

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
May 4, 2020 – 7:30 p.m.

AGENDA

I. Call to Order

6:00 p.m.

In compliance with Government Code 54953, the Board will use zoom teleconference for closed session Zoom meeting ID: 784 7272 8007. Open session Zoom meeting ID: 993-7300-2372. To get the passwords to join the meetings please email: helpdesk@ljsd.org.

A. Comments from the Public

INFORMATION

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

B. Closed Session

6:00 p.m.

1. Advice from Legal Counsel – Existing and Anticipated Litigation (Disclosure of Case Name Would Jeopardize Potential Settlement Negotiations): 2 Cases
2. Public Employee Negotiations – Classified School Employees Association; Agency Negotiator: Mr. Coombs
3. Pupil Personnel Matters/Advice from Legal Counsel – Existing and Anticipated Litigation (Disclosure of Case Name Would Jeopardize Potential Settlement Negotiations)/Real Property/Liability Claims/Negotiations/ Public Employee Appointments – Discipline –

Dismissal – Release (Government Code Section 54957)/
Employer/Employee Relations

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

C. Regular Session

Approximately
7:30 p.m.

In compliance with Government Code 54953, the Board will use zoom teleconference for closed session. Open session Zoom meeting ID: Meeting ID: 993-7300-2372. To get the password to join the meeting please email: helpdesk@ljsd.org.

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

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.

INFORMATION

- E. Acknowledgement of Correspondence to the Board

INFORMATION

- F. Approval of Agenda ACTION
- G. Approval of Minutes from the April 6, 2020, Regular Board Meetings ACTION
- III. Topics Not on the Agenda
- IV. Reports INFORMATION
 - A. Timely Information from Board and Superintendent – Board President
- V. General – Jim Coombs
 - A. Resolution 2019/20No. 789, Recognizing May 5, 2020, as “Day of the Teacher” ACTION/
(RESOLUTION)
 - B. Resolution 2019/20 No. 790, Recognizing May 6, 2020, as “School Nurses Day” ACTION/
(RESOLUTION)
 - C. Resolution 2019/20 No. 791, Recognizing May 17 – 23, 2020, as “Classified School Employees Week” ACTION/
(RESOLUTION)
 - D. Approval of the 2019/2020 Extended School Year (ESY) Program ACTION/
RATIFICATION
 - E. Adoption of Special Education Revised Administrative Regulations and Board Policies AR 5144.2, AR & BP 6159, AR & BP 6159.2, AR & BP 6159.3, AR 6159.4, AR & BP 6164.4, AR & BP 6164.5, AR & BP 6164.6 INFORMATION/
FIRST READING
- VI. Business Services – Andrea Reynolds
 - A. Resolution 2019/20 No. 792 Regarding Layoff and Reduction of Classified Personnel ACTION/
(RESOLUTION)
 - B. Approval of Scope Amendment to Provide Architectural/Engineering Services for Olita Elementary School with PBK Architects for Anticipated Maintenance/ Modernization Projects ACTION/
(RATIFICATION)
- VII. Human Resources – Jim Coombs
 - A. Declaration of Need for Fully Qualified Educators to for the 2020/21 School Year ACTION
- VIII. Curriculum/Instruction – Sheri McDonald

A. District Local Control Accountability Plan Update INFORMATION

IX. Facilities/Operations – David Bennett

A. Resolution 2019/20 No. 793 Adopting Informal Bidding Procedures Pursuant to the Uniform Public Construction Cost Accounting Act ACTION/
(RESOLUTION)

B. Agreement with A1 Fence Company, Inc. for Fence Repairs and Maintenance as Necessary Districtwide (Bid #1920-01) ACTION

X. Consent Calendar

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

A. General – Jim Coombs

1. Acceptance of Donations ACTION/
RATIFICATION

2. Approval of Memorandum of Understanding between Lowell Joint School District California State University, Long Beach, effective July 1, 2020 through June 30, 2025 ACTION

B. Business Services – Andrea Reynolds

1. Purchase Order Report 2019/20 #10 ACTION/
(RATIFICATION)

2. Warrant Listing Report 2019/20 #10 ACTION/
(RATIFICATION)

C. Human Resources – Jim Coombs

1. Employer-Employee Relations/Personnel Report 2019/20 #10 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees ACTION/
(RATIFICATION)

D. Facilities and Operations – David Bennett

1. Approval of Agreement with Hauffe Company, Inc. to Provide Inspector of Record (IOR) Services at Olita Elementary ACTION

XI. Board Member/Superintendent Comments INFORMATION

XII. 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 June 8, 2020.

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

MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES

April 6, 2020

Call to Order	<p>President Schambeck called the meeting to order at 7:30 p.m. using video conference via Zoom meeting for the Regular Board Meeting of the Board of Trustees, in compliance with Government Code 54953.</p> <p>Roll call attendance:</p> <p>Roll Call: Fred W. Schambeck, William A. Hinz, Melissa A. Salinas, Anastasia M. Shackelford, and Karen L. Shaw</p> <p>Trustees Absent: None.</p> <p>Staff Present: Jim Coombs, Superintendent of Schools, introduced: Sheri McDonald, Assistant Superintendent of Educational Services, and Andrea Reynolds, Assistant Superintendent of Administrative Services and David Bennett, Assistant Superintendent of Facilities and Operations, Alan Mao, Director of Technology, Allison Fonti, LJEA president, Darleene Pullen, CSEA President, Leslie Mangold, LJEA lead negotiator, MJ Evanoff, Executive Assistant to the Superintendent</p> <p>Mr. Schambeck asked for a moment of silence for what is going on in our nation.</p> <p>The flag salute was led by Fred Schambeck, President of the Lowell Joint School District Board of Trustees.</p>
Introduction / Welcome	<p>President Schambeck welcomed all guests and Allison Fonti, LJEA president, Dareleene Pullen, CSEA president.</p> <p>Mr. Coombs mentioned that the entire board meeting is being recorded via zoom, each board member has a notice posted outside of their residence indicating the board meeting is in progress and anyone one from the public is able to join the zoom meeting as publicly posted. The public is able to type into the chat if they wish to present a blue card to the Board of Trustees.</p>
Acknowledgement of Correspondence	None
Approval of Agenda	It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve the April 6, 2020, Board agenda.
Approval of Minutes	It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve the minutes from the March 2, 2020, Regular Board Meeting.

Topics Not on the Agenda	None.
Timely Information from the Board and Superintendent	None.
Emergency Resolution 2019/20 No. 770 Delegating Authority to Take Necessary Action to Protect Students and Staff from the Spread of Coronavirus	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 770 Delegating Authority to Take Necessary Action to Protect Students and Staff from the Spread of Coronavirus, and that the Superintendent or designee be authorized to execute the resolution.
Resolution 2019/20 No. 771, Recognizing April 20 – 24, 2020, as “Public School Volunteer Week”	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 771 recognizing April 20 – 24, 2020, as “Public School Volunteer Week”, and that the Superintendent or designee be authorized to execute the resolution.
Resolution 2019/20 No. 772 Order of Biennial Trustee Election and Specifications of the Election Order for Los Angeles County	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 772 Order of Biennial Trustee Election and Specifications of the Election Order for Los Angeles County, and that the Superintendent or designee be authorized to execute the resolution.
Resolution 2019/20 No. 773 Order of Biennial Trustee Election and Specifications of the Election Order for Orange County	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 773 Order of Biennial Trustee Election and Specifications of the Election Order for Orange County, and that the Superintendent or designee be authorized to execute the resolution.
Resolution 2019/20 #774 of the Board of Trustees of the Lowell Joint School District Canvassing the Results of a Primary Measure Election Held on March 3, 2020	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 744, Resolution of the Board of Trustees of the Lowell Joint School District Canvassing the Results of a Primary Measure Election Held on March 3, 2020, and that the Superintendent or designee be authorized to execute the resolution.
Submission of Williams Litigation Settlement – Quarter Uniform Complaint for Quarter 3, January 1–March 31, 2020	It was moved, Seconded and carried by unanimous roll call vote (5-0), to approve the submission of the Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter January 1, 2020 – March 31, 2020, with zero complaints, and that the Superintendent or designee be authorized to execute the necessary documents.

Resolution 2019/20 No. 775 Approving an Increase in Statutory School Fees Imposed on New Residential and Commercial/ Industrial Construction Pursuant to Education Code Section	Pursuant to Education Code Section 17620 and Government Code Section 65995 a public hearing prior to adoption is required. A Public Hearing was opened at 7:46 p.m. and no public comments were received. The Public Hearing was closed at 7:47 p.m. It was moved, seconded, carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 775 approving an increase in statutory school fees imposed on new residential and commercial/industrial construction pursuant to Education Code Section 17620 and Government Code Section 65995, and that the Superintendent or designee be authorized to execute the resolution.
Approval of Agreement with Nigro & Nigro to Perform Measure LL Building Fund Audit Services	It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the agreement with Nigro & Nigro to perform Measure LL Bond Audit Services for the Fiscal Year Ending June 30, 2020, at a cost not to exceed \$4,800, and that the Superintendent or designee be authorized to execute the necessary documents.
Approval of Agreement with SpyGlass Group, LLC for Land Line Telecommunication Analysis and Cost Reduction Recommendations	It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the ratified agreement with SpyGlass Group, LLC for Land Line Telecommunication Analysis and Cost Reduction Recommendations and that the Superintendent or designee be authorized to execute the necessary documents.
Resolution 2019/20 No. 776 Approving Workers' Compensation Coverage to Volunteer Personnel	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 776 approving Workers' Compensation Coverage to Volunteer Personnel, and that the Superintendent or designee be authorized to execute the resolution.
Approval of Agreement #FCI-SD4-15 with First 5 Orange County Children & Families Commission	It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the Agreement #FCI-SD4-15 with First 5 Orange County Children & Families Commission, and that the Superintendent or designee be authorized to execute the necessary documents.
Resolution 2019/20 No. 777 Adopting the California Uniform Public Construction Cost Accounting Procedures	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 777 the California Uniform Public Construction Cost Accounting Act, and authorized the Superintendent or District staff to notify the State Controller of the District's decision to adopt the California Uniform Public Construction Cost Accounting Act by sending a copy of the fully executed Resolution to the State Controller with notice that the District has elected to become subject to the Act, and that the Superintendent or designee be authorized to execute the resolution.
Resolution 2019-20 No. 778 Approving the Guaranteed Maximum	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 778 approving the Guaranteed Maximum price of \$4,526,349 for the Lease-Leaseback Contract with Erickson Hall Construction Company for the HVAC, Roof

price of \$4,526,349 for the Lease-Leaseback Contract with Erickson Hall Construction Company for the HVAC, Roof Replacement, Fire Alarm, ADA, and Related Work at Olita Elementary School

Replacement, Fire Alarm, ADA, and Related Work at Olita Elementary School be approved, and that the Superintendent or designee be authorized to execute the resolution.

Approval of Elite Modular Proposed Change Order #1 for the Maybrook Elementary Campus

It was moved, seconded, and carried by unanimous roll call vote (5-0) to ratify the Elite Modular Proposed Change Order #1 for Shuttling and Building Close Up at the Maybrook Interim Housing project, in the amount of \$1,508.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Core Contracting, Inc. Change Order #2 for the Maybrook Interim Housing Project

It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve Core Contracting, Inc. Change Order #2 for the Maybrook Interim Housing Project in the amount of \$26,487.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval to Shortlist Vendors for Hazardous Material Surveying, Testing and Onsite Observation Services (RFQ #201920-02)

It was moved, seconded, and carried by unanimous roll call vote (5-0) for authorization to retain hazardous materials services from the firms: A-Tech Consulting, Inc., ATC Group Services LLC, CF Environmental, Inc., Group Delta, Millenium Consulting Associates, Ninyo & Moore, Terracon Consultants, Inc., Vista Environmental Consulting, and that the Superintendent or designee be authorized to execute the necessary documents.

Reject all Bids for Asphalt Paving, Sealcoat, and Repair Unit Bid (Bid #1920-02)

It was moved, seconded, and carried by unanimous roll call vote (5-0) to reject all bids for the asphalt paving, sealcoat, and repair unit bid (Bid #1920-02), and that the Superintendent or designee be authorized to execute the necessary documents.

Agreement with Best Contracting Services, Inc. for Demolition and Roofing on the El Portal Elementary Roofing Project, Bid #1920-03

It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the agreement with Best Contracting Services, Inc. for the demolition and roofing portion of the El Portal Elementary Roofing project (1920-03), and that the Superintendent or designee be authorized to execute the necessary documents.

Consent Calendar

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

Approval of Memorandum of Understanding Agreement between Alliant

Approved the Memorandum of Understanding with Alliant International University, Inc., effective July 1, 2020 through June 30, 2023, and that the Superintendent or designee be authorized to execute the necessary documents.

International University,
Inc. and Lowell Joint
School District, Effective
July 1, 2020 through June
30, 2023.

Approval of
Memorandum of
Understanding School
Counselor Fieldwork
Agreement between
Concordia University and
Lowell Joint School
District, Effective July 1,
2020 through June 30,
2023

Approved the Memorandum of Understanding with Concordia University, effective July 1, 2020 through June 30, 2023, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of the Ratified
Consultant Agreement
with Victoria Alvarez to
Provide Graphic Design
Work for District
Communication of
Programs and Facilities
for the 2019/20 School
Year

Ratified consultant agreement with Victoria Alvarez to provide graphic design work for District communication of programs and facilities for the 2019/20 school year, for an amount not to exceed \$2,500.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Purchase Order Report
2019/20 #9

Approved Purchase Order Report 2019/20 #9, as attached, which lists all purchase orders issued February 4, 2020, through March 19, 2020.

Warrant Listing Report
2019/20 #9

Approved Warrant Listing Report 2019/20 #9, as attached, which lists all warrants issued February 25, 2020, through March 19, 2020.

Employer-Employee
Relations/Personnel
Report 2019/20 #9

Ratified Employer-Employee Relations/Personnel Report 2019/20 #9, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Board
Member/Superintendent
Comments

Mr. Coombs thanked nutrition services in feeding over 10,000 meals to our families the prior week. He acknowledged that Mr. Bennett and nutrition services have fed over 25,000 meals to our families and gotten them ready by ten a.m. each day. The normal nutrition services employees along with the noon duty aides and instructional aides are also assisting with this preparation each day.

Mr. Coombs also mentioned that if the Governor were to say we could start back to school then we would be able to do so. We have the staff and the heart to do so. We do not anticipate this but we are ready.

Mr. Hinz stated that the statistics in the news today are optimistic especially with California.

Mr. Schambeck thanked the food services group in the unbelievable magnificent work that they are doing.

Adjournment

President Schambeck declared the meeting adjourned at 8:25 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

RESOLUTION NO. 770

**EMERGENCY RESOLUTION AND ORDER OF THE
BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT,
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
DELEGATING AUTHORITY TO TAKE NECESSARY ACTION TO
PROTECT STUDENTS AND STAFF FROM THE SPREAD OF
CORONAVIRUS (COVID-19)**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19);

WHEREAS, on March 12, 2020, Governor Newsom issued an executive order directing Californians to cancel large public gatherings (over 250 people) and to enforce social distancing;

WHEREAS, Article I, Section 28, of the California Constitution declares that “[a]ll students and staff of public primary, elementary, junior high, and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful;”

WHEREAS, existing Board Policy 6114 (a) authorize the Superintendent to make provision for handling emergencies and disasters;

WHEREAS, Education Code section 35161 permits the Board to delegate to an officer or employee of the District any of the Board’s powers and duties, and the Board desires to delegate to the District Superintendent certain powers and duties to address the Coronavirus (COVID-19) pandemic; and,

WHEREAS, Orange County Superintendent of Schools, Al Mijares, issued a statement on March 13, 2020, announcing his support for the suspension of school operations in Orange County.

NOW, THEREFORE, BE IT RESOLVED:

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the Board hereby declares the existence of an ongoing public health emergency within the District arising from the coronavirus (COVID-19) pandemic.

BE IT FURTHER RESOLVED AND ORDERED the Superintendent is delegated, in accordance with existing Board Policy 6114 (a), authority to take all appropriate action to respond to the coronavirus (Covid-19) pandemic, including, but not limited to, any action:

- A. To ensure and protect the welfare, safety and educational wellbeing of all students.
- B. To ensure and protect the welfare and safety of persons working for the District which shall include its agents, employees, representatives and all others acting for or on behalf of the District.
- C. To provide necessary staffing and instruction.

- D. To modify school and work schedules; including the closing of schools as early as March 16, 2020, and the reopening of school as determined by the Superintendent,
- E. To declare an emergency pursuant to Government Code § 3100 et seq., and to assign District employees (in their capacity as disaster service workers) to perform such disaster service activities as may be assigned to them.
- F. To cancel or modify any activities, programs, or courses, up to and including the temporary closure of the District.
- G. To protect District property.
- H. To make further declarations of emergency and to take emergency action as permitted by law.

BE IT FURTHER RESOLVED AND ORDERED that should any portion of this Resolution be held invalid, the invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provisions or application, and to this end the provisions of this Resolution are declared to be severable.

BE IT FURTHER RESOLVED AND ORDERED that this Resolution is an emergency measure within the mandate and jurisdiction of the Board and is necessary for the immediate welfare of the schools and pupils thereof. Therefore, this Resolution shall become effective immediately upon its adoption and shall remain in effect until repealed by formal Board action.

PASSED AND ADOPTED by the following vote of the Board of Trustees of the Lowell Joint School District, Los Angeles and Orange Counties, State of California, on April 6, 2020.

AYES:


NOES:

ABSTAIN:

ABSENT:

I, Fred Schambeck, President 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 6th day of April, 2020, and passed by a unanimous vote of those present:

IN WITNESS THEREOF, I have hereunto set my hand and seal this 6th day of April 2020.



Fred Schambeck, President of the Board of Trustees
Lowell Joint School District

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 771

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING APRIL 20 – 24, 2020, AS
“PUBLIC SCHOOL VOLUNTEER WEEK”**

WHEREAS, volunteers embody the American spirit and are one of our nation’s most valuable resources; and

WHEREAS, volunteerism is increasingly recognized as a powerful and creative force in building strong, healthy and productive communities; and

WHEREAS, volunteers possess abundant skills, talents and expertise that they generously and enthusiastically apply in meeting the needs of the community; and

WHEREAS, the students and staff members of Lowell Joint School District reap the benefits of this great American tradition through the work of local volunteers whose efforts and commitment enrich our lives and enhance our neighborhoods; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees, on behalf of the students, parents, and community at large, does hereby recognize April 20 – 24, 2020, as a formal recognition and appreciation of the volunteers in the Lowell Joint School District.

APPROVED AND ADOPTED this 6th day of April, 2020, by the following vote:

AYES: Fred Schambeck, William Hinz, Melissa Salinas, Anastasia Shackelford, Karen Shaw

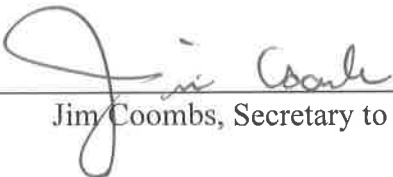
NOES:

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 6th day of April, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 6th day of April, 2020.



Jim Coombs, Secretary to the Board of Trustees

RESOLUTION NO. 772

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

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

WHEREAS, the election of the governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on November 30, 2020, next succeeding the election.

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

WHEREAS, the Los Angeles County Registrar-Recorder/County Clerk will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Lowell Joint School District will pay the costs of the election. If any agency holds an election on Tuesday, November 3, 2020, the Lowell Joint School District shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate section of the Education and Election Codes.

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

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

PASSED AND ADOPTED by the Board of Trustees of the Lowell Joint School District, Los Angeles and Orange Counties on April 6, 2020, by the following vote:

AYES: Fred Schambeck, William Hinz, Melissa Salinas, Anastasia Shackelford, Karen Sha

NOES: None

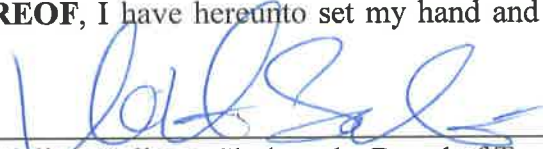
ABSTAIN: None

ABSENT: None

I, Melissa Salinas, Clerk to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and

foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 6th day of April, 2020, and passed by a unanimous vote of those present:

IN WITNESS THEREOF, I have hereunto set my hand and seal this 6th day of April 2020.



Melissa Salinas, Clerk to the Board of Trustees
Lowell Joint School District

RESOLUTION NO. 773

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

WHEREAS, the election of the governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on November 30, 2020, next succeeding the election.

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

NOW BE IT RESOLVED that pursuant to the authority of Education Code Sections 5304 and 5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 3, 2020.

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

PASSED AND ADOPTED by the Board of Trustees of the Lowell Joint School District, Los Angeles and Orange Counties on April 6, 2020, by the following vote:

AYES: Fred Schambeck, William Hinz, Melissa Salinas, Anastasia Shackelford, Karen Shaw

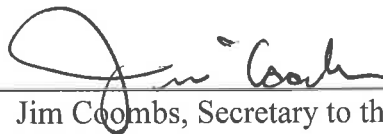
NOES:

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 6th day of April, 2020, and passed by a unanimous vote of those present:

IN WITNESS THEREOF, I have hereunto set my hand and seal this 6th day of April 2020.



Jim Coombs, Secretary to the Board of Trustees

RESOLUTION NO. 774

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT UNION SCHOOL DISTRICT DECLARING
RESULTS AND CERTIFYING PROCEEDINGS OF SCHOOL
PRIMARY ELECTION HELD MARCH 3, 2020**

WHEREAS, at a meeting duly called and held on December 2, 2019, this Board of Trustees (the "Board") of the Lowell Joint Union School District (the "District") duly adopted a resolution (the "Resolution Ordering an Election") ordering an election be held on March 3, 2020, on the question of transferring jurisdiction over the Lowell Joint School district from the Los Angeles County Office of Education to the Orange County Department of Education; and

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

WHEREAS, on or before December 2, 2019, being no fewer than 88 days before the date of said primary 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 Measure Election, containing specifications of the election order; and

WHEREAS, within the Resolution Ordering an Election to transfer jurisdiction, this Board requested the consolidation of said ballot measure 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, March 3, 2020, a statewide primary election was conducted throughout the District, and the District's school Measure O (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 ballot measure election in each county, showing the votes cast for and against the Measure (the "Statements of Election Results");

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 72% of all the votes cast at the election on the Measure O 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 O 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.

APPROVED AND ADOPTED this 4TH day, April, 2020, by the following vote:

AYES: Fred Schambeck, William Hinz, Melissa Salinas, Anastasia Shackelford, Karen Shaw

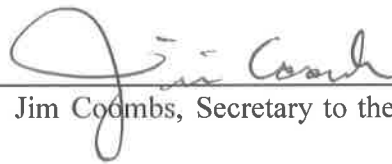
NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of April, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4th day of April, 2020.



Jim Coombs, Secretary to the Board of Trustees



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

March 27, 2020

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 Special Election consolidated with the Presidential Primary Election held on March 3, 2020.

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

Sincerely,

DEAN C. LOGAN
Registrar-Recorder/County Clerk


TIMMY DANG, Head
Election Planning Section

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

Enclosures
Canvass Certificate
Official Statement of Votes Cast

Rec. Oca

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 Presidential Primary Election, held on the 3rd day of March, 2020.

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 27th day of March, 2020.



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

March 24, 2020

Jim Coombs
Superintendent of Schools
Lowell Joint School District
11019 Valley Home Ave.
Whittier, CA 90603

Dear Superintendent Coombs:

Enclosed are the Certification of the Statement of the Votes Cast, the Canvass Certificate, and a copy of the Abstract of Votes Cast for the Lowell Joint School District Measure O Election consolidated with the Presidential Primary Election held on March 3, 2020.

If you have any questions, please feel free to contact me at (714) 567-7568 or marcia.nielsen@rov.ocgov.com.

Sincerely,

Marcia Nielsen
Candidate and Voter Services Manager

Enclosures

CERTIFIED STATEMENT OF THE VOTES CAST

at the

PRESIDENTIAL PRIMARY ELECTION

March 3, 2020

in the

County of Orange, State of California

FILED _____, 2020

ALEX PADILLA, SECRETARY OF STATE

BY _____ DEPUTY

State of California)

) ss

County of Orange)

I, Neal Kelley, Registrar of Voters of Orange County, do hereby certify that the within is a true and correct statement of the votes cast in this county at the Presidential Primary Election, as determined by the canvass of the returns of said election.

I further certify the results of the 1 percent manual tally contained no discrepancies between the machine count and the manual tally.

WITNESS my hand and Official Seal

THIS 23rd DAY OF MARCH, 2020

, REGISTRAR OF VOTERS



O-Lowell Joint School District - Non-Partisan

Cumulative Totals

Precinct	Party Member Registration	Party Member Ballots Cast	Turnout (%)	Yes	No
17260	1,952	947	48.5	740	153
17278	1,704	865	50.8	656	136
17279	2,606	1,259	48.3	960	219
17334	854	472	55.3	384	70
17335	720	356	49.4	281	59
Early VC Totals	7,836	41	0.5	30	10
Election Days VC Totals	7,836	988	12.6	739	190
Vote by Mail Totals	7,836	2,870	36.6	2,252	437
Grand Totals	7,836	3,899	49.8	3,021	637

O-Lowell Joint School District - Non-Partisan

Early VC Totals

District	Party Member Registration	Party Member Ballots Cast	Turnout (%)	Yes	No
Orange County	7,836	41	0.5	30	10
Orange County	7,836	41	0.5	30	10
39th Congressional District	7,836	41	0.5	30	10
29th Senate District	7,836	41	0.5	30	10
55th Assembly District	7,836	41	0.5	30	10
4th Supervisorial District	7,836	41	0.5	30	10
La Habra	7,836	41	0.5	30	10
State Board of Equalization (4th District)	7,836	41	0.5	30	10
County Board of Education Trustee Area 4	7,836	41	0.5	30	10
North Orange County Community College District	7,836	41	0.5	30	10
North Orange County Community College District Trustee Area 4	7,836	41	0.5	30	10
Lowell Joint School District (OC Portion)	7,836	41	0.5	30	10
Lowell Joint School District Trustee Area 1	2,806	19	0.7	15	4
Lowell Joint School District Trustee Area 2	720	3	0.4	3	0
Lowell Joint School District Trustee Area 4	2,606	7	0.3	6	1
Lowell Joint School District Trustee Area 5	1,704	12	0.7	6	5
Fullerton Joint Union High School District	7,836	41	0.5	30	10
Fullerton Joint Union High School District Trustee Area 1	6,262	32	0.5	21	10
Fullerton Joint Union High School District Trustee Area 5	1,574	9	0.6	9	0
Municipal Water District Of Orange County	7,836	41	0.5	30	10
Municipal Water District of Orange County Div 1	7,836	41	0.5	30	10
Early VC Totals	7,836	41	0.5	30	10

O-Lowell Joint School District - Non-Partisan

Election Days VC
Totals

District	Party Member Registration	Party Member Ballots Cast	Turnout (%)	Yes	No
Orange County	7,836	988	12.6	739	190
Orange County	7,836	988	12.6	739	190
39th Congressional District	7,836	988	12.6	739	190
29th Senate District	7,836	988	12.6	739	190
55th Assembly District	7,836	988	12.6	739	190
4th Supervisorial District	7,836	988	12.6	739	190
La Habra	7,836	988	12.6	739	190
State Board of Equalization (4th District)	7,836	988	12.6	739	190
County Board of Education Trustee Area 4	7,836	988	12.6	739	190
North Orange County Community College District	7,836	988	12.6	739	190
North Orange County Community College District Trustee Area 4	7,836	988	12.6	739	190
Lowell Joint School District ((OC Portion)	7,836	988	12.6	739	190
Lowell Joint School District Trustee Area 1	2,806	380	13.5	285	72
Lowell Joint School District Trustee Area 2	720	112	15.6	86	24
Lowell Joint School District Trustee Area 4	2,606	250	9.6	187	48
Lowell Joint School District Trustee Area 5	1,704	246	14.4	181	46
Fullerton Joint Union High School District	7,836	988	12.6	739	190
Fullerton Joint Union High School District Trustee Area 1	6,262	765	12.2	571	143
Fullerton Joint Union High School District Trustee Area 5	1,574	223	14.2	168	47
Municipal Water District Of Orange County	7,836	988	12.6	739	190
Municipal Water District of Orange County Div 1	7,836	988	12.6	739	190
Election Days VC Totals	7,836	988	12.6	739	190

O-Lowell Joint School District - Non-Partisan

Vote by Mail
Totals

District	Party Member Registration	Party Member Ballots Cast	Turnout (%)	Yes	No
Orange County	7,836	2,870	36.6	2252	437
Orange County	7,836	2,870	36.6	2252	437
39th Congressional District	7,836	2,870	36.6	2252	437
29th Senate District	7,836	2,870	36.6	2252	437
55th Assembly District	7,836	2,870	36.6	2252	437
4th Supervisorial District	7,836	2,870	36.6	2252	437
La Habra	7,836	2,870	36.6	2252	437
State Board of Equalization (4th District)	7,836	2,870	36.6	2252	437
County Board of Education Trustee Area 4	7,836	2,870	36.6	2252	437
North Orange County Community College District	7,836	2,870	36.6	2252	437
North Orange County Community College District Trustee Area 4	7,836	2,870	36.6	2252	437
Lowell Joint School District ((OC Portion)	7,836	2,870	36.6	2252	437
Lowell Joint School District Trustee Area 1	2,806	1,020	36.4	824	147
Lowell Joint School District Trustee Area 2	720	241	33.5	192	35
Lowell Joint School District Trustee Area 4	2,606	1,002	38.4	767	170
Lowell Joint School District Trustee Area 5	1,704	607	35.6	469	85
Fullerton Joint Union High School District	7,836	2,870	36.6	2252	437
Fullerton Joint Union High School District Trustee Area 1	6,262	2,274	36.3	1764	355
Fullerton Joint Union High School District Trustee Area 5	1,574	596	37.9	488	82
Municipal Water District Of Orange County	7,836	2,870	36.6	2252	437
Municipal Water District of Orange County Div 1	7,836	2,870	36.6	2252	437
Vote by Mail Totals	7,836	2,870	36.6	2,252	437

O-Lowell Joint School District - Non-Partisan

Grand Totals

District	Party Member Registration	Party Member Ballots Cast	Turnout (%)	Yes	No
Orange County	7,836	3,899	49.8	3021	637
Orange County	7,836	3,899	49.8	3021	637
39th Congressional District	7,836	3,899	49.8	3021	637
29th Senate District	7,836	3,899	49.8	3021	637
55th Assembly District	7,836	3,899	49.8	3021	637
4th Supervisorial District	7,836	3,899	49.8	3021	637
La Habra	7,836	3,899	49.8	3021	637
State Board of Equalization (4th District)	7,836	3,899	49.8	3021	637
County Board of Education Trustee Area 4	7,836	3,899	49.8	3021	637
North Orange County Community College District	7,836	3,899	49.8	3021	637
North Orange County Community College District Trustee Area 4	7,836	3,899	49.8	3021	637
Lowell Joint School District ((OC Portion)	7,836	3,899	49.8	3021	637
Lowell Joint School District Trustee Area 1	2,806	1,419	50.6	1124	223
Lowell Joint School District Trustee Area 2	720	356	49.4	281	59
Lowell Joint School District Trustee Area 4	2,606	1,259	48.3	960	219
Lowell Joint School District Trustee Area 5	1,704	865	50.8	656	136
Fullerton Joint Union High School District	7,836	3,899	49.8	3021	637
Fullerton Joint Union High School District Trustee Area 1	6,262	3,071	49.0	2356	508
Fullerton Joint Union High School District Trustee Area 5	1,574	828	52.6	665	129
Municipal Water District Of Orange County	7,836	3,899	49.8	3021	637
Municipal Water District of Orange County Div 1	7,836	3,899	49.8	3021	637
Early VC Totals	7,836	41	0.5	30	10
Election Days VC Totals	7,836	988	12.6	739	190
Vote by Mail Totals	7,836	2,870	36.6	2,252	437
Grand Totals	7,836	3,899	49.8	3,021	637



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

Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2019-2020

District Name: Lowell Joint School District

Date: April 6, 2020

Person completing this form: Mary Jo 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 18-Oct 2019 |
| <input type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 17- Jan 2020 |
| <input checked="" type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 17-Apr 2020 |
| <input type="checkbox"/> 4th QTR | April 1 to June 30 | Due 17-Jul 2020 |

Date for information to be reported publicly at governing board meeting: April 6, 2020

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, Superintendent of Schools

Signature of District Superintendent 

Date 4/16/2020

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@lacoed.edu



Orange County Department of Education
Educational Services Division

**Williams Settlement Legislation
Quarterly Report of Uniform Complaints
2019-20**

District: Lowell Joint School District

District Contact: MJ Evanoff

Title: Executive Assistant to the Superintendent

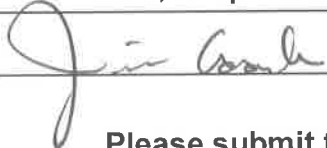
- Quarter #1 July 1 – September 30, 2019 Report due by **October 25, 2019**
- Quarter #2 October 1 – December 31, 2019 Report due by **January 31, 2020**
- Quarter #3 January 1 – March 31, 2020 Report due by **April 24, 2020**
- Quarter #4 April 1 – June 30, 2020 Report due by **July 31, 2020**

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 Missassignments			
Facility Conditions			
TOTALS			

Name of Superintendent: Jim Coombs, Superintendent of Schools

Signature of Superintendent:  Date: 4/16/2020

Please submit to:

Alicia Gonzalez, Sr. Administrative Assistant
Orange County Department of Education
200 Kalmus Drive, B-1009
P.O. Box 9050, Costa Mesa, CA 92628-9050

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 775

**RESOLUTION OF THE BOARD OF TRUSTEES OF
THE LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
APPROVING AN INCREASE IN STATUTORY SCHOOL FEES
IMPOSED ON NEW RESIDENTIAL AND
COMMERCIAL/INDUSTRIAL CONSTRUCTION PURSUANT TO
EDUCATION CODE SECTION 17620 AND GOVERNMENT CODE
SECTION 65995**

WHEREAS, the Board of Trustees (“Board”) of the Lowell Joint School District (“District”) provides for the educational needs for Grade K-8 students; and

WHEREAS, on January 22, 2020, the State Allocation Board (“SAB”) authorized an adjustment in the statutory school fee amounts for unified school districts pursuant to Government Code Section 65995(b)(3) to Four and 8/100 Dollars (\$4.08) per square foot for assessable space of new residential construction (“Residential Statutory School Fees”) and Sixty-Six Cents (\$0.66) per square

provides for the educational needs of students in the same jurisdictional boundaries as the District. The Fee Sharing Agreement specifies the allocation of Statutory School Fees that may be charged and collected by the District, and foot of chargeable covered and enclosed space for the categories of new commercial/industrial construction (“Commercial/Industrial Fees” and collectively “Statutory School Fees”), as long as such increases are properly justified by the District pursuant to law; and

WHEREAS, the District pursuant to Education Code Section 17623(a) entered into a fee sharing agreement (“Fee Sharing Agreement”) with the Fullerton Joint Union High School District (“FJUHSD”), which said agreement allows the District to charge and collect an amount approximately sixty-six and sixty-seven hundredths percent (66.67%) to the District and approximately thirty-three and thirty-three hundredths percent (33.33%) to FJUHSD; and

WHEREAS, new residential and commercial/industrial construction continues to generate additional students for the District’s schools and the District is required to provide school facilities (“School Facilities”) to accommodate those students; and

WHEREAS, the District does not have sufficient funds available for the construction or reconstruction of the School Facilities, construction of permanent School Facilities, and acquisition of interim School Facilities, to accommodate students from new residential and commercial/industrial construction; and

WHEREAS, the Board has received and considered a report entitled “2020 School

Fee Justification Study” (“Study”), which includes information, documentation, and analysis of the School Facilities needs of the District, including: (a) the purpose of the Applicable Statutory School Fees; (b) the use to which the Applicable Statutory School Fees are to be put; (c) the nexus (roughly proportional and reasonable relationship) between the residential and commercial/industrial construction and (1) the use for Applicable Statutory School Fees, (2) the need for School Facilities, (3) the cost of School Facilities and the amount of Applicable Statutory School Fees from new residential and commercial/industrial construction; (d) a determination of the impact of the increased number of employees anticipated to result from the commercial/industrial construction (by category) upon the cost of providing School Facilities within the District; (e) an evaluation and projection of the number of students that will be generated by new residential construction; (f) the new School Facilities that will be required to serve such students; and (g) the cost of such School Facilities; and

WHEREAS, the Study pertaining to the Statutory School Fees and to the capital facilities needs of the District has been available to the public for at least ten (10) days before the Board considered at a regularly scheduled public meeting the increase in the Statutory School Fees; and

WHEREAS, all notices of the proposed increase in the Statutory School Fees have been given in accordance with applicable law; and

WHEREAS, a public hearing was duly held at a regularly scheduled meeting of the Board relating to the proposed increase in the Statutory School Fees on April 6, 2020; and

WHEREAS, as to the Statutory School Fees, Education Code Section 17621 provides that the adoption, increase or imposition of any fee, charge, dedication, or other requirement, pursuant to Education Code Section 17620 shall not be subject to the California Environmental Quality Act, Division 13 (commencing with Section 21000) of the Public Resources Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT AS FOLLOWS:

Section 1. That the Board accepts and adopts the Study.

Section 2. That the Board finds that the purpose of the Statutory School Fees imposed upon new residential construction are to fund the additional School Facilities required to serve the students generated by the new residential construction upon which the Statutory School Fees are imposed.

Section 3. That the Board finds that the Statutory School Fees imposed on new residential construction will be used only to finance those School Facilities described in the Study and related documents, and that these School Facilities are required to serve the students generated by the new residential construction within the District; and that the use of the Statutory School Fees will include construction of additional School Facilities,

remodeling existing School Facilities to add additional classrooms, and technology, and acquiring and installing additional portable classrooms and related School Facilities, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new residential construction, as well as any required central administrative and support facilities, within the District.

Section 4. That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and the new residential construction within the District because the Statutory School Fees imposed on new residential construction by this Resolution will be used to fund School Facilities that will be used to serve the students generated by such new residential construction.

Section 5. That the Board finds that there is a roughly proportional, reasonable relationship between the new residential construction upon which the Statutory School Fees are imposed, and the need for the construction or reconstruction of School Facilities in the District because new students will be generated from new residential construction within the District and these students cannot be housed by the District without causing the District to incur additional costs to construct School Facilities and/or reconstruct existing School Facilities.

Section 6. That the Board finds that the amount of the Statutory School Fees imposed on new residential construction as set forth in this Resolution is roughly proportional and reasonably related to, and does not exceed the cost of, providing the School Facilities required to serve the students generated by such new residential construction within the District.

Section 7. That the Board finds that the purpose of the Statutory School Fees imposed on new commercial/industrial construction is to fund the additional School Facilities required to serve the students generated by the new commercial/industrial construction upon which the Commercial/Industrial Fees are imposed.

Section 8. That the Board finds that the Statutory School Fees imposed on new commercial/industrial construction (by category) will be used only to finance those School Facilities described in the Study and related documents and that these School Facilities are required to serve the students generated by such new commercial/industrial construction; and that the use of the Statutory School Fees will include construction of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, and acquiring and installing additional portable classrooms and related facilities, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new commercial/ industrial construction, as well as any required central administrative and support facilities within the District.

Section 9. That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and new commercial/industrial construction by category within the District because the Statutory School Fees imposed on commercial/industrial construction by this Resolution will be used to fund School Facilities which will be used to serve the students generated by such new commercial/industrial

construction.

Section 10. That the Board finds that there is a roughly proportional, reasonable relationship between the new commercial/industrial construction by category, upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the District because new students will be generated from new commercial/industrial construction within the District and the District does not have student capacity in the existing School Facilities to accommodate these students.

Section 11. That the Board finds that the amount of the Statutory School Fees imposed on new commercial/industrial construction by category as set forth in this Resolution is roughly proportional and reasonably related to and does not exceed the cost of providing the School Facilities required to serve the students generated by such new commercial/industrial construction within the District.

Section 12. That the Board finds that a separate fund ("Fund") of the District and two or more sub-funds ("Sub-Funds") have been created or are authorized to be established for all monies received by the District for the deposit of Statutory School Fees and mitigation payments ("Mitigation Payments") imposed on construction within the District and that said Fund and Sub-Funds at all times have been separately maintained, except for temporary investments, with other funds of the District as authorized by law.

Section 13. That the Board finds that the monies of the separate Fund or the separate Sub-Funds described in Section 12, consisting of the proceeds of Statutory School Fees and Mitigation Payments have been imposed for the purposes of constructing and reconstructing those School Facilities necessitated by new residential and/or commercial/industrial construction, and thus, these monies may be expended for all those purposes permitted by applicable law. The Statutory School Fees may also be expended by the District for the costs of performing any study or otherwise making the findings and determinations required under subdivisions (a), (b) and (d) of Section 66001 of the Government Code. In addition, the District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees.

Section 14. That the Board is hereby justified in levying the Statutory School Fees as a condition of approval of new residential development projects and imposes the Statutory School Fees on such development projects in the following amounts, which shall be adjusted pursuant to the Fee Sharing Agreement:

- a. Two and 72/100 Dollars (\$2.72) per square foot of assessable space for new residential construction, including new residential projects, manufactured homes and mobile homes as authorized under Education Code Section 17625, and including residential construction or reconstruction other than new construction where such construction or reconstruction results in an increase of assessable space, as defined in Government Code Section 65995, in excess of five hundred (500) square feet.

b. Forty-Four Cents (\$0.44) per square foot of assessable space, for new residential construction used exclusively for the housing of senior citizens, as described in Section 51.3 of the Civil Code or as described in subdivision (k) of Section 1596.2 of the Health and Safety Code or a multi level facility as described in paragraph 9 of subdivision (d) of Government Code Section 15432 or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

Section 15. That this Board is hereby justified in levying the Statutory School Fees as a condition of approval of new commercial/industrial construction projects and levies the Statutory School Fees on such development projects in the amount of Forty-Four Cents (\$0.44) per square foot of chargeable covered and enclosed space for all categories of commercial/industrial construction, except for properties that are classified as rental self-storage properties. The maximum applicable Statutory School Fees that may be levied per square foot of chargeable covered and enclosed space is Four Cents (\$0.04) for rental self-storage properties.

Section 16. That the proceeds of the Statutory School Fees established pursuant to this Resolution shall continue to be deposited into those Sub-Funds of the Funds identified in Section 12 of this Resolution, the proceeds of which shall be used exclusively for the purpose for which the Statutory School Fees are to be collected, including, as to Statutory School Fees, accomplishing any study, findings or determinations required by subdivisions (a), (b) and (d) of Section 66001 of the Government Code, or retaining an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees or in financing the described Study or in defending the imposition of Statutory School Fees.

Section 17. That the District's Superintendent, or designee, is directed to cause a copy of this Resolution to be delivered to the building officials of the City of La Habra, La Habra Heights, La Mirada, Whittier (each a "City" or collectively the "Cities"), the Counties of Orange and Los Angeles (each a "County" or collectively the "Counties") and the Office of Statewide Health Planning and Development ("OSHPD") along with a copy of all the supporting documentation referenced herein and a map of the District clearly indicating the boundaries thereof, advising the Cities, Counties and the OSHPD that new residential and commercial/ industrial construction is subject to the Statutory School Fees changed pursuant to this Resolution and requesting that no building permit or approval for occupancy be issued by any of these entities for any new residential development project, mobile home or manufactured home subject to the Statutory School Fees absent a certification of compliance ("Certificate of Compliance") from the District demonstrating compliance of such project with the requirements of the Statutory School Fees, nor that any building permit be issued for any nonresidential construction absent a certification from this District of compliance with the requirements of the applicable Statutory School Fees.

Section 18. That the Board hereby establishes a process that permits the party

against whom the Commercial/Industrial Fees are imposed the opportunity for a hearing to appeal that imposition of Commercial/Industrial Fees for commercial/industrial construction as stated in Education Code Section 17621(e)(2).

Section 19. That the Superintendent is authorized to cause a Certificate of Compliance to be issued for each development project, mobile home and manufactured home for which there is compliance with the requirement for payment of the Statutory School Fees in the amounts specified by this Resolution. In the event a Certificate of Compliance is issued for the payment of Statutory School Fees for a development project, mobile home or manufactured home and it is later determined that the statement or other representation made by an authorized party concerning the development project as to square footage is untrue or in the event the zoning is declared invalid, then such Certificate of Compliance shall automatically terminate, and the appropriate City, County or OSHPD shall be so notified.

Section 20. That no statement or provision set forth in this Resolution, or referred to therein shall be construed to repeal any preexisting fee or mitigation amount previously imposed by the District on any residential or nonresidential construction.

Section 21. That if any portion or provision hereof is held invalid, the remainder hereof is intended to be and shall remain valid.

Section 22. That the change in the District's Statutory School Fees will become effective sixty (60) days from the date of this Resolution unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Board.

APPROVED AND ADOPTED this 6th day of April 2020, by the following vote:

AYES: Fred Schambeck, William Hinz, Melissa Salinas, Anastasia Shackelford, Karen Shaw


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 6th day of April 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 6th day of April, 2020.



Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 776

**RESOLUTION OF THE BOARD OF TRUSTEES OF
THE LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
APPROVING WORKERS' COMPENSATION COVERAGE
FOR VOLUNTEER PERSONNEL**

WHEREAS, Lowell Joint School District ("District") recognizes the need for and the benefit derived from persons providing volunteer services to the District; and

WHEREAS, the Legislature of the State of California (Labor Code Section 3363.5) has provided authorization for inclusion of coverage for persons who perform voluntary service without pay in the District's workers' compensation program; and

WHEREAS, Labor Code Section 3363.5 (b) states that the phrase, "voluntary service without pay" shall include services performed by any person, who receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses; and,

WHEREAS, the District desires to provide worker's compensation coverage for individuals who are performing voluntary services without pay for the District in accordance with District regulations and policy;

THEREFORE, BE IT RESOLVED THAT, The District hereby adopts the policy that all persons authorized by the Superintendent/Governing Board to perform volunteer services for the District without pay, during the course and scope of performance of such volunteer services, shall be deemed to be employees of the District solely for purposes of Division 4 (commencing with Section 3200) of the Labor Code, Workers' Compensation and Insurance.

This resolution shall not apply to any person if providing workers' compensation coverage to such person is not authorized by any provision of law, including but not limited to Labor Code Section 3368 and Education Code Section 51769.

APPROVED AND ADOPTED this 6th day of April 2020, by the following vote:

AYES: Fred Schambeck, William Hinz, Melissa Salinas, Anastasia Shackelford, Karen Shaw

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 6th day of April 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 6th day of April, 2020.



Jim Coombs, Secretary to the Board of Trustees

**LOWELL JOINT SCHOOL DISTRICT
RESOLUTION NO. 777**

**RESOLUTION ADOPTING UNIFORM PUBLIC CONSTRUCTION
COST ACCOUNTING PROCEDURES**

WHEREAS, Public Contract Code section 22000 et seq. sets forth the Uniform Public Construction Cost Accounting Act (the “Act”);

WHEREAS, the Act provides for the implementation of uniform construction cost accounting procedures and informal bidding procedures for all public agencies electing to participate, together with instructions for their adoption and implementation by such public agencies;

WHEREAS, pursuant to Public Contract Code sections 22010 and 22017, the California Uniform Construction Cost Accounting Commission (the “Commission”) developed and recommended to the State Controller uniform construction cost accounting and informal bidding procedures (the “Uniform Procedures”) consistent with Public Contract Code sections 22031 through 22045 for consideration;

WHEREAS, pursuant to Public Contract Code section 22019, the State Controller adopted the Uniform Procedures;

WHEREAS, the Act only applies to a public agency whose governing board has by resolution elected to become subject to the Uniform Procedures and has notified the State Controller of that election;

WHEREAS, California public agencies such as school districts and county offices of education are eligible to adopt the Uniform Procedures pursuant to the Act;

WHEREAS, the Governing Board of the Lowell Joint School District (“District”) has determined that it is in the best interests of the District to elect to become subject to the Uniform Procedures;

NOW, THEREFORE, the Governing Board of the Lowell Joint School District hereby resolves as follows:

1. That the above recitals are all true and correct.
2. That the District elects to utilize the Act for maintenance contracts as defined in Public Contract Code section 20115 pursuant to Public Contract Code section 22000
3. That the Board of Education hereby elects pursuant to Public Contract Code section 22030 to become subject to the Uniform Procedures set forth in the Act and to the Commission’s policies and procedures manual and cost accounting review

procedures, as they may each from time to time be amended, and directs District staff to notify the State Controller of this election.

4. That this Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED this 6th day of April, 2020, by the following vote of the members of the Governing Board of the Lowell Joint School District.

AYES: Fred Schambeck, William Hinz, Melissa Salinas, Anastasia Shackelford, Karen Shaw


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 6th day of April, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 6th day of April, 2020.



Jim Coombs, Secretary to the Board of Trustees

RESOLUTION APPROVING THE GUARANTEED MAXIMUM PRICE FOR THE LEASE-LEASEBACK CONTRACT WITH ERICKSON-HALL CONSTRUCTION CO. FOR THE HVAC, ROOF REPLACEMENT, FIRE ALARM, ADA, AND RELATED WORK AT OLITA ELEMENTARY SCHOOL

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION NO. 778

WHEREAS, as set forth in Resolution No. 766, the governing Board of Education (“Board”) for the Lowell School District (“District”) approved the selection of Erickson-Hall Construction Co. (“Contractor”) as the lease-leaseback contractor for several projects including the HVAC, Roof Replacement, Fire Alarm, ADA, and Related Work at Olita Elementary School (“Project”);

WHEREAS, Contractor has provided the District with objectively verifiable information of its costs to perform the services requested in the lease-leaseback contract for the Project;

WHEREAS, the Contractor has completed all required preconstruction services for the Project pursuant to the Pre-Construction Services Agreement entered into with the District;

WHEREAS, the Contractor has selected subcontractors for the Project not identified in its proposal pursuant to Education Code section 17406(a)(4);

WHEREAS, the plans and specifications for the Project have been approved by the Division of the State Architect; and

WHEREAS, the Contractor has provided the District with written rationale for the Guaranteed Maximum Price (“GMP”) for the Project and provided documentation sufficient to support the GMP.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE LOWELL JOINT SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals. All of the recitals herein contained are true and correct.

Section 2. Approval of Guaranteed Maximum Price. Pursuant to Education Code section 17406(a)(3), the District’s Board hereby approves the GMP for the Project in the amount of \$4,526,349.00, inclusive of all contingencies and allowances.

Section 3. Effective Date. This Resolution shall take effect upon adoption.

APPROVED AND ADOPTED this 6th day of April, 2020, by the following vote of the members of the Governing Board of the Lowell Joint School District.

AYES: Fred Schambeck, William Hinz, Melissa Salinas, Anastasia Shackelford, Karen Shaw.

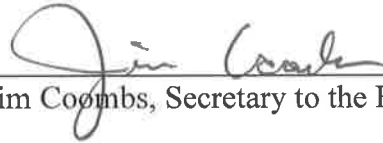
NOES:

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 6th day of April, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 6th day of April, 2020.



Jim Coombs, Secretary to the Board of Trustees



**Lowell Joint
School District**

A Tradition of Excellence Since 1906

Change Order Request

School: Maybrook ES

Project Name: Maybrook Elementary School - Interim Housing Project
Project No.: 3902

Application No.: 03-119943

Architect: PBK
Construction Manager: Erickson-Hall Construction Co.

Prime Contractor
COR No. 2
Date 3/10/2020
Reference RFIs /RFP / Bulletin No.: IB #09

DESCRIPTION: Install concrete ramp at admin portable and additional material and labor to regrade walkways and ramps as per IB #09

Prime Contractor Costs (used when work is subcontracted)

Scope Item	Material	Labor	Equipment	Totals
Form and Pour Concrete Ramp	\$	7,669.20	\$	7,669.20
Re-Grade ramps and Sidewalks	\$	13,278.32	\$	13,278.32
Re-Grade Sidewalks at hammerhead and install CAB	\$	5,583	\$	5,583.16
Credit for Admin AC ramp	\$	(1,305)	\$	(1,305.30)
Subtotals	\$	25,225	\$	25,225.38
			Prime Contractor OH and Profit (5%)	\$ 1,261
			Prime Contractor totals	\$ 26,487

TOTAL COSTS FOR COR No. 2 \$ 26,487

Prime Contractor Time

TOTAL TIME FOR COR No. 2 0 days

Prime Contractor:
Submitted by _____

Date: _____

Construction Manager: Erickson-Hall Construction Co.
Accepted by see below

Date: 4/29/20

District Approval: Lowell Joint School District
Signature: [Signature]

Date: 4.7.20

Signature only verifies materials and hours worked. Verification does not constitute approval of extra work.

Verified By: [Signature] Date: 4/29
Printed Name: Michael Arnold



Elite Modular Leasing & Sales, Inc.

March 5, 2020

Lowell Joint SD

Attn: David Bennett (dbennett@ljsd.org)
CC: Miltos Varkatzas (miltos@schoolfacilitiesupport.com)

EML-1070 Proposed Change Order "PCR" #1 @ Maybrook

Item I – Shuttling and Building Close Up

a)	Shuttling x1 24x40 to building Pad, Elite Modular cost	\$ 800.00
b)	Elite Modular Standard Building Close Up x2 (front and back), not included on Original Signed Proposal	\$ 708.00
c)	Sales Tax	INCLUDED
	Total of above	\$1,508.00

General Note: Payment schedule per original signed agreement

Item II – Inclusions

- As noted in Item I
- Elite Modular Standard Building Close Up x2 (front and back)

Item III – Exclusions

- PLA, PSA or skilled & trained workforce labor compliance agreements
- Weekend, Holiday or non-standard work hours – All work and trades, other than building delivery
- Special loading of buildings, at end of lease, when buildings are returned
- Access in-out of site for all equipment, trucking & workmen
- DSA submittal, and final site & building approval
- On site DSA Inspection's
- DSA Inspections
- AOR / DSA submittal, and final site & building approval
- Anything not specifically included is excluded

If the above is acceptable, please sign below by 3-6-20 to lock in delivery & installation schedule.

Sincerely,
Elite Modular Leasing and Sales, Inc.

Jeremy Goldenetz

Jeremy Goldenetz
President

Lou Menezes

Lou Menezes
VP of Business Development & Operations

ACCEPTED *[Signature]* DATE 4.7.20
 BY *[Signature]*
 TITLE Asst. Sup. F. & C.

CORE CONTRACTING, INC

1068 LA MIRADA COURT | VISTA, CA 92081
760-683-8308

CHANGE ORDER REQUEST

No: COR 8
Date: 3/9/20

To: Michael Arnold
Company: Erickson Hall
Address: 500 Corporate Drive
City: Escondido, CA 92029
Phone: (760) 796-7700
Fax:

Job Name: Maybrook Elementary
Address: 11700 Maybrook Avenue
City: Whittier, CA 90604

Scope: Install a concrete ramp at the Admin Portable, additional material and labor to regrade the walkways and ramp locations per Bulletin 09. See attached Haltbrink labor and material break downs for reference.

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Form and Pour Concrete Ramp	1	EA	\$ 7,669.20	\$ 7,669.20
2	Re-Grade Ramps and Sidewalks	1	EA	\$ 13,278.32	\$ 13,278.32
3	Re-Grade Sidewalk at Hammerhead, Install CAB	1	EA	\$ 5,583.16	\$ 5,583.16
4	Credit for Admin AC Ramp	1	EA	\$ (1,305.30)	\$ (1,305.30)
SUBTOTAL					\$ 25,225.38
OPI					\$ 1,261.27
TOTAL:					\$ 26,486.65

GRAND TOTAL: \$ 26,486.65

Maybrook ES
 Extra Work Breakdown
 Core Contracting

2/26/2020

Bulliten #9

Form and Pour Concrete Ramp

Labor		Hrs		
Operator	1	8	\$ 97.40	\$ 779.20
Cement Mason	2	16	\$ 97.40	\$ 1,558.40
Labor	1	8	\$ 91.95	\$ 735.60
Foreman	1	8	\$ 97.40	\$ 779.20
				\$ 3,852.40
Travel		4	\$ 97.40	\$ 389.60
Equipment			\$ 1,250.00	
Material			\$ 1,480.00	
		Total	\$ 6,972.00	
10% Mark Up			\$ 697.20	
		Total	\$ 7,669.20	

Re-Grade Ramps and Sidewalks

Labor				
Foreman	1	16	\$ 97.40	\$ 1,558.40
Oporator	1	16	\$ 97.40	\$ 1,558.40
Oporator	1	16	\$ 97.40	\$ 1,558.40
Grade Checker	1	16	\$ 97.40	\$ 1,558.40
Apprentince	1	16	\$ 91.80	\$ 1,468.80
				\$ 7,702.40
Travel Time		12	\$ 97.40	\$ 1,168.80
Equipment			\$ 2,500.00	
Material			\$ 700.00	
		Total	\$ 12,071.20	
10% Mark Up			\$ 1,207.12	
		Total	\$ 13,278.32	

Re-Grade Sidewalk @ Hammer Head and Install CAB

Labor				
Foreman	1	4	\$ 97.40	\$ 389.60
Oporator	1	4	\$ 97.40	\$ 389.60
Grade Checker	1	4	\$ 97.40	\$ 389.60
Apprentince	1	4	\$ 91.80	\$ 367.20
				\$ 1,536.00
Travel Time		4	\$ 97.40	\$ 389.60
Equipment			\$ 400.00	
Material CAB	100 Tons	27.5	\$ 2,750.00	
		Total	\$ 5,075.60	

10% Mark Up		\$	507.56
	Total	\$	5,583.16

	SF	Per SF	
Credit for AC Walk Way	-114	\$ 11.45	\$ (1,305.30)

	<u>Total</u>		<u>\$ 25,225.38</u>
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PURCHASE ORDERS FOR BOARD APPROVAL
April 6, 2020

NO#	VENDOR	DESCRIPTION	AMOUNT
85746	SCHOOL FIX	DO NOT ENTER RETRACTABLE FABRIC TAPE	\$ 227.66
85747	TARGET SPECIALTY PRODUCTS	WEEDING TREATMENT PRODUCTS	\$ 211.25
85748	JOHNSTONE SUPPLY	A/C AND HEATER PARTS	\$ 94.97
85749	DECKER SCHOOL FIX	LOCK/KEY SERVICE	\$ 144.35
85750	EAST WHITTIER GLASS COMPANY	JORDAN-WINDOW REPAIR	\$ 405.72
85751	STANDARDS PLUS	7 & 8TH GRADE MATERIALS	\$ 2,001.50
85752	FITNESS FINDERS	INCENTIVE CHARMS	\$ 300.00
85753	ENVELOPES TOMORROW	RS-BOOTCAMP ENVELOPES	\$ 265.00
85754	YORKTOWN INDUSTRIES	BLACK TONER TN850	\$ 196.00
85755	PRO-ED	OPEN PURCHASES #2 2019-20	\$ 1,000.00
85756	CASH	CASH CONFERENCE REGISTRATION-C. WEISMANN	\$ 625.00
85757	SCHOOL SERVICES	CONSTRUCTION BASICS-CATHY WEISMANN	\$ 275.00
85758	SCHOOL SERVICES	ATTENDANCE WORKSHOP-M. DUMADAG	\$ 275.00
85759	SCHOOL SERVICES	MAY REVISE WORKSHOP-ANDREA REYNOLDS ATTENDEE	\$ 220.00
85760	BUENA PARK HIGH SCHOOL	OCCASION FLOWERS	\$ 235.00
85761	KATIE ATKINSON	NEWBORN BLANKETS FOR EMPLOYEES	\$ 112.00
85762	ULINE	FIELD TRIP LUNCH BAGS	\$ 402.00
85763	DATAWORKS EDUCATIONAL RESEARCH	EDI AND LESSON DEMO & CLASSROOM COACHING	\$ 6,970.00
85764	CENGAGE LEARNING	MATH MATERIALS	\$ 510.12
85765	OCDE	SENSORY INTEGRATION, SENSORY PROCESSING-J.MARTIN	\$ 50.00
85766	VOCABULARYSPELLINGCITY.COM	VOCABULARY SPELLING CITY LICENSES FOR SCHOOLS	\$ 1,020.00
85767	HANCOCK PARK & DELONG, INC.	STATE FACILITIES PROGRAM CONSULTING	\$ 10,000.00
85768	SCHOOL SERVICES OF CALIFORNIA	WORKSHOP	\$ 825.00
85769	OPEN MEDIA, INC.	UNPURCHASED HOLIDAY DVDS-AGREEMENT PYMT	\$ 167.00
85770	COMPLETE BUSINESS SYSTEMS	DUPLO 5510 TERMINATOR SUPPLIES	\$ 2,250.37
85771	NO EXCUSES UNIVERSITY	20/21 NEU STUDENT PLANNERS	\$ 1,496.50
85772	FORM PLASTICS	OPEN PURCHASES- FEB-JUNE 2020	\$ 10,000.00
85773	ENVELOPES TOMORROW	ENVELOPES FOR 6TH GRADE PARENTS NIGHT	\$ 163.50
85774	SENTRY SIGNS AND PRINTING	SIGN, BANNER-MG	\$ 1,346.85
85775	LEARNING A-Z	RAZ-KIDS RENEWAL 2020-21	\$ 109.95
85776	REMEDIA PUBLICATIONS	CLASSROOM SUPPLIES-MORENO-OL	\$ 225.28
85777	SUPPORTING SUCCESS FOR CHILDREN W/HEARING LOSS	COMPREHENSION BOOK-HULTBERG-RS	\$ 27.55
85778	LAKESHORE	OPEN PURCHASES 2019-20	\$ 1,500.00
85779	WHITTIER DAILY NEWS	BID ADVERTISEMENT-MAYBROOK CAMPUS	\$ 3,636.00
85780	CA LEAGUE OF SCHOOLS	19/20 MEMBERSHIP DUES	\$ 60.00
85781	APPLE	APP-SPECIAL ED, HULTBERG	\$ 10.00
85782	THINKING MAPS	PROF DEVELOPMENT MATERIALS	\$ 33,312.09
85783	ICS SERVICE COMPANY	OPEN PO 2019-20, MONTHLY MONITORING-MAYBROOK	\$ 120.00
85784	COMPLETE BUSINESS SYSTEMS	3A PACKAGE	\$ 1,143.29
85785	MISSION SAN JUAN CAPISTRANO	FIELD TRIP REGISTRATION FEES	\$ 455.00
85786	ORIENTAL TRADING CO.	STUDENT INCENTIVES	\$ 88.81
85787	FROG STREET	SING AND READ ALPHABET	\$ 496.76
85788	DATA IMPRESSIONS	GOOGLE CHROME OS MGMT LICENSES	\$ 31,200.00
85789	PESI, INC	4/7/20 REGISTRATION	\$ 629.97
85790	SENTRY SIGNS AND PRINTING	14FT FLAG	\$ 1,001.25
85791	CREATIVE COSTUME AND DESIGN	RS-T-SHIRTS FOR DRUMLINE	\$ 1,079.62
85792	SCIENTIFIC LEARNING	FAST FORWARD SUBSCRIPTION-COLEMAN, OLITA	\$ 280.00
85793	GOVERNMENTJOBS.COM	JOB POSTING SUBSCRIPTION 2/14/2020-2/14/2021	\$ 1,500.00
85794	SENTRY SIGNS AND PRINTING	10X10 CANOPIES-DISTRICT USE	\$ 1,310.72
85795	ELB	VAPE SENSORS	\$ 6,074.29
85796	LACOE	MATH FIELD DAY REGISTRATION-4/25/2020	\$ 500.00
85797	DEAD AND BURIED	BANNER-SCHOOL	\$ 93.93
85798	OCDE	SPECIAL CIRCUMSTANCE BILLING, Q2	\$ 1,265.38
85799	DASH	HEALTH/NURSE-GLOVES	\$ 67.77
85800	LRP PUBLICATIONS	NEWSLETTER AND SUBSCRIPTION RENEWAL	\$ 544.00
85801	LA HABRA FENCE CO.	FENCE REPAIR-JORDAN	\$ 1,655.00
85802	CSUF-AUXILLARY SERVICES CORPORATION	2020 JOB FAIR	\$ 275.00
85803	DATA IMPRESSIONS	CHROME BOOKS	\$ 310,000.00
85804	ABES PLUMBING	EMERGENCY DRAINAGE-RS STAFF RESTROOM	\$ 1,200.00
85805	SAFEGUARD	EL PORTAL-TSHIRTS, JERSEYS	\$ 338.46
85806	DSA	PROJECT SUPPORT DSA FEES-OLITA	\$ 500.00
85807	ENABLING DEVICES	CLASSROOM SUPPLIES-MG, CRABTREE	\$ 396.95
85808	NMK CORPORATION	CISCO ANY CONNECT PERPETUAL VPN LICENSES	\$ 808.13
85809	HUMAN MEDIA	PE CLASS-VIDEOS	\$ 331.89
Respectfully Submitted,			\$ 444,026.88

Jim Coombs



Superintendent of Schools

"B" WARRANTS FOR BOARD APPROVAL ON:
April 6, 2020

"B" WARRANT DOCUMENTS : 1271 - 1533, 3084 - 3100

802,638.09

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
1271	J.W. PEPPER & SON, INC. - CHOIR SUPPLIES	120.71
1290	GINA TRINIDAD - CONSULTANT/ RANCHO STARBUCK	480.00
1298	GLASBY MAINTENANCE-DISTRICT, SUPPLIES	11,206.63
1299	HOME DEPOT PRO-MAINTENANCE, SUPPLIES	1,982.28
1301	SHERWIN WILLIAMS-MAINTENANCE, STOCK	769.20
1304	ACTION SALES - REFRIGERATOR/ MAYBROOK	3,206.16
1305	ASSOC. OF CA. SCHOOL ADMIN. - CONFERENCE	750.00
1305	JIM COOMBS - BOARD MEETING LUNCHEON REIMBURSEMENT	127.29
1306	CAMERON MILLER, RS-PURCH REIMBURSEMENT	820.00
1307	SHERYL MCDONALD-CURR, PURCH REIMBURSEMENT	199.95
1308	ATKINSON, ANDELSON, LOYA, RUUD & ROMO - LEGAL SERVICE	2,476.30
1309	SO CAL GAS-MG, RS, MAYBROOK-UTILITIES	641.33
1310	SO CAL EDISON-EP, UTILITIES	5,314.63
1311	WARE DISPOSAL-MAINTENANCE, SERVICES	1,571.61
1312	FRONTIER-DISTRICT, INTERNET COMM SERVICES	58.57
1313	TOTAL FUNDS HASLER-DISTRICT, POSTAGE	3,000.00
1314	SPARKLETTS-RS, SUPPLIES	145.40
1315	VIG SOLUTIONS - LAPTOPS FOR BILINGUAL AIDES	2,462.62
1316	CHRISTIAN MANGOLD - SUPPLIES REIMBURSEMENT	19.20
1317	VIG SOLUTIONS - LAPTOP FOR NURSE	604.21
1321	KRISTA VAN HOOGMOED - MEETING REIMBURSEMENT	72.37
1322	IMPERIAL BAND INSTRUMENTS - BAND REPAIRS	17.67
1323	ICS SERVICE CO. - MAYBROOK/ FIRE ALARM	705.60
1324	MAILFINANCE - NEOPOST MACHINE, DISTRICT OFFICE	481.72
1325	BEHAVIOR AND EDUCATION - NON PUBLIC AGENCY	15,437.58
1326	NCS PEARSON, INC. - SPECIAL EDUCATION SUPPLIES	380.13
1327	NORTHERN SPEECH SERVICES - MEDICAL SUPPLIES	162.93
1328	N2Y - SPECIAL EDUCATION SUPPLIES	369.67
1329	PRO-ED - SPECIAL EDUCATION FORM SUPPLIES	842.60
1330	LAKESHORE LEARNING MATERIALS - SUPPLIES	759.24
1331	ORANGE COUNTY OF ED. - TRANSPORTATION	4,814.59
1332	LEADER SERVICES - MEDICAID REIMBURSEMENT	606.25
1333	REBECCA CHAMPION - MILEAGE REIMBURSEMENT	53.03
1334	SANDRA JAN - MILEAGE REIMBURSEMENT	29.96
1335	YING LOU - SUPPLIES REIMBURSEMENT	401.41
1336	SHERYL MCDONALD - MILEAGE REIMBURSEMENT	20.00
1337	MYRA PADILLA - SUPPLIES REIMBURSEMENT	31.51
1338	MIN YI - SUPPLIES REIMBURSEMENT	23.78
1339	AMERICAN FIDELITY- EMP. VOLUNTARY DEDUCTIONS	7,631.60

1340	CREDIT UNION OF SO CAL- EMP. VOLUNTARY DEDUCTIONS	2,887.80
1341	SCHOOLS FIRST CREDIT UNION- EMP. VOLUNTARY DEDUCTIONS	21,775.00
	EARLY RETIREE REIMBURSEMENTS	
1342	DAWN AANDAHL	525.39
1343	BRENT ALLSMAN	506.24
1344	ELIZABETH KANESHIRO	948.67
1345	SHELLEY MARKER	525.39
1346	PENNY MAYERCHECK	1,189.78
1347	RONALD RANDOLPH	630.56
1348	GAYLE ROGERS	245.78
1349	CLAUDIA SCHALCHLIN	525.39
1350	EMILY WAKEFIELD	525.39
1351	HOLLY WOLFE	525.39
1352	CITY OF LA HABRA WATER DEPT. - UTILITY/ IRRIGATION	2,437.36
1353	FRONTIER COMMUNICATIONS - UTILITIES/ SERVICE	2,815.97
1354	SPECTRUM/ TIME WARNER CABLE - MONTHLY SERVICE	916.47
1355	VERIZON WIRELESS - MONTHLY SERVICE	691.28
1356	DELTA DENTAL- CERTIFICATED RETIREE VOL. PLAN	1,753.72
1357	2ND GEAR - TECHNOLOGY ACCESSORIES	246.18
1358	A&D TRANSPORTATION - SCHOOL FIELD TRIPS	740.00
1360	BAUDVILLE - CERTIFICATE PAPER/ RANCHO STARBUCK	400.86
1361	BLICK ART MATERIALS - RS/ ART SUPPLIES	646.37
1362	BUENA PARK HIGH SCHOOL - FLORAL ARRANGEMENTS	235.00
1363	CENGAGE LEARNING - BIG IDEAS/ MATH BOOKS	1,076.17
1364	CITY OF LA HABRA - MAINTENANCE/ FUEL	1,306.20
1365	DATA IMPRESSIONS - WEISSMAN/ COMPUTER	632.16
1366	ENVELOPES TOMORROW - RS/ BOOTCAMP	265.00
1367	FITNESS FINDERS - OLITA/ CHARMS	278.98
1368	FUN AND FUNCTION - CLASSROOM MATERIALS	243.42
1369	FULLERTON SCHOOL DISTRICT - CUSTOM PRINTING	260.00
1370	LA HABRA ROTARY CLUB - QUARTERLY MEMBER DUES	295.00
1371	MAGNATAG - WHITEBOARD PANELS/ DISTRICT OFFICE	3,173.42
1372	JIVE COMMUNICATIONS - HANDSETS/ MO. SERVICE	12,091.20
1373	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS.	295,255.26
1374	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS.	8,539.39
1375	A & D TRANSPORTATION - AFTERSCHOOL SPORTS	370.00
1376	KATIE ATKINSON - BLANKETS FOR NEW BABIES	112.00
1377	AVB PRESS - MG/ PROTOCOL SUPPLIES	569.40
1378	BACKFLOW TESTING SERVICE - MAYBROOK/ SERVICE	100.00
1379	CITY OF LA HABRA - MAINTENANCE/ FUEL	1,686.31
1380	DATA IMPRESSIONS - LED/ DIGITAL PLAYERS	4,249.65
1381	MJ EVANOFF - D.O. / SUPPLIES REIMBURSEMENT	167.57
1382	DECKER EQUIPMENT - WALL MOUNT/ STOP SIGN	290.95
1383	G.A. SYSTEMS, INC. - MAYBROOK/ BASKETS	4,511.30
1384	SANDRA JAN - CERTIFIED MAIL REIMBURSEMENT	6.95
1385	YING LOU/ CHARLENE - RS/ SUPPLIES REIMBURSEMENT	106.44
1386	ACSA REGION 17 - AWARD/ BREAKFAST CELEBRATION	40.00

1387	SOUTHERN CALIFORNIA GAS - UTILITIES/ MO. SERVICE	604.47
1388	SOUTHERN CALIFORNIA EDISON - UTILITIES/ MO. SERVICE	5,202.02
1389	SUBURBAN WATER SYSTEMS - WATER/ MO. SERVICE	2,822.12
1390	MCI A VERIZON CO. - MONTHLY SERVICE	13.75
1391	AUTOZONE - SUPPLIES/ MAINTENANCE	45.97
1392	JIVE COMMUNICATIONS - HANDSETS/ MO. SERVICE	4,055.71
1393	ABES PLUMBING, INC. - SEWER LINE SERVICE	900.00
1394	APPLE, INC. - FLIP BOOK APP/ HULTBERG	9.99
1395	ENABLING DEVICES - PLATFORM COMMUNICATOR	218.95
1396	ENVELOPES TOMORROW - ENVELOPE SUPPLIES	163.50
1397	GOVERNMENTJOBS.COM - JOB POSTING SERVICE	1,500.00
1398	HAUFFE CO. - MANAGEMENT CONSULTING	20,832.00
1399	HAUFFE CO. - DSA CLOSEOUT SERVICES	22,510.00
1400	AMERICAN FIDELITY- EMP. VOLUNTARY DEDUCTIONS	17,891.12
1401	ASSOC. OF CA. SCHOOL ADMIN.- EMPLOYEE DEDUCTIONS	323.15
1402	CA. ASSOC. OF SCHOOL PSYCH. - EMPLOYEE DEDUCTIONS	15.50
1403	CALIF. SCHOOL EMPLOYEES ASSOC.- EMPLOYEE DEDUCTIONS	3,018.70
1404	CALIF. TEACHERS ASSOC. - EMPLOYEE DEDUCTIONS	14,638.41
1405	PACIFIC EDUCATORS, INC - EMPLOYEE DEDUCTIONS	77.00
1406	THE STANDARD INSURANCE CO. - EMPLOYEE DEDUCTIONS	5,371.19
1407	UNITED WAY OF GREATER L.A. - EMPLOYEE DEDUCTIONS	10.00
1408	GT DESIGNS - FRAME SIGNS/ POSTCARDS	3,712.05
1409	JANICE JACOBSEN-MG, OL-CONTRACT SVCS	672.00
1410	PATTY JACOBSEN - T-SHIRT PURCHASE REIMBURSEMENT	371.05
1411	DEBRA LEES, MAYBROOK, CONTRACT SVCS	1,400.00
1412	REMEDIA PUBLICATIONS - SPECIAL ED. SUPPLIES	24.98
1413	VIG SOLUTIONS-OLITA, SUPPLIES	1,848.47
1414	RACHEL COLEMAN-SPEC ED, PURCH REIMB	27.13
1415	READ NATURALLY - SPECIAL ED. SUPPLIES	439.76
1417	RIVERSIDE INSIGHTS - SPECIAL ED. SUPPLIES	367.54
1418	SCHOOL SERVICES OF CA. - FISCAL BUDGET SERVICE	305.00
1419	SUPER DUPER PUBLICATIONS - SPECIAL ED. SUPPLIES	206.82
1420	YORKTOWN - TECHNOLOGY SUPPLIES/ TONER	214.62
1421	EDDIE MIJARES-RS, CONTRACT SVCS	625.00
1422	MARY PENA-RS, CONTRACT SVCS	142.50
1423	MATT GALLEGOS- RS, CONTRACT SVCS	125.00
1424	SHIRLEY TAYLOR-RS, CONTRACT SVCS	250.00
1425	XCELL - TECHNOLOGY/ IPAD REPAIR	65.00
1426	ANGELA HUTCHERSON-CONTRACT SVCS	283.50
1427	DEBBIE NEEDHAM - PURCHASE REIMBURSEMENT	103.34
1428	SIERRA SCHOOL EQUIPMENT - M&O TABLES	2,234.90
1429	WHITTIER CHRISTIAN HIGH SCHOOL - FIELD TRIPS	2,177.50
1430	SCHOOL SERVICES OF CA. - GOV.BUDGET WORKSHOP	1,500.00
1431	RHONDA ESPARZA - CONFERENCE REIMBURSEMENT	322.09
1432	SHERYL MCDONALD - CONFERENCE REIMBURSEMENT	259.84
1433	CRISTIAN BOGDAN - MILEAGE REIMBURSEMENT	89.95
1434	HOWARD INDUSTRIES, INC. - WALL MOUNTS/ MAYBROOK	2,706.84
1435	NANCY WHITE - CONFERENCE REIMBURSEMENT	20.00

1436	COLLEEN PATTERSON-BUS SVCS, CONTRACT SVCS	400.00
1437	HOLLY BRANDER - PURCHASE REIMBURSEMENT	37.71
1438	KRISTEN COOKE- PURCHASE REIMBURSEMENT	58.04
1439	MELINDA KELLOGG - PURCHASE REIMBURSEMENT	60.27
1440	SOUTHWEST SCHOOL SUPPLY - JORDAN SUPPLIES	1,903.20
1441	SOUTHWEST SCHOOL SUPPLY - MACY SUPPLIES	3,332.42
1442	SOUTHWEST SCHOOL SUPPLY - EL PORTAL SUPPLIES	590.58
1446	IMPERIAL BAND INSTRUMENTS - BAND REPAIRS	59.86
1447	JW PEPPER-RS, SUPPLIES	84.87
1448	NCS PEARSON, INC. - SPECIAL EDUCATION SUPPLIES	214.73
1449	LEARNING PLUS ASSOCIATES-SUPPLIES	2,001.50
1450	ORANGE COUNTY OF ED. -CONFERENCE REGISTRATION	600.00
1451	ORANGE COUNTY OF ED. -CONFERENCE REGISTRATION	4,622.50
1452	LEADER SERVICES - MEDICAID REIMBURSEMENT	702.33
1453	BEHAVIOR AND EDUCATION, INC. - CONTRACT SERVICE	7,273.75
1454	GALLAGHER PEDIATRIC THERAPY - CONTRACT SERVICE	1,495.11
1455	ALBERT MELARAGNO - MEDI-CAL PRESCRIPTIONS	175.00
1456	PROJECT SUPPORT SCHOOL SVCS-CONTRACT SVCS	1,125.00
1457	MISSION SAN JUAN CAPISTRANO-FIELD TRIP	467.50
1458	BEST LAWNMOWER - MAINTENANCE SERVICE	16.23
1459	IMPERIAL SPRINKLER SUPPLY - SUPPLIES	1,623.32
1460	LOWE'S - MONTHLY SCHOOL SUPPLIES	74.94
1461	PLUMBING WHOLESALE OUTLET - MAINTENANCE	538.25
1462	SOUTHEAST CONSTRUCTION - SUPPLIES REIMBURSEMENT	165.62
1463	SO CAL GAS-MACY, UTILITIES FEB 2020	193.82
1464	SO CAL EDISON-MA, OL-UTILITIES FEB 2020	2,163.82
1465	SUBURBAN WATER SYSTEMS - WATER/ MO. SERVICE	12,656.29
1466	FRONTIER COMMUNICATIONS - UTILITIES/ SERVICE	65.72
1467	WARE DISPOSAL-ALL SITES, TRASH DISPOSAL SERVICE	1,571.61
1479	AMERICAN EXPRESS - MONTHLY CREDIT PURCHASES	20,148.36
1483	SENTRY SIGNS/PRINTING-SUPPLIES	1,310.72
1484	SCHOOL LIFE-JORDAN, STUDENT INCENTIVES SUPPLIES	214.36
1485	WPS-SPEC ED, SUPPLIES	265.59
1486	SOUTHWEST SCHOOL SUPPLY-DISTRICT SUPPLIES	7,970.33
1487	BUG FLIP - MAINTENANCE SERVICE	1,395.00
1488	THE HOME DEPOT PRO INSTITUTION - SUPPLIES	457.41
1489	JAMES HARDWARE CO. - SUPPLIES	118.64
1490	WARE DISPOSAL - MONTHLY TRASH SERVICE	1,317.65
1496	THINKING MAPS-CURRICULUM, SUPPLIES	32,369.30
1497	CREATIVE COSTUMING & DESIGN-RS, SUPPLIES	1,079.62
1498	CSUF-DISTRICT, CONFERENCE FEES	275.00
1499	DEBRA LEES, MAYBROOK, CONTRACT SVCS	82.37
1500	JULIE MAYHEW-RS, SUPPLIES	59.49
1501	LINDA TAKACS-RS, PURCHASE REIMBURSEMENT	413.99
1502	SOUTHERN CALIFORNIA EDISON - UTILITIES/ MO. SERVICE	503.27
1503	CANNINGS HARDWARE - MAYBROOK SUPPLIES	196.91
1504	JOHNSTONE SUPPLY - MAINTENANCE SUPPLIES	94.97
1505	GLASBY MAINTENANCE SUPPLY - SUPPLIES	2,953.83

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2019/20 #9

April 6, 2020

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	RANGE/STEP	SITE	COMMENT
Tiffany Shun-Hernandez	03/20/2020	03/20/2020		JO	FMLA (AB375) Baby Bonding

B. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Katlin Cheng	03/20/2020	03/20/2020	DO	To be paid special long term rate of \$170.00 for Jordan Elementary School for Second Grade

C. EMPLOYMENT OF SUBSTITUTES EFFECTIVE 08/13/19 FOR THE 2019/20 SCHOOL YEAR \$131.00 PER DAY RATE AND \$170.00 LONG TERM AND \$65.50 PER HALF DAY RATE AND \$35.00 PER HOUR*

Kelsie Thompson
Joseph Prentiss

*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 2019/20 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 2019/20 school year.

** Adding Job Description for Teacher on Special Assignment: Steam Innovation Coach to Certificated Teacher Salary Schedule.

** Adding Job Description for Early Learning Specialist to Certificated Teacher Salary Schedule.

II. CLASSIFIED EMPLOYEES 4/6/20

A. MONTHLY – GENERAL FUND

NAME/ EFFECTIVE END RANGE/

<u>EMPLOYEE ID#</u>	<u>DATE</u>	<u>DATE</u>	<u>STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Arcega, Aida	04/09/20		R23/S3	MA	Office Manager/Step Increase
Bogdan, Cristian	05/01/20		R28/S7	DO	Systems Analyst/Performance Recognition Increase
Cardenas, Robert	04/03/20	05/29/20	R21/S2	JO	Night Custodian/Working Out of Class
Villapania, Thomas	06/01/20		R28/S5	MNT	Maintenance-General/Step Increase
Rapp, Wendi	04/03/20		R29/S6	DO	Information Systems Specialist/Performance Recognition Increase
Zappulla, John	05/23/20		R22/S3	DO	Systems Technician/Replacement for Vacancy

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>
Bullard, April	04/16/20		R16/S3	RS	Clerk Typist/Step Increase
Cortez, Hernan	03/13/20		R18/S1	DO	Night Custodian/Substitute
Cortez, Hernan	03/13/20		R22/S1	DO	Day Custodian/Substitute
Garcia, Lisa	05/16/20		R16/S3	OL	Clerk Typist/Step Increase
Gonzalez, Benjamin	03/13/20		R18/S1	DO	Night Custodian/Substitute
Gonzalez, Benjamin	03/13/20		R22/S1	DO	Day Custodian/Substitute
Montanez, Laurie	05/01/20		R15/S2	OL	Special Education Support Aide /Step Increase
Ponce, Rodolfo	03/13/20		R18/S1	DO	Night Custodian/Substitute
Ponce, Rodolfo	03/13/20		R22/S1	DO	Day Custodian/Substitute
Rickenbacker, Kimberly	04/16/20		R16/S3	EP	Clerk Typist/Step Increase
Solis, Sergio	03/16/20		R18/S1	DO	Night Custodian/Substitute
Solis, Sergio	03/16/20		R22/S1	DO	Day Custodian/Substitute

C. HOURLY – 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>
Alarid, Emily	05/01/20		R7/S3	EP	Cafeteria Worker/Step Increase
Bargas, Kerri	03/01/20	05/29/20		RS	Cafeteria Worker/Temporary Increase of Hours
Cacioppo, Sherrie	03/01/20	05/29/20		RS	Cafeteria Worker/Temporary Increase of Hours
Goodenow, Arlene	05/01/20		R7/S3	MA	Cafeteria Worker/Step Increase

Muravez, Alicia	03/16/20	05/29/20	EP	Satellite Cafeteria Worker/Temporary Increase of Hours
Ornelas, Ivonne	03/16/20	05/29/20	JO	Satellite Cafeteria Worker/Temporary Increase of Hours
Rubio, Sandra	03/16/20	05/29/20	RS	Satellite Cafeteria Worker/Temporary Increase of Hours
Sanchez, Kris	03/16/20	05/29/20	MA	Satellite Cafeteria Worker/Temporary Increase of Hours
Swisshelm, Lisa	03/16/20	05/29/20	OL	Satellite Cafeteria Worker/Temporary Increase of Hours

LOWELL JOINT SCHOOL DISTRICT

TEACHER ON SPECIAL ASSIGNMENT: STEAM INNOVATION COACH

Definition

Under the direction of the Assistant Superintendent of Educational Services, the Teacher on Special Assignment –STEAM Innovation Coach will assist in the implementation of the 21st Century teaching skills, curriculum development and the integration of STEAM Education as it connects to the curriculum inside and outside of the classroom by serving as an instructional coach. The role of the Teacher on Special Assignment – STEAM Innovation Coach is a support position designed to increase the capacity of teachers to incorporate STEAM/Coding activities and to develop curriculum that effectively integrates the use of STEAM/Coding in the teaching and learning process, supports students' college and career readiness utilizing 21st Century learning skills, and performs other related duties as assigned.

Essential Functions

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

1. Design, implement, and support learning opportunities for teachers intended to build capacity and expertise in the use of STEAM/Coding in the classroom.
2. Design, implement, and support learning opportunities for ALL subgroups including English Learners and at-risk students through STEAM/Coding integrations.
3. Design, organize, schedule, and present professional development programs, curriculum, and instruction projects and assistance for Transitional Kindergarten through eighth grade teachers in the use of STEAM/Coding and strategies to support ALL subgroups including English Learners and at-risk students.
4. Conduct demonstration lessons and assist with curriculum design.
5. Assist teachers through peer coaching, classroom observations, peer feedback, student data analysis of effective STEAM/Coding teaching strategies, lesson design and co-planning lessons in STEAM/Coding.
6. Help provide coordination and support for the Horizons (GATE/High Achiever Program) as it relates to STEAM/Coding.
7. Provide assistance in the design, function, and implementation of the STEAM Innovation Labs at each school.
8. Attend professional development workshops to align practice with the District vision for 21st Century learning.
9. Assist students and staff with the application of technology and 21st Century learning skills.
10. Analyzes and uses data to identify program needs and to evaluate, improve, and report on program effectiveness.

QUALIFICATION GUIDELINES

Knowledge of:

Instructional technology as it relates to STEAM/Coding; 21st Century learning skills and objectives; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational technology and STEAM/Coding; and the use of STEAM/Coding to facilitate in accelerating the achievement of ALL students and subgroups.

Ability to:

Assist District leadership in planning and organizing the implementation and continued use of STEAM Activities and Coding; support and assist with the coordination of the Horizons (GATE/High Achiever Program) related to STEAM/Coding; communicate effectively, both orally and in writing; use the Google Platform to prepare supplemental materials, establish and maintain effective working relationships; help analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks; and utilize technology as a means for various types of communication and record keeping.

Education/Training/Experience:

1. Minimum of five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting required.
2. Minimum of a Bachelor's degree required. Master's degree or other advanced degree preferred.
3. Training/experience in the use of instructional technology as it relates to STEAM/Coding in the classroom setting required.
4. Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning.

Licenses/Certificates/Special Requirements:

1. Valid California Teaching credential with English Learner authorization or equivalent. Administrative Services credential desirable.
2. Compliance with No Child Left Behind (NCLB).
3. Appearance, grooming, and personality which establish a desirable example for parents, staff, and students.

Salary Range: Appropriate placement on the Certificated Salary Schedule.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects typically weighing up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, the employee may be regularly be 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 deadline; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIORNMENT

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. The employee may work in the classroom environment where noise may be moderately higher. The employee frequently drives to District sites, professional development workshops, and other locations as needed.

Board Approved: 4-6-2020



Lowell Joint School District



A Tradition of Excellence Since 1906

"Home of Scholars and Champions"

Lowell Joint School District Early Learning Specialist

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Educational Services and/or designee, assist in the management and day-to-day operations of early childhood education programs in accordance with State, District, and local laws, monitor, coach and support Early Childhood Education staff, develop and implement staff and parent workshops, and facilitate outreach services for families.

REPRESENTATIVE DUTIES:

- Facilitate the alignment of California Preschool Learning Foundations to the Common Core State Standards in developmentally appropriate ways. Support teachers to implement developmentally appropriate curriculum. Collaborate with preschool and TK-2 staff to create fluid transition from preschool to kindergarten.
- Identify child development issues for project planning and program improvements. Assist in the development of strategies to help children enter school ready to learn.
- Plan and facilitate training and provide technical support to all early childhood education staff. Facilitate and support the development of a system for collaboration of exemplary practices.
- Provide outreach support or referrals to families as needed. Handle and respond to unique or high-risk family situations. Determine non-routine responses and develop and maintain community resources and contacts to address these situations.
- Maintain documentation and compliance with program regulations. Supervise maintenance of records.
- Assist in planning parent training calendar and meetings. Assist in the supervision and recruitment of parents and children.
- Prepare timely reports for tracking health, disabilities and family services provided to families.

EARLY LEARNING SPECIALIST (CONTINUED) REPRESENTATIVE DUTIES: (Continued)

- Attend county and district meetings as directed as they relate to Early Childhood Education department needs.
- Substitute for staff as necessary.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Title 22 and Title 5 Community Care Licensing for child development programs.
- Current policies, procedures, standards and grant mandates in the Early Childhood Education Department.
- Early Childhood Developmental Psychology & current pedagogical theory.
- California Preschool Learning Foundations & Common Core State Standards.
- Developmentally appropriate instructional strategies and best practices.
- Effective instructional strategies for English Language Learners.
- Needs of students of differing socioeconomic, ethnic and linguistic backgrounds.
- Early childhood assessment tools utilized by the Early Childhood Education Department.
- Assisting in establishing, planning, organizing and implementing an effective parent education and involvement program.
- Identify family outreach opportunities and make referrals to appropriate agencies as needed.
- Assist in establishing, planning, organizing and implementing an effective staff development calendar based on identified staff needs and interests.
- Technology in the classroom and use of technology in an office environment.

Abilities:

- Strong oral and written communication skills; English/Spanish bilingual preferred.
- Positive interpersonal skills and collaborative working skills.
- Interact effectively with a variety of agencies and organizations.
- Direct, train and evaluate early childhood education staff.
- Organization, planning and evaluation strategies, techniques and procedures.
- Work independently.
- Adhere to schedules and timelines.
- Maintain records and prepare reports.
- Drive a vehicle to conduct work.
- Recognize needs and initiate appropriate activities to address them.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited institution, preferably with a major in Child Development or Early Childhood Education or related field. Three years of early childhood teaching experience. Experience in a leadership position in early childhood education preferred.

LICENSES AND OTHER REQUIREMENTS:

Child Development Program Director Permit and/or a Multiple Subject Teaching Credential
Valid California Driver's license

WORKING CONDITIONS:

Environment:

- Varied office, classroom site, and workshop training environment.
- Exposure to noise.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing and speaking to accurately exchange information in person or on the telephone.
- Seeing to read a variety of printed and electronically displayed materials.
- Sitting for an extended period of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling, squatting or crouching.
- Lifting or moving of objects, normally not exceeding 25 pounds, but on occasion up to 50 pounds.
Accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2019/20 No. 789, Recognizing May 5, 2020, as
"Day of the Teacher" ACTION/
(RESOLUTION)

Teachers in the State of California are being recognized on May 5, 2020, for their dedication to providing outstanding learning experiences for all students and being role models for district students preparing to become contributing and successful adults.

It is recommended that Resolution 2019/20 No. 789, recognizing May 5, 2020, as "Day of the Teacher" be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 789

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING TUESDAY, MAY 5, 2020, AS
“DAY OF THE TEACHER”**

WHEREAS, Lowell Joint School District teachers are dedicated to providing outstanding learning experiences for all students; and

WHEREAS, Lowell Joint School District teachers work to motivate students to achieve maximum potential; and

WHEREAS, Lowell Joint School District teachers are committed to parent involvement and positive community activities; and

WHEREAS, Lowell Joint School District teachers are role models for district students preparing to become contributing and successful adults; and

WHEREAS, Lowell Joint School District teachers are respected and appreciated by the Board of Trustees, administrators, support staff members, parents, students, and the residents of the community; and

WHEREAS, Tuesday, May 5, 2020, has been designated as “Day of the Teacher” in the State of California;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees, on behalf of the students, parents, and the community at large, does hereby recognize Tuesday, May 5, 2020, as a day of formal recognition and appreciation of the efforts of the teachers in the Lowell Joint School District.

APPROVED AND ADOPTED this 4th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of May, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 4th day of May, 2020.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 No. 790

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING WEDNESDAY, MAY 6, 2020, AS
“SCHOOL NURSES DAY”**

WHEREAS, every child must be ready to learn, having their basic needs met so that they may achieve optimal physical, emotional, social, and educational development and be prepared for full participation in society; and

WHEREAS, through public schools, communities can work together in unprecedented ways to eliminate barriers to learning and to provide access to health care for children and families; and

WHEREAS, California's credentialed school nurses are pivotal members of a coordinated school health system, delivering services to children and eliminating health disparities and barriers and supporting academic success for all children; and

WHEREAS, school nurses provide vital links between public and private resources and programs; collaboration between schools and health and human service agencies to bring school and community services to schools; and support efforts to connect families to insurance programs to meet their needs; and

WHEREAS, school nurses create and maintain safe school environments; provide mandatory health education, health screenings, and immunizations; deliver early intervention services; design wellness-driven programs; and assist pupils with chronic and acute illnesses and special needs as they transition from home to school;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees on behalf of the students, parents, and community at large, does hereby recognize Wednesday, May 6, 2020, as School Nurses Day to support the learning and health needs of California's children to ensure academic success.

APPROVED AND ADOPTED this 4th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of May, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4th day of May, 2020.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2019/20 No. 791, Recognizing May 17 – 23,
2020, as “Classified School Employees Week” ACTION/
(RESOLUTION)

Classified school employees in the State of California are being recognized the week of May 17 through May 23, 2020, for their valuable services to the schools and students.

It is recommended that Resolution 2019/20 No. 791, recognizing May 17 – 23, 2020, as “Classified School Employees Week” be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 791

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING MAY 17 – 23, 2020, AS
“CLASSIFIED SCHOOL EMPLOYEES WEEK”**

WHEREAS, the week of May 17 – 23, 2020, has been designated as “Classified School Employees Week” in the State of California; and

WHEREAS, classified school employees provide valuable services to the schools and students of the Lowell Joint School District; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of Lowell Joint School District students; and

WHEREAS, classified school employees employed by the Lowell Joint School District strive for excellence in all areas relative to the educational community;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees on behalf of the students, parents, and community at large, does hereby recognize and wish to honor the contribution of the classified school employees to quality education in the State of California and in the Lowell Joint School District and declares the week of May 17 – 23, 2020, as “Classified School Employee Week” in the Lowell Joint School District.

APPROVED AND ADOPTED this 4th day of May, 2020, 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 foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of May, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4th day of May, 2020.

Jim Coombs
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the 2019/2020 Extended School Year
(ESY) Program

ACTION/
RATIFICATION

The District is legally required to provide Extended School Year (ESY) services to special education students at risk of significant regression and/or delayed recoupment of skills lost over an extended break in the educational program. Pending the reopen of school closures due to COVID-19, the four-week extended school year program will begin on June 1, 2020, and end on June 26, 2020. Classes will be conducted five days per week, four hours per day, Monday through Friday, at a site(s) to be determined based on student needs and facility upgrades.

It is recommended that the proposed extended school year program offering for 2019/20 be approved, and that the Superintendent or designee be authorized to execute the necessary documents. Currently, schools are closed due to COVID-19 and therefore, ESY for the 2020 school year is contingent upon the Superintendent and Board approving the reopening of schools for the time listed above.

Superintendent's Comment:

APPROVAL RECOMMENDED

V-D1-1

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Adoption of Special Education Revised Administrative Regulations and Board Policies AR 5144.2, AR & BP 6159, AR & BP 6159.2, AR & BP 6159.3, AR 6159.4, AR & BP 6164.4, AR & BP 6164.5, AR & BP 6164.6 INFORMATION/
FIRST READING

SPECIAL EDUCATION BOARD POLICIES & ADMINISTRATIVE REGULATIONS
Special Education polices completed by the Lowell Joint Special Education Blue Ribbon Team

The District's Special Education Blue Ribbon Team, which consisted of General Education Teachers, Special Education Teachers, Speech and Language Specialists, School Psychologist, District Office Administrators, Orange County Department of Education Legal Counsel, SELPA Administration, Biola University Administrator, and the Superintendent of Schools, met as a committee to review our current practices in supporting all students and providing special education and related services. The Blue Ribbon Committee revised the following Board Policies and Administrative Regulations to reflect the state's legal and defensible practices.

2019/2020

- 1 AR 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities)
- 2 AR & BP 6159 Individual Education Programs
- 3 AR & BP 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education
- 4 AR & BP 6159.3 Appointment of Surrogate Parents for Special Education students
- 5 AR 6159.4 Behavior Interventions for Special Education Students
- 6 AR & BP 6164.4 Identification and Evaluation of Special Education Students
- 7 AR & BP 6164.5 Student Success Teams
- 8 AR & BP 6164.6 Identification and Education under Section 504.

These revised board policies are attached for a first reading.

Superintendent's Comment:

APPROVAL RECOMMENDED

V-E1-1



Students

Suspension and Expulsion/Due Process (Students With Disabilities)

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds and procedures for suspension and expulsion which apply to students without disabilities, except as otherwise specified in this administrative regulation.

Suspension

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) does not constitute a change in placement pursuant to 34 CFR 300.519.

The principal or designee shall monitor the number of days, including portions of days, in which a student with a valid individualized education program (IEP) has been suspended during the school year.

The Superintendent or designee shall determine, on a case-by-case basis, whether a pattern of removals of a student from his/her current educational placement for disciplinary reasons constitutes a change of placement. A change of placement shall be deemed to have occurred under any of the following circumstances:

1. The removal is for more than 10 consecutive school days.
2. The student has been subjected to a series of removals that constitute a pattern because of all of the following:
 - a. The series of removals total more than 10 school days in a school year.
 - b. The student's behavior is substantially similar to his/her behavior in previous incidents that resulted in the series of removals.

Suspension (continued)

- c. Additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another, indicate a change of placement.

If the removal has been determined to be a change of placement as specified in items #1-2 above, or the student is suspended for more than 10 school days in the same school year, the student's IEP team shall determine the appropriate educational services. Such services shall be designed to enable the student to continue to participate in the general education curriculum in another setting, to progress toward meeting the goals set out in his/her IEP, and to address the student's behavior violation so that it does not recur.

If the IEP of a student with a disability requires the district to provide the student with transportation, the district shall provide the student with an alternative form of transportation at no cost to him/her or to his/her parent/guardian when he/she is to be excluded from school bus transportation.

Interim Alternative Placement Due to Dangerous Behavior

A district may unilaterally place a student with a disability in an appropriate interim alternative educational setting for up to 45 school days, without regard as to whether the behavior is a manifestation of the student's disability, when he/she commits one of the following acts while at school, going to or from school, or at a school-related function:

1. Carries a weapon, as defined in 18 USC 930
2. Knowingly possesses or uses illegal drugs
3. Sells or solicits the sale of a controlled substance as identified in 21 USC 812(c), Schedules I-V
4. Inflicts serious bodily injury upon another person as defined in 18 USC 1365

The student's interim alternative educational setting shall be determined by the student's IEP team.

On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504.

A student who has been removed from his/her current placement because of dangerous behavior shall receive services, although in another setting, to the extent necessary to allow him/her to participate in the general education curriculum and to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

Manifestation Determination

The following procedural safeguards shall apply when a student with a disability is suspended for more than 10 consecutive school days, when a series of removals of a student constitutes a pattern, or when a change of placement is contemplated due to a violation of the district's code of conduct:

1. Notice: On the date, the decision to take disciplinary action is made, the student's parents/guardians shall be immediately notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504
2. Manifestation Determination Review: Immediately if possible, but in no case later than 10 school days after the date of the decision to take disciplinary action is made, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

At the manifestation determination review, the district, the student's parent/guardian, and relevant members of the IEP team (as determined by the district and the parent/guardian), shall review all relevant information in the student's file including the student's IEP, any teacher observations, and any relevant information provided by the parents/guardians to determine whether the conduct in question was either of the following:

- a. Caused by or had a direct and substantial relationship to the student's disability.
- b. A direct result of the district's failure to implement the student's IEP, in which case the district shall take immediate steps to remedy those deficiencies.

If the manifestation review team determines that either of the above conditions applies conduct shall be determined to be a manifestation of his/her disability.

3. Determination that Behavior is a Manifestation of the Student's Disability: When the conduct has been determined to be a manifestation of the student's disability, the IEP team shall conduct a functional behavioral assessment, unless one had been conducted before the occurrence of the behavior that resulted in the change of placement, and shall implement a behavioral intervention plan for the student. If a behavioral intervention plan has already been developed, the IEP team shall review the behavioral intervention plan and modify it as necessary to address the behavior.

The student shall be returned to the placement from which he/she was removed unless the parent/guardian and district agree to a change of placement as part of the modification of the behavioral intervention plan.

Manifestation Determination (continued)

4. Determination that Behavior is Not a Manifestation of the Student's Disability: If the manifestation determination review determines that the student's conduct was not a manifestation of his/her disability, the student may be disciplined in accordance with the services necessary to enable him/her to participate in the general education curriculum in another setting and to allow him/her to progress toward meeting the goals set out in his/her IEP.

As appropriate, the student also shall receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

Due Process Appeals

If the parent/guardian disagrees with any district decision regarding placement under 34 CFR 300.530 (suspension and removal for dangerous circumstances) or 34 CFR 300.531 (interim alternative placement), or the manifestation determination under 34 CFR 300.530(e), he/she may appeal the decision by requesting a hearing. The district may request a hearing if the district believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. In order to request a hearing, the requesting party shall file a complaint pursuant to 34 CFR 300.507 and 300.508(a) and (b).

Whenever a hearing is requested as specified above, the parent/guardian or the district shall have an opportunity for an expedited due process hearing consistent with requirements specified in 34 CFR 300.507, 300.508 (a)-(c), and 300.510-300.514.

If the student's parent/guardian or the district initiates a due process hearing under 34 CFR 300.532 as detailed above, the student shall remain in the interim alternative setting pending the decision of the hearing officer or the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise.

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission of a student with disabilities, an IEP team meeting shall be convened to review and, as necessary, modify the student's IEP.

The Board of Trustees' criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students.

Notification to Law Enforcement Authorities

Law enforcement notification requirement involving students with disabilities shall be the same as those specified for all students in AR 5144.1 – Suspension and Expulsion/Due Process.

When giving any required notification concerning a student with disabilities to any law enforcement official, the principal or designee shall require the law enforcement official to certify in writing that he/she will not disclose the student's information or records to any other person without the prior written consent of the student's parent/guardian.

Report to County Superintendent of Schools

The Superintendent or designee shall report to the County Superintendent of Schools when any special education student has been expelled or suspended for more than 10 school days. The report shall include the student's name, last known address, and the reason for the action.

Procedures for Students Not Yet Eligible for Special Education

A student who has not been determined to be eligible for special education and related services and who has violated the district's code of student conduct may nevertheless assert any of the protections under IDEA if the district had knowledge that the student was disabled before the behavior occurred.

Knowledge means that, before the occurrence of the behavior that precipitated the disciplinary action, one of the following occurred:

1. The parent/guardian, in writing, has expressed concern to supervisory or administrative district personnel or to a teacher of the students, that the student is in need of special education or related services
2. The parent/guardian has requested an evaluation of the student for special education pursuant to 20 USC 1414(a)(1)(B) or 34 CFR 300.300-300.311.
3. The teacher of the student or other district personnel has expressed specific concerns directly to the district's director of special education or other supervisory district personnel about a pattern of behavior demonstrated by the student

However, the district shall not be deemed to have knowledge of a student's disability if the student's parent/guardian has not allowed the student to be evaluated for special education services or has refused services—or, after evaluating the student pursuant to 34 CFR 300.300-300.311, the district determined that he/she was not an individual with a disability.

Procedures for Students Not Yet Eligible for Special Education (continued)

When the district is deemed to not have knowledge of the disability, the student shall be disciplined in accordance with procedures established for students without disabilities who engage in comparable behavior.

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures pursuant to 34 CFR 300.530, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities.

Regulation Approved: March 23, 1987

Regulation Revised: September 26, 2005; June 20, 2011; June 8, 2020



Lowell Joint School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



AR 6159

Instruction

Individualized Education Program

At the beginning of each school year, the district shall have an individualized education program (IEP) in effect for each student with a disability within district jurisdiction. The IEP shall be a written statement designed by the IEP team to meet the unique educational needs of a student with a disability.

Members of the IEP Team

The IEP team for any student with a disability shall include at least the following members:

1. One or both of the student's parents/guardians, and/or a representative selected by them.
2. If the student is or may be participating in the general education program, at least one general education teacher designated by the Superintendent or designee to represent the student's teachers. If more than one regular education teacher is providing instructional services to the student, the district may designate one such teacher to represent the others.

The general education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of appropriate positive behavioral interventions, supports, and other strategies for the student, and supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320.

3. At least one special education teacher or, where appropriate, the special education provider(s) for the student.
4. A representative of the district who is:
 - a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities.
 - b. Knowledgeable about the general curriculum.
 - c. Knowledgeable about the availability of district and/or Special Education Local Plan Area (SELPA) resources.

5. An individual who can interpret the instructional implications of assessment results. This individual may already be a member of the team as described in items #2-4 above or in item #6 below.
6. At the discretion of the parent/guardian or the Superintendent or designee, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate.

The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.

7. Whenever appropriate, the student with a disability.

In the development, review, or revision of his/her IEP, the student shall be allowed to provide confidential input to any representative of his/her IEP team.

8. When the student is suspected of having a specific learning disability, at least one individual who is qualified to conduct individual diagnostic examinations of the student such as a school psychologist, speech-language pathologist, or remedial reading teacher.

At least one team member other than the student's general education teacher shall observe the student's academic performance and behavior in the areas of difficulty in his/her learning environment, including in the general education classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age.

In the following circumstances, the Superintendent or designee shall invite other specified individuals to an IEP team meeting:

1. When the student has been placed in a group home by the juvenile court, a representative of the group home shall be invited to attend IEP team meetings.
2. Whenever the IEP team is meeting to consider the student's postsecondary goals and the transition services needed to assist him/her in reaching the goals as stated in Education Code 56345(a)(8), the following individuals shall be invited to attend:
 - a. The student, regardless of his/her age

If the student does not attend the IEP team meeting, the Superintendent or designee shall take other steps to ensure that the student's preferences and interests are considered.

- b. To the extent appropriate, and with the consent of the parent/guardian, a representative of any other agency that is likely to be responsible for providing or paying for the transition services

3. If the student was previously served under the Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), and upon request of the student's parent/guardian, the Superintendent or designee shall invite the Infant and Toddlers with Disabilities Coordinator (Early Start/Part C) or other representatives of the early education or early intervention system to the initial IEP team meeting to assist with the smooth transition of services.
9. In addition, any of the following may participate, as appropriate:
 - a. The program specialist, school psychologist, school nurse, school social worker, counselor, or other student services worker who has conducted an assessment of the student, when the assessment is significant to the development of the IEP
 - b. Any other person whose competence is needed because of the nature and extent of the student's disability

A member of the IEP team shall not be required to attend an IEP meeting, in whole or in part if the parent/guardian consents in writing and the district agrees that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion of the member's area of the curriculum or related services, the IEP team member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting.

Contents of the IEP

It shall include, but not be limited to, all of the following:

1. A statement of the present levels of the student's academic achievement, and functional performance, including:
 - a. The manner in which the student's disability affects his/her involvement and progress in the general curriculum (i.e., the same curriculum as for nondisabled students).
 - b. For a preschool child, as appropriate, the manner in which the disability affects his/her participation in appropriate activities.
 - c. For a student with a disability who takes alternate assessments aligned to alternate achievement standards, a description of benchmarks, or short-term objectives.

2. A statement of measurable annual goals, including academic and functional goals, as well as benchmarks or short-term objectives designed to:
 - a. Meeting the student's needs that result from his/her disability in order to enable the student to be involved in and progress in the general education curriculum.
 - b. Meet each of the student's other educational needs that result from his/her disability.
3. A description of the manner in which the student's progress toward meeting the annual goals described in item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards.
4. A statement of the specific special education instruction and related services and supplementary aids and services, based on peer-reviewed research if practicable, to be provided to the student or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided for the student to:
 - a. Advance appropriately toward attaining the annual goals.
 - b. Be involved and progress in the general curriculum in accordance with item #1 above and to participate in extracurricular and other nonacademic activities.
 - c. Be educated and participate with other students with disabilities and nondisabled students in the activities described in the IEP.
5. An explanation of the extent, if any, to which the student will not participate with nondisabled students in the general education class and in the extracurricular and other nonacademic activities described in the IEP
6. A statement of any appropriate individual accommodations/modifications necessary to measure the academic achievement and functional performance of the student on state and district-wide assessments

If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or district-wide assessment, the IEP shall also include a statement of the reason that he/she cannot participate in the regular assessment and the reason that the particular assessment selected is appropriate for him/her.

7. The projected date for the beginning of the services and accommodations/modifications described in item # 4 above and the anticipated frequency, location, and duration of those services and accommodations/modifications.

8. Beginning not later than the first IEP to be in effect when the student is 16 years of age, or younger if determined appropriate by the IEP team, and updated annually thereafter the following:
 - a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills.
 - b. The transition services, including courses of study, needed to assist the student in reaching those goals.

Where appropriate, the IEP shall also include:

1. For students in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards for graduation.
2. Linguistically appropriate goals, objectives, programs, and services for students whose primary language is not English.
3. Extended school year services when needed, as determined by the IEP team.
4. Provision for the transition into the general education program if the student is to be transferred from a special class or center, or nonpublic, nonsectarian school, into a general education program in a public school for any part of the school day, including descriptions of activities intended to:
 - a. Integrate the student into the general education program, including indications of the nature of each activity and the time spent on the activity each day or week.
 - b. Support the transition of the student from the special education program into the general education program.
5. Specialized services, materials, and equipment for students with low incidence disabilities, consistent with the guidelines of Education Code 56136

Development of the IEP

Within 30 days of a determination that a student needs special education and related services, the Superintendent or designee shall ensure that a meeting to develop an initial IEP is conducted.

Any IEP required as a result of an assessment of the student shall be developed within 60 days from the date of receipt of the parent/guardian's written consent for assessment. Days between the student's regular school sessions, terms, or vacation of more than five school days shall not be counted. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene.

However, when the IEP is required as a result of an assessment of a student for whom a referral has been made 30 days or less prior to the end of the preceding regular school year, shall be developed within 30 days after the commencement of the subsequent regular school year.

In developing the IEP, the IEP team shall consider the following:

1. The strengths of the student
2. The concerns of the parents/guardians for enhancing the education of their child
3. The results of the initial assessment or most recent assessment of the student
4. The academic, developmental, and functional needs of the student
5. In the case of a student whose behavior impedes his/her learning or that of others the use of positive behavioral interventions and supports and other strategies to address that behavior
6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP
7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille

However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an evaluation of the student's reading and writing skills, his/her future needs for instruction in Braille or the use of Braille, and other appropriate reading and writing media.

8. The communication needs of the student, and in the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and the full range of needs, including opportunities for direct instruction in the student's language and communication mode

The team shall also consider the related services and program options that provide the student with an equal opportunity for communication access, including the following:

9. Whether the student requires assistive technology devices and services

If in considering the special factors in items #1- 9 above, the IEP team determines that a student needs a particular device or service, including an intervention, accommodation or other program modification, in order to receive a free and appropriate public education (FAPE), the IEP team must include a statement to that effect in the student's IEP.

Provision of Special Education and Related Services

The district shall ensure that, as soon as possible, following the development of the IEP, special education services, and related services are made available to the student in accordance with his/her IEP.

The Superintendent or designee shall ensure that the student's IEP is accessible to each general education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. The Superintendent or designee also shall ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP.

Review and Revision of the IEP

The Superintendent or designee shall ensure that the IEP team reviews the IEP periodically, but at least annually in order to:

1. Determine whether the annual goals for the student are being achieved.
2. Revise the IEP, as appropriate to address:
 - a. Any lack of expected progress toward the annual goals and in the general curriculum, where appropriate
 - b. The results of any reassessment conducted pursuant to Education Code 56381
 - c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 300.305(a)(2) and Education Code 56381(b)
 - d. The student's anticipated needs
 - e. Any other relevant matter
3. Consider the special factors listed in items #5-9 above under "Development of the IEP," when reviewing the IEP of any student with a disability to whom one of those factors may apply.

The IEP Team shall also meet at any other time upon request by the student's parent/guardian or teacher to review or revise the IEP.

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall

notify the parent/guardian of the need for a written request and the procedure for filing such a request.

A general education or special education teacher may request a review of the classroom assignment of a student with a disability by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction and/or related services, the Superintendent or designee shall convene an IEP meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

If a participating agency, other than the district, fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service needs for the student set out in the IEP.

If a student with disabilities residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the Superintendent or designee shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs.

To the extent possible, the Superintendent or designee shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student.

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the Superintendent or designee may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the Superintendent or designee shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments.

Audio Recording of IEP Team Meetings

Parents/guardians and the Superintendent or designee shall have the right to audio record the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Superintendent or designee gives notice of intent to audiotape a meeting, and if the parent/guardian objects or refuses to attend because the meeting would be audio recorded, the meetings shall not be audio recorded.

Parents/guardians also have the right to:

1. Inspect and review the audiotapes
2. Request that the audiotapes be amended if they believe they contain information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights.
3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

Parent/Guardian Participation and Other Rights

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed on time and place.

The Superintendent or designee shall send parents/guardians notices of IEP team that:

1. Indicate the purpose, time and location of the meeting
2. Indicate who will be in attendance at the meeting
3. Inform them of:
 - a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341(b)(6)
 - b. The provision of Education Code 56341(i) relating to the participation of the Infant and Toddler with Disabilities Coordinator at the initial IEP meeting, if the child Early Education for Individuals with Exceptional Needs or the California Early Intervention Services Act.

In addition, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with a disability who is 16 years of age or older, or younger than 16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parent/guardian shall include the following:

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student.
2. An indication that the student is invited to the IEP meeting
3. Identification of any other agency that will be invited to send a representative

At each IEP meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321.

The parent/guardian shall have the right and opportunity to examine all of his/her child's school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting his/her child, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the Superintendent or designee shall provide complete copies of the records within five business days.

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning.

If neither parent/guardian can attend the meeting, the Superintendent nor designee shall use other methods to ensure parent/guardian participation, including video conference, individual or conference telephone calls.

An IEP team meeting may be conducted without a parent/guardian in attendance if the district is unable to convince the parent/guardian that he/she should attend. In this case, the district shall maintain a record of its attempts to arrange a mutually agreed upon time and place for the meeting, including:

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any response received.
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits.

The Superintendent or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English.

The Superintendent or designee shall give the parents/guardians of a student with a disability a copy of his/her child's IEP at no cost.

Parent/Guardian Consent for Provision of Special Education and Services

Before providing special education and related services to any student, the Superintendent or designee shall seek to obtain informed consent of the student's parent/guardian pursuant to 20 USC 1414(a)(1). The district shall not provide services by utilizing the due process hearing procedures pursuant to 20 USC 1415(f) if the parent/guardian refuses to consent to the initiation of services. If the parent/guardian does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student.

If the Superintendent or designee determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with FAPE, a due process hearing shall be initiated in accordance with 20 USC 1415(f). While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the Superintendent or designee agree otherwise.

If at any time subsequent to the initial provision of services, the student's parent/guardian, in writing, revokes consent for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The Superintendent or designee shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student.

Prior to the discontinuation of services, the Superintendent or designee may offer to meet with the parents/guardians to discuss concerns for the student's education. However, this meeting shall be voluntary on the part of the parent/guardian and shall not delay the implementation of the parent/guardian's request for discontinuation of services. In addition, the Superintendent or designee shall send a letter to the parent/guardian confirming the parent/guardian's decision to discontinue all services.

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

Transfer Students

To facilitate the transition of a student with a disability who is transferring into the district, the Superintendent or designee shall take reasonable steps to promptly obtain the student's records, including his/her IEP and the supporting documents related to the provision of special education services.

If the student transfers into the district from another school district within the same SELPA during the school year, the district shall continue to provide services comparable to those described in the student's existing IEP, unless his/her parent/guardian and the district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law.

If the student transfers into the district from a school district outside of the district's SELPA during the school year, the district shall provide the student with FAPE, including services comparable to those described in the previous district's IEP. Within 30 days, the Superintendent or designee shall, in consultation with the student's parents/guardians, adopt the previous district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law.

If the student transfers into the district from an out-of-state district during the school year, the district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in consultation with the parent/guardian, until such time as the Superintendent or designee conducts an assessment, if it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate.

Regulation Approved: March 23, 1987

Regulation Revised: September 26, 2005; February 27, 2006; June 8, 2020



Lowell Joint School District



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BP 6159

Instruction

Individualized Education Program

The Board of Trustees desires to provide educational alternatives that afford students with disabilities full educational opportunities. Students with disabilities shall receive a free, appropriate public education and be placed in the least restrictive environment that meets their needs to the extent provided by law.

The Superintendent or designee shall develop administrative regulations regarding the appointment of the individualized education program team (IEP), the contents of the IEP, and the development, review, and revision of the IEP.

To the extent permitted by federal law, a foster parent shall have the same rights relative to his/her foster child's IEP as a parent/guardian.

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; February 27, 2006; June 8, 2020



Lowell Joint School District



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AR 6159.2

Instruction

Nonpublic, Nonsectarian School and Agency Services for Special Education

Master Contract

Every master contract with a nonpublic, nonsectarian school or agency shall be made on forms provided by the California Department of Education and shall include an individual services agreement negotiated for each student.

Each master contract shall specify the general administrative and financial agreements for providing the special education and designated instruction and services, including student-teacher ratios, as well as transportation if specified in a student's individualized education program (IEP). The administrative provisions of the contract shall include procedures for recordkeeping and documentation, and the maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student. The contract may allow for partial or full-time attendance at the nonpublic, nonsectarian school.

The master contract shall include a description of the process to be utilized by the district to oversee and evaluate placements in nonpublic, nonsectarian schools. This description shall include a method for evaluating whether each student is making appropriate educational progress.

With the mutual agreement of the district and a nonpublic, nonsectarian school or agency, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in his/her individual services agreement.

Placement and Services

The Superintendent or designee shall develop an individual services agreement for each student to be placed in a nonpublic, nonsectarian school or agency based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the nonpublic, nonsectarian school services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP.

Placement and Services (continued)

The IEP team of a student placed in a nonpublic, nonsectarian school or agency shall annually review the student's IEP.

Prior to the annual review of a student's IEP, the Superintendent or designee shall notify any high school district to which the student may transfer of the student's enrollment in a nonpublic, nonsectarian school or agency.

Out-of-State Placements

Before contracting with a nonpublic, nonsectarian school or agency outside California, the Superintendent or designee shall document the district's efforts to find an appropriate program offered by a nonpublic, nonsectarian school or agency within California.

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the related costs, and the district's efforts to locate an appropriate public school or nonpublic, nonsectarian school or agency within California.

If the district decides to place a student with a nonpublic, nonsectarian school or agency outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California.

Regulation Approved: March 23, 1987

Regulation Revised: September 26, 2005; February 27, 2006; June 8, 2020



Instruction

Nonpublic, Nonsectarian School and Agency Services for Special Education

The Board of Trustees recognizes its responsibility to provide all district students, including students with disabilities, a free appropriate public education in accordance with the law. When the district is unable to provide direct, special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency to meet the students' needs.

In selecting nonpublic, nonsectarian schools or agencies with which the district may contract for the placement of any district student with disabilities, the Superintendent or designee shall follow the procedures specified in law and accompanying administrative regulation.

Prior to entering into a contract to place any student in a nonpublic, nonsectarian school or agency, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities in accordance with Education Code 56366. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any nonpublic, nonsectarian school with which the district has a contract to ensure that the school or agency's certification has not expired.

No district student shall be placed in a nonpublic, nonsectarian school or agency unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist and that the nonpublic, nonsectarian school or agency placement is appropriate for the student. In accordance with the law, any student with disabilities placed in a nonpublic, nonsectarian school or agency shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, the procedural safeguards, due process rights, and periodic review of his/her IEP.

During the period when any student with disabilities is placed in a nonpublic, nonsectarian school or agency, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in his/her IEP.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

In accordance with Education Code 56366.2, the Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, 56366.3, and 56366.6.



Lowell Joint School District



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AR 6159.3

Instruction

Appointment of Surrogate Parent for Special Education Students

The Superintendent or designee shall appoint a surrogate parent to represent a student with disabilities under one or more of the following circumstances:

1. No parent/guardian for the student can be identified.
2. The district, after reasonable efforts, cannot discover the location of a parent or legal guardian of the student.
3. The student is adjudicated a dependent or ward of the court pursuant to Welfare and Institutions Code 300, 601 or 602, and all of the following conditions are satisfied:
 - a. The court has referred the student for special education and related services, or the student has a valid individualized education program (IEP)
 - b. The court has specifically limited the right of the parent/guardian to make educational decisions for his/her student
 - c. The student has no responsible adult to represent him or her per pursuant to Welfare and Institutions Code 361 or 726 or Education Code 56055
 - d. The student is an unaccompanied homeless youth not in the custody of a parent/guardian, as defined in 42 USC 11434a
4. The student has reached the age of majority but has been declared incompetent by a court of law

Appointment of Surrogate Parents

Upon a determination that a student needs a surrogate parent, the Superintendent or designee shall make reasonable efforts to ensure that the surrogate is appointed within 30 days.

When appointing a surrogate parent, the Superintendent or designee shall give first preference to a relative caretaker, foster parent, or court-appointed special advocate provided any of these individuals exists and is willing to serve. If none of these individuals is willing and/or able to act as a surrogate parent, the Superintendent or designee shall select the surrogate parent of his/her choice. If the student is moved from the home of the relative caretaker or foster parent who was appointed as the student's surrogate parent, the Superintendent or designee shall appoint another surrogate parent if a new appointment is necessary to ensure adequate representation of the student.

Instruction (continued)

The Superintendent or designee shall appoint another surrogate parent if a new appointment is necessary to ensure adequate representation of the student.

Surrogate parents shall have no vested interests that conflict with the student's educational interests and shall have knowledge and skills that ensure adequate representation of the student. If a conflict of interest arises after the appointment of a surrogate parent, the Superintendent or designee shall terminate the appointment and appoint another surrogate parent.

Duties of Surrogate Parent

The surrogate parent shall have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act. The surrogate parent may represent the student in all matters relating to the identification, assessment, instructional planning and development, educational placement, review, and revision of the IEP, and in other matters relating to the provision of a free and appropriate public education.

In addition, the representation of the surrogate parent shall include the provision of written consent to the IEP, including nonemergency medical services, mental health treatment services, and occupational or physical therapy services pursuant to Government Code 7570-7588. The surrogate parent may sign any consent relating to IEP purposes.

Surrogate parents shall volunteer their services to the district and serve without compensation. The district may reimburse them for mileage and other incidental expenses directly associated with their duties as surrogate parents.

Surrogate parents shall have access to the student's school records as necessary to fulfill their responsibilities as surrogate parents and in accordance with Board policy and administrative regulation.

Termination of Appointment

The Superintendent or designee shall terminate the appointment of a surrogate parent under the following conditions:

1. When the student is no longer in need of special education.
2. When the student reaches 18 years of age, unless he/she chooses not to make education decisions for himself/herself or is deemed by a court to be incompetent.
3. Another responsible adult is appointed to make educational decisions for the student.
4. The right of the parent/guardian to make educational decisions for the student is fully restored.

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; February 27, 2006; June 8, 2020



**Lowell Joint
School District**



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BP 6159.3

Instruction

Appointment of Surrogate Parent for Special Education Students

In order to protect the rights of students with disabilities, the Superintendent or designee shall appoint a surrogate parent to represent a child with disabilities as necessary in accordance with the law. He/she shall develop procedures for recruiting, training, and assigning adults to serve as surrogate parents.

Policy Adopted: March 23, 1987
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Lowell Joint School District

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AR 6159.4

Instruction

Behavioral Interventions for Special Education Students

Generally, any student identified as a student with a disability pursuant to the Individuals with Disabilities Education Act, 20 USC 1400-1482, is subject to the same disciplinary measures applicable to all students for violations of the code of conduct, except when the student's behavior is determined to be a manifestation of his/her disability.

However, when the behavior of a student with a disability impedes his/her learning or the learning of others, the student's individualized education program (IEP) team shall consider the use of positive behavioral interventions and supports and other strategies consistent with 20 USC 1414(d) to address the student's behavior.

If pursuant to a manifestation determination conducted as specified in 34 CFR 300.530, the student's behavior is determined to be a manifestation of his/her disability; the IEP team shall conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan (BIP) for the student. If a BIP is already in place for the student, the IEP team shall review and modify the BIP to address the student's behavior.

In addition, when the disciplinary removal of a student with a disability will result in a change in the student's placement as specified in 34 CFR 300.530, the student shall receive an FBA and behavioral intervention services and modifications designed to address the student's behavior so that it does not recur.

Functional Behavioral Assessment

Any FBA to be conducted for a student with a disability shall focus on identifying the function or purpose of the student's behavior.

Before any FBA is conducted, the Superintendent or designee shall notify the student's parent/guardian in accordance with Education Code 56321 and obtain the parent/guardian's consent.

If the parent/guardian disagrees with the result of an FBA, he/she has the right to obtain an independent educational evaluation at district expense, subject to the conditions specified in 34 CFR 300.502.

Instruction (continued)**Behavioral Intervention Plan and Services**

When a student for whom a BIP is to be developed is also the responsibility of another agency for residential care or related services, the Superintendent or designee shall cooperate with the other agency to ensure that the BIP, to the extent possible, is implemented in a consistent manner.

Behavior assessments and behavioral intervention services shall be provided only by individuals who possess the qualifications specified in Education Code 56525 or 5 CCR 3051.23.

The behavioral intervention plan shall become a part of the student's IEP and shall be sufficiently detailed so as to direct the plan's implementation.

A copy of the behavioral intervention plan shall be provided to the person or agency responsible for implementation in non-educational settings.

At intervals scheduled by the IEP team, the parent/guardian and others as appropriate shall evaluate the effectiveness of the behavioral intervention plan in accordance with the law. This review may be conducted in meetings, by telephone conference, or by other means, as agreed upon by the IEP team.

If the IEP team determines that changes in the behavioral intervention plan are necessary, the teacher and behavioral intervention case manager shall conduct additional functional analysis assessments and, based on the outcomes, propose changes to the plan.

The parent/guardian and the Superintendent or designee may make minor modifications without an IEP team meeting. The parent/guardian shall be notified of the need for modification and shall be able to review the existing program evaluation data prior to implementing the modification. Parents/guardians shall be informed of their right to question any modification to the plan through the IEP procedures.

The IEP team also may include in the plan contingency schedules for altering specified procedures, their frequency or their duration, without reconvening the IEP team.

Instruction (continued)
Emergency Interventions

Emergency interventions may be used only to control unpredictable, spontaneous behavior, which poses a clear and present danger of serious physical harm to the student or others and which cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. Emergency interventions shall not be used as a substitute for systematic behavioral intervention plans (BIP) that is designed to change, replace, modify, or eliminate a targeted behavior.

Only emergency interventions approved by the SELPA may be used. No emergency intervention shall be used for longer than is necessary to contain the behavior. For any situation that requires prolonged use of emergency intervention, staff shall seek the assistance of the principal or law enforcement agency, as applicable to the situation.

Emergency interventions shall not involve the use of force exceeding what is reasonable and necessary under the circumstances. In addition, the use of locked seclusion or a device, material, or objects that simultaneously immobilize all hands and feet shall not be allowed except as allowed by law.

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever emergency intervention is used, or serious property damage occurs. A behavior emergency report shall immediately be completed, kept in the student's file, and forwarded to the Superintendent or designee for review. This report shall include all of the following information:

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic behavioral intervention plan (BIP)
6. Details of any injuries sustained by students or others, including staff, as a result of the incident

If the behavior emergency report is for a student who does not have a behavioral intervention plan (BIP), the Superintendent or designee shall, within two days, schedule an IEP team meeting to review the emergency report, determine the necessity for a functional behavioral assessment (FBA), and determine the necessity for an interim behavioral intervention plan

Instruction (continued)

(BIP). The IEP team shall document the reasons for not conducting the FBA and/or not developing an interim plan.

If the behavior emergency report is for a student who has a behavioral intervention plan (BIP), any incident involving a previously unseen serious behavior problem or where a previously designed intervention is not effective shall be referred to the IEP team. The IEP team shall review the incident and determine whether the student's plan needs to be modified.

The district prohibits the use of corporal punishment as defined in Education Code 49001 as an intervention. In addition, the district prohibits all of the following:

1. Any intervention designed or likely to cause physical pain, including, but not limited to, electric shock
2. Any intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances near the student's face
3. Any intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities
4. Any intervention that is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule, or humiliation or that can be expected to cause excessive emotional trauma
5. Any restrictive intervention that uses a device, material, or objects which simultaneously immobilize all hands and feet, including the procedure known as prone containment, except that prone containment or similar techniques may be used by trained staff as a limited emergency intervention
6. Locked seclusion, unless in a facility otherwise licensed or permitted by state law to use a locked room
7. Any intervention that precludes adequate supervision of the student
8. Any intervention that deprives the student of one or more of his/her senses

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Identification and Evaluation of Individuals for Special Education

Referrals for Special Education Services

A student shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and used where appropriate.

All referrals from school staff for special education and related services shall include a brief reason for the referral and description of the regular program resources that were considered and/or modified for use with the student, and their effect.

Upon receipt of a referral of any student for special education and related services, a proposed evaluation plan shall be developed within 15 days, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days, unless the parent/guardian agrees in writing to an extension. If the referral is made within 10 days or less prior to the end of the student's regular school year or term, the proposed evaluation plan shall be developed within 10 days after the beginning of the next regular school year or term.

The proposed assessment plan shall meet all of the following requirements:

1. Be in a language easily understood by the general public
2. Be provided in the primary language of the parent/guardian or other mode of communication used by the parent/guardian unless it is clearly not feasible
3. Explain the types of assessment to be conducted
4. State that no individualized education program (IEP) will result from the assessment without parent/guardian consent

Before conducting an initial assessment, the district shall provide the parent/ guardian with prior written notice in accordance with 34 CFR 300.503. In addition, as part of the evaluation plan, the parent/guardian shall receive written notice that includes all of the following information:

1. Upon completion of the administration of tests and other evaluation materials, an IEP team meeting that includes the parent/guardian or his/her representative shall be scheduled pursuant to Education Code 56341.

Identification and Evaluation of Individuals for Special Education (continued)

2. When making a determination of eligibility for special education, the district shall not determine that the student is disabled if the primary factor for such determination is lack of appropriate instruction in reading, including the essential components of reading instruction as defined in 20 USC 6368, lack of appropriate instruction in mathematics, or limited English proficiency.
3. A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent/guardian.
4. If the parent/guardian disagrees with an assessment obtained by the district, he/she has the right to obtain, at public expense, an independent educational evaluation (IEE) of the student from qualified specialists, in accordance with 34 CFR 300.502. The parent/guardian is entitled to only one such assessment at public expense each time the district conducts an assessment with which the parent/guardian disagrees.

If the district observed the student in conducting its assessment, or if its assessment procedures make it permissible to have an in-class observation of the student, an equivalent opportunity shall apply to the independent educational assessment. This equivalent opportunity shall apply to the student's current placement and setting as well as observation of the district's proposed placement and setting regardless of whether the independent educational assessment is initiated before or after the filing of a due process hearing proceeding.

If the parent/guardian obtains an independent educational assessment at private expense, the results of the assessment shall be considered by the district with respect to the provision of free, appropriate public education (FAPE) to the student, and may be presented as evidence at a due process hearing regarding the student.

5. The district may initiate a due process hearing pursuant to Education Code 56500- 56508 to show that its assessment is appropriate. If the final decision resulting from the due process hearing is that the assessment is appropriate, the parent/guardian maintains the right for an independent educational assessment, but not at public expense.
6. If a parent/guardian proposes a publicly financed placement of the student in a nonpublic school, the district shall have an opportunity to observe the proposed placement and, if the student has already been unilaterally placed in the nonpublic school by the parent/guardian, the student in the proposed placement. Any such observation shall only be of the student who is the subject of the observation and may not include the observation or assessment of any other student in the proposed placement unless that student's parent/guardian consents to the observation or assessment. The results of any observation or assessment of another student in violation of Education Code 56329(d) shall be inadmissible in any due process or judicial proceeding regarding the free appropriate public education of that other student.

Identification and Evaluation of Individuals for Special Education (continued)

Parent/Guardian Consent for Evaluation

Upon receiving the proposed assessment plan, the parent/guardian shall have at least 15 days to decide whether or not to consent to the assessment. The assessment may begin as soon as informed parental consent is received by the district. The district shall not interpret parent/guardian consent for initial assessment as consent for initial placement or initial provision of special education services.

Informed parental consent means that the parent/guardian: (34 CFR 300.50)

Regulation Approved: March 23, 1987
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Lowell Joint School District

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BP 6164.4

Instruction

Identification and Evaluation of Individuals for Special Education

The Board of Trustees recognizes the need to actively seek out and evaluate district residents from birth to age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

The Superintendent or designee shall establish a comprehensive system that includes procedures for the identification, screening, referral, and regular and triennial assessments of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the education and related services provided to such individuals. In addition, the Superintendent or designee shall consult with appropriate representatives of private school students with disabilities on how to identify, locate, and evaluate these students.

The district's identification procedures shall include methods for utilizing referrals from parents/guardians, teachers, appropriate professionals, and others, and shall be coordinated with school site procedures for referral of students whose needs cannot be met with modifications to the general instructional program.

The Superintendent or designee shall notify parents/guardians, in writing, of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including the right to consent to any assessment concerning the child. In addition, the Superintendent or designees shall notify parents/guardians of procedures for initiating a referral for assessment to identify individuals who need special education services.

Regulation Approved: March 23, 1987

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AR 6164.5

Instruction

Team Membership

Members of individual student success teams may include:

1. The principal or designee
2. One or more of the student's classroom teachers and/or former teachers
3. The student's parents/guardians
4. The student if appropriate
5. Resource personnel or specialists, such as a school counselor, psychologist, nurse, outreach consultant, special education resource person, categorically funded staff person, speech and language specialist, foster youth liaison, social worker, probation officer, community resource representative, mental health worker or other person relevant to the student's situation

Team Responsibilities

The principal or designee shall:

1. Schedule meetings and establish meeting procedures
2. Contact parents/guardians and other team members regarding team meetings
3. Consult with appropriate school or district resource personnel
4. Coordinate the collection of any additional background information necessary to inform team members about the student's strengths and needs
5. Coordinate the preparation of the student and parents/guardians for the meeting
6. Facilitate the team meetings
7. Coordinate the monitoring of the student's progress and scheduling of follow-up meetings as needed.

Regulation Approved: June 8, 2020



Lowell Joint School District



A Tradition of Excellence Since 1906

"Home of Scholars and Champions"

BP 6164.5

Instruction

Student Study Teams

The Board of Trustees encourages the collaboration of the parents/guardians, teachers, resource personnel, and administrators evaluating the strengths and needs of students having academic, attendance, or behavioral difficulties and in identifying strategies and programs that may assist the students. The Superintendent or designee shall develop procedures for establishing student study teams that address individual student needs.

The Superintendent or designee shall establish a process for initiating referrals of the student to the student success team.

Each student success team shall develop intervention strategies to assist the student. Such strategies may include changes in instructional methods, recommendation of supplemental educational services, parent involvement strategies, behavioral interventions, discipline referrals to other agencies or resources, and/or other appropriate interventions.

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; February 27, 2006; June 8, 2020



**Lowell Joint
School District**

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



AR 6164.6

Identification and Education Under Section 504

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973:

Position / Title

Address

Telephone Number

For the purpose of implementing Section 504, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of general or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of students without disabilities are met, at no cost to the student or his/her parent/guardian except when a fee is specifically authorized by law for all students.

A student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities.

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, immune, hemic, lymphatic, skin, and endocrine.

Mental impairment means any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability.

Identification and Education Under Section 504 (continued)

Substantially limits major life activities means limiting a person's ability to perform functions, as compared to most people in the general population, such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, and working. Major life activities also include major bodily functions such as functions of the immune system, special sense organs, and skin, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions, as well as the operation of an individual organ within a body system. The determination of whether an impairment substantially limits a student's major life activities shall be made without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures are measures that an individual may use to eliminate or reduce the effects of an impairment, including, but not limited to, medications, medical supplies or equipment, prosthetic devices, assistive devices, reasonable modifications or auxiliary aids or services, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

Referral and Identification Procedures

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.
2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and non-academic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. If the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement.

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

Referral and Identification Procedures (continued)

4. The district's evaluation procedures shall ensure that the tests and other evaluation materials:
 - a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
 - b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
 - c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multidisciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 teams shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options.

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34.

2. If upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of general or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

Section 504 Services Plan and Placement (continued)

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a person with a disability under Section 504 and shall state the basis for the determination that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.
4. The student shall be placed in the general educational environment unless the district can demonstrate that the education of the student in the general educational environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs.
5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame. The district shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session.
6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s), and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

Review and Reevaluation

The 504 teams shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of students without disabilities are met. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement

Procedural Safeguards

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate.

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue, and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, or if the parent/guardian did not request an administrative review, he/she may request a Section 504 due process hearing.

A Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request to the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties. The Superintendent or designee shall represent the district at this hearing

Procedural Safeguards (continued)

4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by legal counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence
 - c. Question and cross-examine witnesses
 - d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Regulation Approved: March 23, 1987

Regulation Revised: September 26, 2005; February 27, 2006; June 8, 2020



Lowell Joint School District



A Tradition of Excellence Since 1906

"Home of Scholars and Champions"

BP 6164.6

Instruction

Identification and Education Under Section 504

The Board of Trustees believes that all children, including children with disabilities, should have the opportunity to learn in a safe and nurturing environment. The Superintendent or designee shall work to identify children with disabilities who reside within the jurisdiction of the district in order to ensure that they receive educational and related services required by law.

The Superintendent or designee shall provide qualified students with disabilities with a free appropriate public education (FAPE), as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of students without disabilities are met.

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities.

The district's local control and accountability plan shall include goals and specific actions to improve student achievement and other outcomes of students with disabilities. At least annually, the Superintendent or designee shall assess the district's progress in attaining the goals established for students with disabilities and shall report these results to the Board.

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with the law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; February 27, 2006; June 8, 2020

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2019/20 No. 792 Regarding Layoff and Reduction of Classified Personnel ACTION/
(RESOLUTION)

Due to lack of work and/or lack of funds, the number of classified employees and the amount of service rendered must be reduced by layoff pursuant to Education Code section 45308.

It is recommended that the Board approve Resolution 2019/20 No. 792, which will allow the reduction of one (1) Custodian - Maintenance & Operations position, due to a lack of work and/or lack of funds, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Attachment

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 792

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
REGARDING LAYOFFS AND REDUCTION OF HOURS
OF CLASSIFIED PERSONNEL

BE IT RESOLVED that the Board of Trustees of the Lowell Joint School District hereby determines that the following positions be abolished and/or reduced for lack of work and/or lack of funds:

<u>Classification Title</u>	<u>No. of Positions</u>	<u>Hours</u>	<u>Days/Week</u>	<u>Months per Year</u>
<u>Eliminate:</u>				
- Custodian – Maintenance & Ops.	1	8.0	5.00	12 Months

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of work and/or lack of funds, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to *Education Code* section 45308.
2. That the Superintendent is directed to give notice of layoff to the affected classified employees pursuant to the requirements of law.
3. That said layoff shall become effective on sixty (60) days following service of the notice as required by law, subject to negotiations if necessary.
4. That employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to *Education Code* section 45298.

APPROVED AND ADOPTED this 4th day of May 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of May 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4th day of May 2020.

Jim Coombs
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Scope Amendment to Provide Architectural/Engineering Services for Olita Elementary School with PBK Architects for Anticipated Maintenance/ Modernization Projects

ACTION/
(RATIFICATION)

The Board of Trustees approved a Master Architectural Services Agreement with PBK Architects on October 3, 2019 to provide architectural and engineering services to assist with maintenance and/or modernization projects at various sites as it administers the facility upgrades identified as part of the Measure LL approved bond campaign. A separate Scope Amendment form for each site and/or project is required in this master agreement. PBK has worked with the District to generate plans and obtain approval with the Division of State Architect (DSA) for Olita Elementary School. The architect's fee was originally negotiated in 2016 when the plans were drawn and approved by DSA. The fee paid to PBK for the work in 2016 is \$140,873.11. In order to start the design process as early as possible, the pre-measure LL Bond contract procurement form, a task order agreement was used to bind the agreement between the Architect and the District. That task order agreement, executed December 16, 2016 was not in conformity with the District's current Measure LL Bond contract language approved by the District Legal Counsel. Therefore, a new Scope Amendment is presented for Board approval. This amendment includes a fee for the remaining portion of the architect's work for construction administration and DSA close out. The maximum for this remaining fee will be \$109,747. The final amount paid to PBK is subject to negotiation when Olita has been completed and received DSA approval.

It is recommended that the Scope Amendment to Provide Architectural/Engineering Services for Olita Elementary School with PBK Architects for Anticipated Maintenance/ Modernization Projects for a maximum fee of \$109,747 be approved to be re-executed by both parties on the prescribed Architectural Agreement contract form and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Declaration of Need for Fully Qualified Educators to for the 2020/21 School Year ACTION

The California Commission on Teacher Credentialing requires public school districts to represent annually to the governing board at a regularly scheduled public meeting a “Declaration of Need for Fully Qualified Educators” in order to employ teachers who need an emergency permit.

The Board declaration certifies that there may be an insufficient number of certificated persons meeting the District’s employment criteria in specific areas and authorized the employment of teachers holding Multiple, Single, English Learners, and Education Specialist Short Term Staff Permits and Speech and Language Waivers. Such permits require that candidates hold a baccalaureate degree; pass the Basic Skills Requirement Test; commit to enrollment in appropriate coursework to obtain a credential; and submit an application and fee.

It is recommended that the Declaration of Need for Fully Qualified Educators for the 2020/21 School Year be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: District Local Control Accountability Plan Update INFORMATION

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

As part of the LCAP process, this is an update on timeline, input from stakeholder groups, and the overall process.

Superintendent's Comment:

INFORMATION ONLY.

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2019/20 No. 793 Adopting the California
Uniform Public Construction Cost Accounting
Procedures ACTION/
(RESOLUTION)

The California Uniform Public Construction Cost Accounting Act (“CUPCCAA”) allows public agencies to adopt an alternative bidding procedure for construction projects. Per Public Contract Code section 22000 et seq., public agencies electing to opt into CUPCCAA may perform public contract projects costing up to \$60,000 with its own employees by force account, by negotiated contract, or by purchase order and may use an informal bidding process for construction projects costing \$200,000.00 or less. In order to utilize CUPCCAA, the District must formally elect to become subject to CUPCCAA and follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission (Commission).

Adoption of CUPCCAA will allow the District to benefit from the simplified contract procedures described above for qualifying projects. These benefits will help the District save the costs that are associated with the traditional bidding method and help the District complete projects on time.

In order to take advantage of the provisions of Act, the District must complete two administrative measures. Specifically, the District must formally elect to become subject to Act and adopt the Act’s accounting procedures through Board action. On April 6, 2020, the Board adopted Resolution 2019/20 No. 777 in which the District formally elected to be subject to Act. The District can now adopt another resolution confirming its election to opt into Act and establish the informal bidding procedure authorized by Act and the Commission.

Pursuant to the process summarized above, Resolution No. 793 reconfirms the District’s election to be subject to Act and adopts the informal bid procedure. This Resolution will allow the District to use the Act for qualifying projects.

It is recommended that the Board approve Resolution 2019/20 No. 793, the Informal Bidding Procedure Pursuant to the California Uniform Public Construction Cost Accounting Act and authorize District staff to award informal contracts that qualify under the requirements of the California Uniform Public Construction Cost Accounting Act as outlined in the Resolution, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 793

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA, ADOPTING INFORMAL BIDDING PROCEDURES PURSUANT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, Public Contract Code section 22000 et seq. sets forth the Uniform Public Construction Cost Accounting Act (the “Act”);

WHEREAS, the Act provides for the implementation of uniform construction cost accounting procedures for all public agencies electing to participate, together with instructions for their adoption and implementation by any public agency;

WHEREAS, pursuant to Public Contract Code section 22030, the Board of Education of the Lowell Joint School District (“District”) formally elected to become subject to the procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission’s Policies and Procedures Manual and cost accounting review procedures by adopting Resolution #777 on April 6, 2020;

WHEREAS, pursuant to Public Contract Code section 22034, any public agency that elects to become subject to the Act must adopt informal bidding procedures to govern the selection of contractors to perform public projects pursuant to Public Contract Code section 22032(b);

NOW, THEREFORE, the Board of Education of the Lowell Joint School District hereby resolves as follows:

1. That the above recitals are all true and correct.
2. That public projects undertaken by the District, as defined by the Act and in accordance with the limits listed in Public Contract Code section 22032, may be let to contract by informal procedures as set forth in Public Contract Code section 22032.
3. That the District shall develop and maintain a list of qualified contractors, identified according to categories of work, in accordance with the provisions of Public Contract Code section 22034 and criteria promulgated from time to time by the California Uniform Public Construction Cost Accounting Commission.
4. That in the event the District undertakes a project which is subject to Public Contract Code section 22032(b), a notice inviting informal bids shall be mailed to all contractors on the qualified contractors list for the category of work being bid. If the product or service sought by the District is proprietary in nature such that it

can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

5. That the notice inviting informal bids shall describe the project in general terms and explain how to obtain more detailed information about the project, and state the time and place for the submission of informal bids.
6. That the District Superintendent or the Superintendent's designee is authorized to award informal contracts pursuant to this Resolution in accordance with Education Code section 17605.
7. That this Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED this 4th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 4th day of May, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4th day of May, 2020.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Agreement with A1 Fence Company, Inc. for Fence Repairs and Maintenance as Necessary Districtwide (Bid #1920-01)

ACTION

On February 11, 2020 the Board took action authorizing staff to solicit bids for fence repairs and maintenance services as required Districtwide. Two bids were received on March 26, 2020 based on a perimeter fencing scenario. This Board agenda item recommends approval of an agreement with A1 Fence Company, Inc.

Contractor	Bid
A1 Fence Company	\$95,400.00
Izurieta Fence Company	\$99,887.00

A1 Fence Company, Inc., submitted the lowest responsive and responsible bid. Reference checks verified that the selected bidder is both responsive and responsible.

It is recommended that an agreement with A1 Fence Company, Inc., for the routine repair and maintenance of fencing Districtwide be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Acceptance of Donations

ACTION/
(RATIFICATION)

The following individual provided a donation to the District:

Fred Schambeck	\$200.00
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It is recommended that the donation mentioned above, which have been donated to the District Board Donation Account, be accepted and letter of appreciation be written to the donor.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding between
Lowell Joint School District California State
University, Long Beach, effective July 1, 2020 through
June 30, 2025

ACTION

California State University, Long Beach (CSULB), offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. This Agreement pertains to CSULB University students enrolled in an internship course and placed at Lowell Joint School District by CSULB University. The district shall provide practical experience pursuant to the terms of this agreement and serve as a learning site offering facilities, resources and supervision to students.

This agreement is at no cost to the District and either Party may terminate this agreement upon thirty (30) days written notice.

It is recommended that the Memorandum of Understanding between California State University, Long Beach and Lowell Joint School District for the period of July 1, 2020 through June 30, 2025 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Purchase Order Report 2019/20 #10

ACTION/
(RATIFICATION)

In accordance with the law, Purchase Order Report 2019/20 #10 is recommended for approval. The report lists all purchase orders issued March 26, 2020, through March 30, 2020.

AR:md

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B1-1

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Warrant Listing Report 2019/20 #10

ACTION/
(RATIFICATION)

The Warrant Listing Report 2019/20 #10 is recommended for approval. The report lists all warrants issued March 20, 2020, through April 20, 2020.

AR:md

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B2-1

"B" WARRANTS FOR BOARD APPROVAL ON:
May 4, 2020

"B" WARRANT DOCUMENTS : 1416 - 1672, 3101 - 3106

1,078,347.39

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
1416	REMEDIA PUBLICATIONS-SPEC ED, SUPPLIES	71.95
1468	PBK - MAYBROOK/ PAYMENT APPLICATION	4,630.00
1469	PBK - MAYBROOK/ PAYMENT APPLICATION	452.04
1470	PBK - MAYBROOK/ PAYMENT APPLICATION	4,630.00
1471	PBK - MAYBROOK/ PAYMENT APPLICATION	13,890.00
1472	PBK - MAYBROOK/ PAYMENT APPLICATION	4,630.00
1473	PBK - MAYBROOK/ PAYMENT APPLICATION	43,985.00
1474	PBK - MAYBROOK/ PAYMENT APPLICATION	7,143.50
1475	PBK - MAYBROOK/ PAYMENT APPLICATION	21,430.50
1476	PBK - MAYBROOK/ PAYMENT APPLICATION	7,143.50
1477	PBK - MAYBROOK/ PAYMENT APPLICATION	75,006.75
1478	PBK, OLITA, CONTRACT SVCS	160.58
1480	CPEN MEDIA-MACY, SUPPLIES	167.00
1482	JANICE JACOBSEN - CONTRACT SERVICES	336.00
1506	WALTERS WHOLESALE ELECTRIC - MAINTENANCE SUPPLIES	711.76
1517	BARCO PRODUCTS-OLITA, SUPPLIES	3,200.00
1519	C.A.S.H.-M&O, BUS SVC, REGISTRATION	1,801.00
1534	AERIES SOFTWARE-CURR, CONF REGISTRATION	750.00
1536	DECKER EQUIPMENT - CABINET KEYS/ MAYBROOK	144.36
1537	DIVISION OF STATE ARCHITECT - DSA FEES/ OLITA	500.00
1538	MJ EVANOFF-SUPT OFFC, PURCH REIMB	98.56
1539	KARI HEINRICH-SP EC, PURCHASE REIMBURSEMENTS	27.70
1540	SHERYL MCDONALD-CURR, PURCH REIMBURSEMENT	41.83
1541	HANCOCK PARK & DELONG, INC. - FACILITIES CONSULTING	5,250.00
1542	IMPERIAL BAND INSTRUMENTS-RS, SUPPLIES	86.57
1543	ORANGE CO. DEPT ED-SP ED, TUITION SVCS	4,622.50
1544	ADMINISTRATIVE CO-OP-CONTRACT SVCS	23,260.44
1545	LAKESHORE LEARNING MATERIALS-MG, RS, SUPPLIES	413.97
1546	OTC BRANDS, INC.-JO, SUPPLIES	98.99
1547	ORANGE COUNTY DEPT. OF ED. - SPECIAL CIR. BILLING	1,265.38
1548	LEARNING A-Z-OLITA/SP ED, SUPPLIES	109.95
	EARLY RETIREE REIMBURSEMENTS	
1549	DAWN AANDAHL	525.39
1550	BRENT ALLSMAN	506.24
1551	ELIZABETH KANESHIRO	948.67
1552	SHELLEY MARKER	525.39
1553	PENNY MAYERCHECK	1,189.78
1554	RONALD RANDOLPH	630.56
1555	GAYLE ROGERS	245.78

1556	CLAUDIA SCHALCHLIN	525.39
1557	EMILY WAKEFIELD	525.39
1558	HOLLY WOLFE	525.39
1559	SOUTHERN CALIFORNIA GAS - UTILITIES	308.38
1560	AMERICAN FIDELITY- EMP. VOLUNTARY DEDUCTIONS	7,131.60
1561	SCHOOLS FIRST CREDIT UNION- EMP. VOLUNTARY DEDUCTIONS	21,775.00
1562	CREDIT UNION OF SO CAL- EMP. VOLUNTARY DEDUCTIONS	2,887.80
1563	TIME WARNER CABLE - UTILITIES	916.47
1564	SOUTHERN CALIFORNIA GAS - UTILITIES	152.08
1565	CITY OF LA HABRA WATER DEPT. - UTILITIES	777.52
1566	SOUTHERN CALIFORNIA EDISON - UTILITIES	3,847.57
1567	MCI A VERIZON CO. - UTILITIES	9.88
1568	FRONTIER COMMUNICATIONS - UTILITIES	2,814.84
1569	VERIZON WIRELESS - UTILITIES	2,092.38
1570	NCS PEARSON,INC.-MG, SUPPLIES	2,719.58
1571	LRP PUBLICATIONS - NEWSLETTER SUBSCRIPTIONS	544.00
1573	ADMINISTRATIVE CO-OP-CONTRACT SVCS	13,519.00
1574	SAFEGUARD -EL PORTAL, STUDENT TSHIRTS	338.46
1575	SCHOOL SERVICES OF CA-BUS SVCS, MAR 2020 CONTRACT SVC	305.00
1577	SPARKLETTS - RS/ WATER SERVICE	196.47
1578	SUPPORTING SUCCESS FOR CHILDREN-SP ED, SUPPLIES	23.00
1579	TARGET SPECIALTY-GROUNDS, SUPPLIES	1,898.39
1580	WHITTIER CHRISTIAN HS-FIELD TRIP BUS SERVICE	2,557.50
1582	LEARNINGCITY-OLITA, SUBSCRIPTION SVCS	1,020.00
1585	ABES PLUMBING INC. - REPAIR SERVICE	500.00
1586	ATKINSON, ANDELSON, LOYA, RUUD & ROMO - LEGAL SERVICE	5,242.50
1587	CDW GOVT-MACY, MEADOW GR-SUPPLIES	570.87
1588	CITY OF LA HABRA-FEES	2,112.21
1589	EDLIO, INC.-TECH, SUPPLIES	2,183.56
1590	ELITE MODULAR LEASING & SALES - CARPET	26,520.00
1591	SUPT. COOMBS-PURCHASE REIMBURSEMENTS	70.60
1592	CATHERINE WEISSMAN-BUS SVCS, CONF REIMB	45.71
1593	UNUM LIFE INSURANCE-PREMIUM	542.73
1594	LA HABRA FENCE CO. INC. - FENCE REPAIR	1,655.00
1595	PESI, INC. - VIRTUAL EVENT REGISTRATIONS	2,035.32
1596	ICS SERVICE CO-MAYBROOK, CONTRACT SVCS	127,048.25
1597	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS.	286,956.17
1598	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS.	8,539.39
1599	DELTA DENTAL- CERTIFICATED RETIREE VOL. PLAN	1,753.72
1600	TERRIS BARNES WALTER BOIGON-CONTRACT SVCS	14,129.61
1601	SENTRY SIGNS AND PRINTING - MG/ SUPPLIES	1,346.85
1603	VICTORIA ALVAREZ - CONTRACT SERVICES	847.67
1604	WHITTIER CHRISTIAN HS-FIELD TRIP BUS SERVICE	3,132.50
1605	DEBRA LEES - MAYBROOK/ CONTRACT SERVICES	1,400.00
1606	EDDIE MIJARES-RS, CONTRACT SVCS, MAR2020	625.00
1607	MARY PENA-RS, CONTRACT SVCS-MAR2020	142.50
1608	MATTHEW GALLEGOS-RS, CONTRACT SVCS- MAR2020	125.00

1609	SHIRLEY TAYLOR-RS, CONTRACT SERVICES MAR2020	250.00
1610	MELISSA OVERTON - DISTRICT, CONTRACT SVCS	990.00
1611	PEST OPTIONS - MONTHLY PEST SERVICE	360.00
1612	PLUMBING WHOLESALE OUTLET - MAINTENANCE	511.83
1613	UNITED REFRIGERATION - MAINTENANCE MATERIAL	1,087.46
1614	MCI A VERIZON CO. - MONTHLY SERVICE	26.62
1615	JIVE COMMUNICATIONS - MONTHLY SERVICE	4,060.95
1616	SOUTHERN CALIFORNIA GAS - MONTHLY UTILITIES	116.37
1617	CITY OF LA HABRA WATER DEPT. - MONTHLY UTILITIES	3,224.52
1618	SOUTHERN CALIFORNIA GAS - MONTHLY UTILITIES	250.84
1619	SUBURBAN WATER SYSTEMS - MONTHLY UTILITIES	4,749.19
1620	SOUTHERN CALIFORNIA EDISON - MONTHLY UTILITIES	5,742.08
1621	AMERICAN EXPRESS - MONTHLY CREDIT PURCHASES	5,112.08
1622	JIM COOMBS - SUPPLIES REIMBURSEMENT	227.73
1623	FRONTIER COMMUNICATIONS - MONTHLY SERVICES	65.45
1624	SUBURBAN WATER SYSTEMS - MONTHLY UTILITIES	762.60
1625	SOUTHERN CALIFORNIA EDISON - MONTHLY UTILITIES	52.08
1626	ACSA-VOLUNTARY DEDUCTIONS-APRIL 2020	323.15
1627	CA ASSOCIATION OF SCHOOL PSYCH-DUES	15.50
1628	CSEA-VOLUNTARY DEDUCTIONS	3,149.66
1629	CA TEACHERS ASSOCIATION-VOLUNTARY DEDUCTIONS	14,528.81
1630	PACIFIC EDUCATORS-VOLUNTARY DEDUCTIONS	77.00
1631	UNITED WAY OF GREATER LA-VOL DEDUCTIONS	10.00
1632	AMERICAN FIDELITY ASSURANCE-VOL DEDUCTIONS	18,002.14
1633	PAUL LUNA- DISTRICT, CONTRACT SVCS	1,000.00
1633	THE STANDARD INS-VOLUNTARY DEDUCTIONS	5,320.03
1634	SPARKLETTS - RS/ WATER SERVICE	2.99
1635	THE HARTFORD-RETIREE PORT LIFE INS	142.32
1641	ELITE MODULAR LEASING & SALES - CONTRACT SVCS	1,508.00
1642	GHATODE BANNON ARCHITECTS-EL PORTAL, CONTRACT SVCS	127,608.60
1643	GHATODE BANNON ARCHITECTS-JORDAN, CONTRACT SVCS	5,734.58
1645	COMPLETE BUSINESS SVCS-MG, SUPPLIES	1,143.29
1646	ALAN MAO-TECH, PURCHASE REIMBURSEMENT	293.54
1647	ANDREA REYNOLDS-PURCHASE REIMBURSEMENT	107.74
1648	BEST LAWNMOWER-GROUNDS, SUPPLIES	10.77
1649	BUG FLIP - FOOD/ NUTRITION SERVICES	75.00
1650	GREEN'S SECURITY CENTERS-M/O, SUPPLIES	53.58
1651	JANE'S HARDWARE CO-M/O, SUPPLIES	37.65
1652	LOWE'S-M/O, SUPPLIES, MATERIALS	163.57
1653	PEST OPTIONS - MONTHLY PEST SERVICE	150.00
1654	SO CAL EDISON-OLITA, UTILITIES	1,408.15
1655	SUBURBAN WATER SYSTEMS - MONTHLY UTILITIES	1,778.04
1656	WARE DISPOSAL-DISTRICT WIDE-TRASH DISPOSAL SVCS	2,641.07
1657	DATA WORKS EDUC RESEARCH-CONTRACT SVCS	3,485.00
1658	EAST WHITTIER GLASS/MIRROR-JORDAN, WINDOW REPAIR	405.72
1659	SUPT. COOMBS-PURCHASE REIMBURSEMENTS	133.93
1660	EMILY MONTES-RS, PURCHASE REIMBURSEMENT	195.26
1661	LINDA TAKACS-RS, PURCHASE/CONF EXP REIMB	597.94

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report
2019/20 #10 Which Includes Hiring, Resignations,
Contract Adjustments, and Retirements for
Certificated, Classified, and Confidential
Employees

ACTION
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2019/20 #10, 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 2019/20 #10, 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 2019/20 #10

May 4, 2020

I. CERTIFICATED EMPLOYEES

There are no certificated updates to report at this time.

II. CLASSIFIED EMPLOYEES

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>
Bautista, Selah	02/01/20		R23/S6	DO	Fiscal Services Clerk/Performance Recognition Increase
Price, Chelle	04/10/20		MGT 9/S8 + \$7,000	DO	Director of Fiscal Services/Longevity Increase
Zappulla, John	03/23/20		R22/S3	DO	Systems Technician/Correction to date on EER #9

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>
Jenkins, Shelley	04/20/20			MA	Instructional Assistant/Return from Unpaid Leave of Absence
LeonGuerrero, Robyn	03/21/20		R20/S4	MG	Library Media Technician/Range Correction to 03/02/20
Price, Sarah	04/06/20			MG	Special Education Support Aide/Return from Baby Bonding Leave

LOWELL JOINT SCHOOL DISTRICT
May 4, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Hauffe Company, Inc. ACTION
to Provide Inspector of Record (IOR) Services at
Olita Elementary

It is necessary to contract with a Division of State Architect (DSA) approved inspector of record for the Olita Elementary roofing and HVAC project to ensure that work performed complies with all applicable rules and regulations as reflected on DSA approved drawings.

It is recommended that the agreement for with Hauffe Company, Inc., to provide Inspector of Record services for the Olita Elementary Re-Roofing and HVAC project be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.



Kurt Hauffe
714 825 1600
khauff@hauffecompany.com
2773 Lowell Lane
Whittier, CA 90716
CSLB Number
C13325.A.43 / D.C.16.C.20.C.16.004
Eink. Class. 115000

April 22, 2020

Andrea Reynolds
Assistant Superintendent of Administrative Services
Lowell Joint School District
11019 Valley Home Avenue
Whittier, CA 90603

Proposal for Olita Elementary School Inspection Services. Alterations to 7 Buildings,
HVAC and Roofing: A, B, C, D, F and G.

Dear Ms. Reynolds,

Thank you for the opportunity to submit a proposal for Inspection Services for the Olita
Elementary School located at 950 South Brier Cliff Drive La Habra, CA 90631

Inspection Services provided by Hauffe Company Inc. Start date June 1, 2020 thru
November 23, 2020. Projected 25 weeks, 8 hours per day for a total of 1000 hours at \$84
per hour for a total cost of \$84,000.

We look forward to continuing our working relationship with the Lowell Joint School
District.

Best Regards,

Kurt Hauffe
President Hauffe Company Inc.