulido Alvarado	01/31/19	OL	Speech Lanugage Pathologist

D. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Tiffany Shun-Hernandez	01/29/19	02/24/19	DO	To be paid special long term rate of \$170.00 for Jordan Elementary School for Kindergarten grade classroom
Ryan Maruyama	01/22/19	02/01/19	DO	To be paid special long term rate of \$170.00 for Meadow Green Elementary School for fifth grade classroom

Jennifer McCullough

01/14/19

02/01/19

DO

To be paid special long term rate of \$170.00 for El Portal Elementary School for second grade classroom

E. EMPLOYMENT OF SUBSTITUTES EFFECTIVE 08/14/18 FOR THE 2018/19 SCHOOL YEAR \$131.00 PER DAY RATE AND \$170.00 LONG TERM AND \$65.50 PER HALF DAY RATE AND \$35.00 PER HOUR\*

Christine Serrano  
Michelle Flores-Carranza

\*It is further recommended that the individuals listed above be approved to instruct in the Intervention Programs. The rate of pay is \$35.00/hour and will be paid from Title I, or LCFF Supplemental Grant Funds.

\*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2018/19 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2018/19 school year.

CLASSIFIED EMPLOYEES  
1-14-18

A. MONTHLY – 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>
1. Atkinson, Katherine	01/04/19	03/01/19		DO	Switchboard Operator/Receptionist/Maternity Leave
2. Brown, Matthew	11/27/19	02/04/19		EP	Day Custodian/FMLA
3. Figueroa, Ralph	02/01/19			MNT	Director of Maintenance, Operations and Facilities/Resignation
4. Hernandez, Darlene	01/06/19		R23/S6	DO	Fiscal Services Clerk/Performance Recognition Increase
5. Mao, Alan	01/22/19		MGT6	DO	Director of Educational and Information Technology/Step Increase

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>
1. Adair, Darrel	01/28/19		MGT8	DO	Interim Director of Maintenance, Operations and Facilities
2. Bullard, April	01/01/19		R18/S1	DO	School Clerk Intermediate/Substitute
3. Davis, Christina	01/15/19	05/30/19	R23/S1	DO	Secretary-Maintenance and Operations/Substitute/Cross training
4. Flores, Guadalupe	01/01/19		R18/S8	DO	Night Custodian/Substitute
5. Flores, Guadalupe	01/01/19		R21/S1	DO	Day Custodian/Substitute
6. Johnson, Fleur	01/16/19		R14/S1	DO	Instructional Assistant/Substitute

7.	Johnson, Fleur	01/16/19		R15/S1	DO	Instructional Assistant/Substitute
8.	Mendoza, Ruben	01/22/19		R18/S1	DO	Night Custodian/Substitute
9.	Mendoza, Ruben	01/22/19		R21/S1	DO	Day Custodian/Substitute
10.	Rodriguez, Brenda	02/04/19	04/05/19		OL	Bilingual Instructional Aide/Unpaid Leave of Absence
11.	Jan, Sandy	02/01/19	02/28/19		DO	Secretary Guidance/Curriculum/temporary increase of hours

C. CAFETERIA FUND

	<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
1.	Castro, Nathan	01/07/19		R7/S1	JO	Cafeteria Worker/Replacement for Vacancy
2.	Costello, Jennifer	08/01/18	02/28/19		MG	Cafeteria Worker/Temporary Increase of Hours
3.	Davis, Joanne	01/25/19		R7/S1	DO	Cafeteria Worker/Substitute
4.	Davis, Joanne	01/25/19		R14/S1	DO	Satellite Cafeteria Worker/Substitute
5.	Davis, Joanne	01/25/19		R18/S8	DO	Cafeteria Manager/Substitute
6.	Fernandez, Lisa Jo	02/01/19		R7/S3	RS	Cafeteria Worker/Replacement for Vacancy

LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Eileen Russell to Assist with Intramural Sports at Olita Elementary School for the 2018/19 School Year      ACTION/  
RATIFICATION

Arrangements have been made with Eileen Russell to Assist with Intramural Sports for the 2018/19 school year for Olita Elementary School students. Ms. Russell's hourly rate of pay is \$25.00, and will not exceed \$2,000.00, for the school year. Funding for this expenditure will be covered by Olita Elementary School Donation Account.

It is recommended that the consultant agreement with Eileen Russell to Assist with Intramural Sports at Olita Elementary School for the 2018/19 school year, at an hourly rate of \$25.00, and not exceed \$2,000.00, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.



LOWELL JOINT SCHOOL DISTRICT  
February 4, 2019

To: President Shackelford and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement #11175 with Inside the Outdoors Field Program, Orange County Department of Education, to Provide a field trip to Rancho Sonado for the 5<sup>th</sup> Grade Students of Macy Elementary School ACTION

Arrangements have been made with Inside the Outdoors Field Program, Orange County Department of Education, to provide a field trip to Rancho Sonado for fifth-grade students of Macy Elementary School on March 20, 2019. The cost for this field trip will be funded out of PTA funds at a cost of \$35.00 per student, not to exceed \$2,520.00 (72 students).

It is recommended that approval of the contract with Inside the Outdoors, Orange County Department of Education, to provide a field trip to Rancho Sonado for the fifth-grade students of Macy Elementary School on March 20, 2019, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.