

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
June 22, 2020 – 7:30 p.m.

AGENDA

I. Call to Order

6:30 p.m.

In compliance with Government Code 54953, the Board will use zoom teleconference for closed session Zoom meeting ID: 817 0023 8542. 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

6:30 p.m.

1. Public Employee Negotiations – Classified School Employees Association; Agency Negotiator: Mr. Coombs
2. 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

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: 817 0023 8542. 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.

INFORMATION

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

E. Acknowledgement of Correspondence to the Board

INFORMATION

F. Approval of Agenda

ACTION

G. Approval of Minutes from the June 8, 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. | Adoption of Personnel – Lactation Accommodation BP 4033 | ACTION/
SECOND READING |
| B. | Submission of Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter April 1 – June 30, 2020 | ACTION |
| VI. | Business Services – Andrea Reynolds | |
| A. | Public Hearing: Adoption of Proposed Adopted 2020/21 Budget | PUBLIC HEARING/
ACTION |
| B. | Approval of Resolution No, 799 for Fiscal Solvency Related to the Proposed 2020/21 Budget | ACTION/
(RESOLUTION) |
| VII. | Human Resources – Jim Coombs | |
| A. | Resolution 2019/20 No. 800 Declaring All Management and Confidential Unrepresented Employee Salaries Indefinite for the 2020/21 School Year | ACTION/
(RESOLUTION) |
| VIII. | Educational Services – Sheri McDonald | |
| A. | Approval of the Covid-19 Operations Written Report in lieu of the Annual Review for the Local Control Accountability Plan (LCAP) | ACTION |
| B. | Approval of Agreement FCI-SD4-15 By and Between Children and Families Commission of Orange County and Lowell Joint School District for Provision of Services – Kindergarten Readiness Initiative July 1, 2020 through June 30, 2023 | ACTION |
| IX. | Facilities/Operations – David Bennett | |
| A. | Acceptance of Notice of Completion, Elite Modular Leasing & Sales, Purchase of Division of State Architect (DSA) Portable Restroom Buildings for the Maybrook Interim Housing Project | ACTION |
| B. | Approval of Professional Services Agreement, Sub-Surfacing | ACTION |

Imaging Services, Util-Locate, Modernization Project, Jordan Elementary School

- | | | |
|----|---|--------|
| C. | Approval of Professional Services Agreement for Surveying and Mapping Services with Salazar Surveying, Inc. at Jordan Elementary School | ACTION |
| D. | Approval of Deductive Change Order No. 1 from Construction Electric for the Maybrook Interim Housing Project | ACTION |
| E. | Approval of Change Order No. 3 from Core Contracting, Inc., Maybrook Interim Housing Project | ACTION |
| F. | Approval of Deductive Change Order No. 1 from Fairchild Plumbing and Mechanical for the Maybrook Interim Housing Project | ACTION |
| G. | Acceptance of Notice of Completion for Intercom Clock and Signal (ICS) for Installation of Bell System and Speakers at the Maybrook Interim Housing Project | ACTION |
| H. | Approval of Deductive Change Order No. 1 from Moreno Valley Construction (MVC) for the Maybrook Interim Housing Project | 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.

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| A. | General – Jim Coombs | |
| | 1. Approval of Agreement with Atkinson, Andelson, Loya, Ruud & Romo for Legal Services | ACTION |
| | 2. Acceptance of Donations | ACTION/
(RATIFICATION) |
| | 3. Approval of Lowell Joint School District Technology Department Contract with Incident IQ | ACTION |

4. Approval of Agreement with Behavior and Education Inc., a Nonpublic Nonsectarian Agency, to Provide additional direct Behavioral Intervention Services for select district students for the 2020/2021 School Year. ACTION/
(RATIFICATION)
5. Approval of Lowell Joint School District Technology Department Contract with Tynker ACTION
6. Approval of Independent Contractor Agreement with D & D Consultants, to provide Training for the Speech/Language Pathologists, for the 2020-2021 School Year ACTION/
(RATIFICATION)
7. Approval of Agreement with *Albert J. Melaragno MD*, to provide signed authorizations for students who receive occupational therapy, physical therapy, and speech and language services for the 2020/2021 school year. ACTION/
(RATIFICATION)
8. Approval of Memorandum of Understanding (MOU) Between Lowell Joint School District and *Orange County Superintendent of Schools* for the 2020/2021 School Year ACTION/
(RATIFICATION)
9. Approval of Agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a Nonpublic Nonsectarian Agency, to provide direct physical therapy services and physical therapy evaluative services for assessments for the 2020/2021 School Year ACTION/
(RATIFICATION)
10. Approval of Independent Contractor Agreement with Purchin Consulting Inc., to provide Consultative Services for the Special Education Department for the 2020/2021 School Year ACTION/
(RATIFICATION)
11. Approval of Memorandum of Understanding Between East Whittier City School District and Lowell Joint School District for the school year 2020/2021. ACTION/
(RATIFICATION)
12. Approval of Memorandum of Understanding (MOU) Between Lowell Joint School District and *Biola University, Inc.* for the 2020/2021 School Year ACTION/
(RATIFICATION)
13. Approval of Memorandum of Understanding Between Whittier City Area Cooperative Special Education Program (“WACSEP”) and Lowell Joint School District for the school year 2020/2021. ACTION/
(RATIFICATION)
14. Approval of Memorandum of Understanding Between Special

- Approval of Memorandum of Understanding Between Special Olympics Southern California (SOSC) and Lowell Joint School District for the period of July 1, 2020 through June 30, 2021 ACTION/
(RATIFICATION)
15. Approval of Agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a Nonpublic Nonsectarian Agency, to Provide Occupational Therapy Services for a district student placed at WACSEP/Lydia Jackson School for the 2020/2021 School Year. ACTION/
(RATIFICATION)
16. Approval of Memorandum of Understanding between Lowell Joint School District and Colorado State University - Pueblo, effective July 1, 2020 through June 30, 2022. ACTION
17. Approval to Pay the Orange County School Boards Association Annual Membership for the 2019/20 School Year ACTION
- B. Business Services – Andrea Reynolds
1. Purchase Order Report 2019/20 #12 ACTION/
(RATIFICATION)
2. Warrant Listing Report 2019/20 #12 ACTION/
(RATIFICATION)
3. Resolution 2020/21 EA001 – EA007 for Budget Adjustments RESOLUTION/
(RATIFICATION)
4. Resolution 2019/20 No. 801 Regarding the Education Protection Account for the 2020/21 School Year ACTION/
(RESOLUTION)
5. Approval of Agreement with West Coast Protection, LLC, dba: Interquest Detection Canines, to Provide Contraband Inspection Services ACTION
6. Ratification of Award of Contract, Howard Technology, Procurement of LG Digital Televisions, Maybrook Elementary (Bond Fund) ACTION/
(RATIFICATION)
7. Approval of Agreement with Administrative Services Cooperative, Inc. for Student Transportation Services for the 2020/21 School Year ACTION
- C. Human Resources – Jim Coombs

1. Employer-Employee Relations/Personnel Report 2019/20 #12 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 Extension of Nutrition Services Paper, Plastic and Film Products Agreement with P&R Paper through the San Gabriel Valley Cooperative (RFP 18-19-106) for the 2020/21 School Year ACTION

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

3. Approval of Extension of Baked Goods Piggyback Agreement with Galasso’s Baker through the San Gabriel Valley Cooperative (RFP #201920-1) for the 2020/21 School Year ACTION

4. Approval of Extension of RFP FS001:18-19 with Continental Sales Company for Fresh and Processed Produce through the San Gabriel Valley Cooperative for the 2020/21 School Year ACTION

5. Approval of Extension of RFP #01:1819 Agreement with Driftwood Dairy for Milk and Dairy Products for the 2020/21 School Year ACTION

6. Approval of Negative Student Nutrition Services Balances to be Paid by General Fund ACTION

7. Approval of Extension of RFP #1218-18/19 Agreement with Gold Star Foods for Frozen and Refrigerated Food through the San Gabriel Valley Cooperative for the 2020/21 School Year ACTION

8. Approval of Administrative Change Order No. 1 with Saldana Landscape for the Maybrook Interim Housing Project 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 August 10, 2020.

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

MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES

June 8, 2020

- Call to Order President Schambeck called the meeting to order at 6:34 p.m. using video conference via zoom meeting ID #890 8101 9313 for the Regular Board Meeting of the Board of Trustees, in compliance with Government Code 54953.
- Topics Not on the Agenda None.
- Closed Meeting President Schambeck declared the meeting recessed to closed session via video conference zoom meeting at 6:36 p.m.
- Call to Order President Schambeck called the meeting to order at 7:34 p.m. via video conference zoom meeting ID # 890 8101 9313 for the Regular Board Meeting of the Board of Trustees, in compliance with Government Code 54953.
- Trustees in Attendance: Fred W. Schambeck, William A. Hinz, Melissa A. Salinas, Anastasia M. Shackelford, and Karen L. Shaw
- Trustees Absent: None.
- 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
- The flag salute was led Jim Coombs, Superintendent of Schools.
- Reporting out of Closed Session None.
- Introduction / Welcome President Schambeck welcomed Allison Fonti, LJEAs president, Leslie Manogld LJEAs lead negotiator, Darleene Pullen, CSEA president, and the audience.
- Acknowledgement of Correspondence None
- Approval of Agenda It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve the June 22, 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 June 8, 2020, Regular Board Meeting.

Topics Not on the Agenda	Mr. and Mrs. Orozco live behind Maybrook School. They spoke to the Board of Trustees regarding the dividing wall that separates their property and Maybrook School. Mr. Orozco stated that there is a crack in the wall and the vibrating that is happening at Maybrook due to the construction is having an affect on the wall. He would like to speak to someone regarding this concern.
	Mrs. Lee, a Macy parent, stated that the end of this school and the distance learning that was in place was a good finish to the school year. She was very happy with how it was handled. Her concern is with distance learning and the beginning of the next school year and the zoom schedules. She would like the ability to be able to adjust them and be flexible with the distance learning schedules for the families.
Timely Information from the Board and Superintendent	None.
Adoption of Personnel – Lactation Accommodation BP 4033	Mr. Coombs gave information regarding development of the new district Board Policy BP 4033 Personnel – Lactation Accommodation. This is a first reading and information only.
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	Kaleo Igarta, Director of Special Education, gave the background information regarding the development of the new and revised special education Board Policies and Administrative Regulations. Mr. Igarta thanked Dr. Jean Martin and the Orange County Department of Education along with the twenty teachers, including general and special education, that made up the team. The stakeholders included: Katie Alsman, Lelsie Felton, Shelly Pimper, Sarah Nunez, Allison Fonti, Margaret Palmer, Amanda Malm, Kelly Johnson, Sam Blackler, Krista Karr, Rhonda Esparza, Dr. Denise Eastman of Biola University and Lisa Saltzman of the OCDE legal department. This is a second reading. It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Board Policies and accompanying Administrative Regulations regarding Special Education - 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, as attached, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Subsequent Variable Term Waiver for Patricia Jacobsen Assigned to Principal at Macy Elementary School for the 2020-2021 School Year	It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the Subsequent Variable Term Waiver for Patricia Jacobsen Assigned to Principal at Macy Elementary School for the 2020-2021 School Year, and authorized the Superintendent or designee to execute the necessary documents.
Amended Resolution 2019-20 No. 778 to Correct the Scope of Work on the Lease-Leaseback Agreement with Erickson Hall	It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt amended Resolution 2019/20 No. 778 to Correct the Scope of Work on the Lease-Leaseback Agreement with Erickson Hall Construction Company by Removing Fire Alarm Scope at Olita Elementary School, as attached, and that the Superintendent or designee be authorized to execute the resolution.

Construction Company by
Removing Fire Alarm
Scope at Olita Elementary
School

Agreement with American
Integrated Resources, Inc.
for Abatement and
Demolition 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 American Integrated Resources, Inc. for Abatement and Demolition on the El Portal Elementary Roofing Project, Bid #1920-03, and that the Superintendent or designee be authorized to execute the resolution.

Agreement with Core
Contracting, Inc. for
Structural and Rough
Carpentry 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 Core Contracting, Inc. for Structural and Rough Carpentry on the El Portal Elementary Roofing Project, Bid #1920-03, and that the Superintendent or designee be authorized to execute the necessary documents.

Agreement with RDM
Electric Co., Inc. for
Electrical and Low
Voltage 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 RDM Electric Co., Inc. for Electrical and Low Voltage on the El Portal Elementary Roofing Project, Bid #1920-03, and authorized the Superintendent or designee to execute the necessary documents.

Rejection of Non-
Responsive Abatement
and Demolition bid from
KML for Bid #1920-03

It was moved, seconded, and carried by unanimous roll call vote (5-0) to Reject the Non-Responsive Abatement and Demolition bid from KML for Bid #1920-03, and authorized the Superintendent or designee to execute the necessary documents.

Approval of MVC, dba
Moreno Valley
Construction, Inc.
Administrative Change
Order for the Maybrook
Interim Housing Project

It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the MVC, dba Moreno Valley Construction, Inc. Administrative Change Order for the Maybrook Interim Housing Project, and that the Superintendent or designee be authorized to execute the resolution.

Public Hearing for
California Environmental
Quality Act (CEQA)
Notice of Exemption at
Olita Elementary School
Project

Mr. David Bennett, Assistant Superintendent of Facilities and Operations, provided the Board of Trustees with the overview for the California Environmental Quality Act Notice of Exception at Olita Elementary School. The Public opened at 8:05 p.m. after no comments received from the public, was closed at 8:06 p.m.

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 Agreement with Adams Silva & McNally LLP to provide legal services as required for the 2020/2021 school year

Approved the ratified agreement with Adams Silva & McNally LLP for legal services from July 1, 2020, through June 30, 2021, at the rates of partner/senior counsel/ of counsel \$250.00 – \$285.00 per hour, associate \$225.00 - \$240.00 per hour, paralegal/law clerk \$135.00 - \$160.00 per hour, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Memorandum of Understanding between Lowell Joint School District and Azusa Pacific University effective July 1, 2020 through June 30, 2025

Approved the Memorandum of Understanding with Azusa Pacific University, effective July 1, 2020 through June 30, 2025, and authorized the Superintendent or designee to execute the necessary documents.

Approval of Memorandum of Understanding with the Lowell Joint Education Association to address bargaining unit member working conditions and district operations during COVID-19 emergency response and school closures

Approved the Memorandum of Understanding with the Lowell Joint Education Association to address working conditions and district operations during COVID-19 emergency response and school closures, as attached, and the Superintendent or designee be authorized to execute the necessary documents

Approval to Pay the California School Boards Association Membership for the 2020/21 School Year

Approved to pay the Lowell Joint School District to join the California School Boards Association for the 2020/21 school year at membership cost totaling \$7,777.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval to Pay the La Habra Chamber of Commerce Annual Membership for the 2020/21 School Year

Approved to pay the La Habra Chamber of Commerce Annual Membership for the 2020/21 school year, at a membership total cost of \$350.00, and authorized the Superintendent or designee to execute the necessary documents.

Approval to Pay the Whittier Area Chamber of Commerce Annual Membership for the 2020/21 School Year

Approved to pay the Whittier Area Chamber of Commerce Annual Membership for the 2020/21 school year, at a membership total cost of \$370.00, and authorized the Superintendent or designee to execute the necessary documents.

June 8, 2020

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Purchase Order Report 2019/20 #11	Approved Purchase Order Report 2019/20 #11, as attached, which lists all purchase orders issued April 24, 2020, through May 27, 2020.
Warrant Listing Report 2019/20 #11	Approved Warrant Listing Report 2019/20 #11, as attached, which lists all warrants issued April 23, 2020, through May 22, 2020.
Approval of Contract with Los Angeles County Office of Education for the 2020/21 PeopleSoft Financial System	Approved the contract with Los Angeles County Office of Education for the 2020/21 PeopleSoft Financial System Contract for the Fiscal Year Ending June 30, 2020, at an annual estimated cost of \$ 12,557, and authorized the Superintendent or designee to execute the necessary documents.
Authorization to Make Appropriation Transfers	Authorized, in accordance with the provisions of Education Code 42601, authorize the County Superintendent of Schools to make appropriation transfers necessary at the close of the school year 2019/20 to permit payment of obligations of the District incurred during such school year, and authorized Superintendent or designee to execute the necessary documents.
Resolution 2019/20 No.794 Request for Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments and Transfers	Adopted Resolution 2019/20 No. 794, request for annual delegation of administrative authority to process routine budget revisions, adjustments and transfers, as attached, and authorized the Superintendent or designee to execute the necessary documents.
Resolution 2019/20 No. 795 Authorizing Cash Borrowing for Temporary Transfers from the Los Angeles County Treasury	Adopted Resolution 2019/20 No. 795, authorizing cash borrowing for Temporary Transfers from the Los Angeles County Treasury, as attached, and authorized the Superintendent or designee to execute the necessary documents.
Resolution 2019/20 No. 796 Authorizing Temporary Cash Borrowing Between Funds	Adopted Resolution 2019/20 No.796, authorizing temporary cash borrowing between funds, as attached, and authorized the Superintendent or designee to execute the necessary documents.
Resolution 2019/20 No. 797 Authorizing Inter-Fund Cash Transfers for the 2019/20 Fiscal Year	Adopted Resolution 2019/20 No. 797, authorizing inter-fund cash transfers, as attached, and authorized the Superintendent or designee to execute the necessary documents
Resolution 2019/20 No. 798 Approving Assignment of Delinquent Tax Receivables to the California Statewide	Adopted Resolution 2019/20 No. 798, authorizing assignment of delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for the Fiscal Years Ending June 30 in each of the years 2020 through 2022, and authorizing execution and delivery of related documents and actions, as attached, and authorized the Superintendent or designee to execute the necessary documents

Delinquent Tax Finance
Authority for the Fiscal
Years Ending June 30 in
Each of the Years 2020
Through 2022, and
Authorizing Execution
and Delivery of Related
Documents and Actions

Employer-Employee
Relations/Personnel
Report 2019/20 #11

Ratified Employer-Employee Relations/Personnel Report 2019/20 #11, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval to Extend
Agreement with Hauffe
Company, Inc. to Provide
Inspector of Record (IOR)
Services at Maybrook
Elementary

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

Board
Member/Superintendent
Comments

Mr. Coombs acknowledged the student winners that had participated in the Rancho La Habra Republican Women's Essay and Art Contest. This year's theme was "I Believe the United States of American is Great Because..." One winner was chosen from each grade level. They chose artwork from one seventh grader and one from eighth grade.

Mr. Coombs acknowledged:

Jacob Fernandez, the first grade winner from Olita Elementary School;
Rylee Beckman, the second grade winner from Macy Elementary School;
Nathan Cerrillo, the third grade winner from Olita Elementary School;
Rudy Loza, the fourth grade winner from Olita Elementary School;
Alexis Cabrera, the fifth grade winner from Olita Elementary School;
Mia Sena, the sixth grade winner from Olita Elementary School;
Lily Rowley, the seventh grade winner from Rancho-Starbuck Intermediate School;
Owen Gray, the eighth grade winner from Rancho-Starbuck Intermediate School;
Nina Qui, the seventh grade art contest winner from Rancho-Starbuck Intermediate School;
Lauren deBruijn, the eighth grade art contest winner from Rancho-Starbuck Intermediate School. These students received a certificate and a personal letter from the Board of Trustees congratulating them on their accomplishments.

Mr. Coombs commented on the following updates:

The entire Olita staff packed up and moved a week ago to the Maybrook campus.

Rancho Starbuck Intermediate school held a drive by graduation for the eighth grade students promoting to High school. They entire staff lined the outside of the school as the families drove by for the procession.

The entire Lowell Joint district staff received a hero lawn signs that was personally delivered by the management team to their employees' homes and they wrote personal notes on the backs of each one.

The staff is in the process of writing and submitting three Golden Bell applications this year. One being for the REACH program at Rancho Starbuck Intermediate School, the second being the CREW program for the Lowell Joint interns, and the third being the Special Education Blue Ribbon Team.

The strategic planning team is working on the reopening of school plan for the 2020-2021 school year. The team includes Cabinet, Aly Saieva, Allison Fonti and Darleene Pullen. The Healthy Families newsletters continue to go out every few weeks to update our families and staff.

Adjournment

President Schambeck declared the meeting adjourned at 8:18 p.m. in accordance with the Government Code Section 54956.9 (a, b, c), the Board of Trustees returned to closed session and indicated no further public action would be taken.

Date Approved:

Clerk/President/Secretary to the Board of Trustees



Lowell Joint School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



Lowell Joint School District Board Policy Lactation Accommodation

BP 4033

Personnel

The Board of Trustees recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any District employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any District employee who chooses to express breast milk for her infant child while at work.

The District shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child.

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law.

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12940 Discriminatory employment practices

12945 Discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-1033 Lactation accommodation

CODE OF REGULATIONS, TITLE 2

11035-11049 Sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS

Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision 09-03P, 2009

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Rest Periods/Lactation Accommodation, Frequently Asked Questions

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Minimum Requirements of the California Lactation Accommodation Law

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Lactation Support Program Toolkit

FEDERAL REGISTER

Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079

OFFICE OF THE SURGEON GENERAL PUBLICATIONS

The Surgeon General's Call to Action to Support Breastfeeding, 2011

HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS

The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008

U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS

Fact Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010

WEB SITES

California Department of Industrial Relations, Division of Labor and Standards Enforcement:
<http://www.dir.ca.gov/dlse>

California Department of Public Health: <http://www.cdph.ca.gov>

California Women, Infants and Children: <http://www.wicworks.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Health Resources and Services Administration: <http://www.hrsa.gov>

Office of the Surgeon General: <http://www.surgeongeneral.gov>

U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:

<http://www.dol.gov/whd/nursingmothers>

CSBA Revisions 07/11



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"



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

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.



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 6159.2

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



**Lowell Joint
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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

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



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

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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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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.

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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 6164.5

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

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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

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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.

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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

AMENDED RESOLUTION NO. 778

**AMENDED RESOLUTION 2019-20 No. 778 OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES AND ORANGE
COUNTIES, CALIFORNIA, 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**

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.

WHEREAS, THE Contractor and the District have executed a Construction Services Agreement containing Fire Alarm work as part of the title in the Construction Services Agreement, this amendment to the Construction Services Agreement will serve to delete the referenced Fire Alarm scope of work which is not a part of the Construction Services Agreement. The (“GMP”) and all other aspects for the project and the Construction Services Agreement remain the same as originally approved by the Board of Trustees.

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 Amended Resolution No. 778 shall take effect upon adoption.

APPROVED AND ADOPTED this 8th day of June, 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

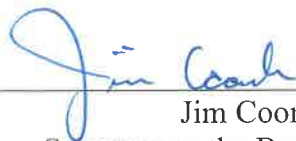
NOES: None

ABSTAIN: None

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing amended resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 8th day of June, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 8th day of June, 2020.



Jim Coombs
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 794

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES AND ORANGE
COUNTIES, CALIFORNIA, FOR ANNUAL DELEGATION OF
ADMINISTRATIVE AUTHORITY TO PROCESS ROUTINE BUDGET
REVISIONS, ADJUSTMENTS, AND TRANSFERS**

WHEREAS, the Governing Board of the Lowell Joint School District authorizes the Superintendent to make such routine budget revisions, adjustments, and transfers as necessary for the payment of District obligations and to effect technical adjustments of the board-adopted budget during the 2020/21 fiscal year, in accordance with the provisions of this resolution.

WHEREAS, this resolution is adopted for the purpose of expediting the processing of routine budget revisions, adjustments, and transfers, and shall remain in effect for a period of one year, from July 1, 2020, to June 30, 2021, and is subject to annual review and renewal by duly adopted resolution of the Governing Board of the Lowell Joint School District.

WHEREAS, the amount of any individual routine budget revision, adjustment, or transfer shall not exceed \$1,000,000. The total amount of routine budget revisions, adjustments, and transfers at any one time may not exceed \$4,000,000.

WHEREAS, this resolution shall be limited to the administrative approval and processing of routine budget revisions, adjustments, and transfers, within or between account objects of expenditures and within or between resources and funds.

NOW, THEREFORE BE IT RESOLVED, this resolution shall not permit the administrative processing of non-routine budget revisions, adjustments, and transfers that increase or decrease revenues and other financing sources and uses, along with the corresponding revisions in expenditures; or budget revisions, adjustments, and transfers that reduce or increase the fund balance of any related fund; or transfers between funds; or transactions exceeding \$4,000,000. Such non-routine budget revisions, adjustments, and transfers must continue to be presented to the Governing Board for approval prior to processing and submission to the Los Angeles County Office of Education (County Office) for further review, approval, and processing.

APPROVED AND ADOPTED this 8th day of June 2020, by the following vote:

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

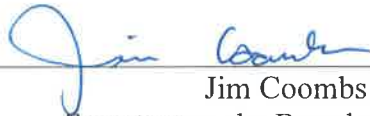
NOES: None

ABSENT: None

ABSTAIN: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 8th day of June 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 8th day of June 2020.



Jim Coombs

Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 795

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
AUTHORIZING CASH BORROWING TEMPORARY TRANSFERS FROM
THE LOS ANGELES COUNTY TREASURY**

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the county treasury, and;

WHEREAS, the following restrictions apply to this authorization:

1. For Fiscal Year: 2020/21
2. Shall not exceed 85 percent of the anticipated revenues accruing to the district.
3. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
4. Shall be replaced from revenues accruing to the district before any other obligations of the district is met from such revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Lowell Joint School District hereby requests the Los Angeles County Treasurer to make temporary transfers of funds.

APPROVED AND ADOPTED this 8th day of June 2020, by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 8th day of June 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 8th day of June 2020.



Jim Coombs

Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 No. 796

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES AND
ORANGE COUNTIES, CALIFORNIA, FOR
TEMPORARY CASH BORROWING BETWEEN FUNDS**

WHEREAS, the Governing Board of the Lowell Joint School District authorizes the Assistant Superintendent of Administrative Services to make temporary cash loans between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations.

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42603, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorization borrowing: \$6,000,000.
2. For fiscal year 2020/21.
3. Amount shall not exceed 85 percent of any moneys held in any fund.
4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE BE IT RESOLVED, that this action and written authorization by the persons herein designated may be used by the County Office of Education to permit transfers and repayments.

APPROVED AND ADOPTED this 8th day of June 2020, by the following vote:

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

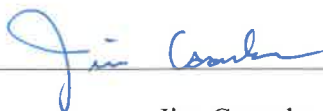
NOES: None

ABSENT: None

ABSTAIN: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on this 8th day of June 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 8th day of June 2020.



Jim Coombs
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 No. 797

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES AND
ORANGE COUNTIES, CALIFORNIA, AUTHORIZING
INTER-FUND CASH TRANSFERS**

WHEREAS, the Governing Board of the Lowell Joint School District authorizes the Assistant Superintendent of Administrative Services to make inter-fund cash transfers between District funds whenever such transfers are needed to permit payment of obligations; and,

WHEREAS, the amount transferred will be used to cover budgeted expenses incurred in the identified funds; and;

WHEREAS, the Governing Board approved transfers in the amount not to exceed \$900,000 between the General Fund (01), Cafeteria Fund (13), Deferred Maintenance Fund (14), Building Fund (21), Capital Facilities Fund (25); and; Special Reserve Fund for Capital Outlay (40).

NOW, THEREFORE BE IT RESOLVED, this resolution is adopted for the purpose of expediting the processing of inter-fund transfers, and shall remain in effect for a period of one year, from July 1, 2020, to June 30, 2021, and is subject to annual review and renewal by duly adopted resolution of the Governing Board of the Lowell Joint School District;

APPROVED AND ADOPTED this 8th day of June 2020, by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN:None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 8th day of June 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 8th day of June 2020.



Jim Coombs
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 798

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
REGARDING APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES
TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY
FOR FISCAL YEARS ENDING JUNE 30, 2020, 2021 AND 2022,
AND AUTHORIZING EXECUTION AND DELIVERY OF
RELATED DOCUMENTS AND ACTIONS**

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the “Law”), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the “Authority”) has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency’s allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Authority has financed the purchase of tax receivables from the Lowell Joint School District (the “District”) in prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling it certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2020, 2021 and 2022 (collectively, the “Tax Receivables”), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the “Board”) wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Lowell Joint School District as follows:

Section 1. Sale of Tax Receivables to Authority. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables.

Section 2. Approval of Purchase and Sale Agreements. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Superintendent and the Assistant Superintendent of Administrative Services of the District (each, an "Authorized Officer"). The Authorized Officers are individually authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by an Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of each of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officers and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

APPROVED AND ADOPTED this 8th day of June 2020, by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 8th day of June 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 8th day of June 2020.



Jim Coombs
Secretary to the Board of Trustees

LSD-LJEA
Memorandum of Understanding
COVID-19 Emergency Crises

This Memorandum of Understanding (“Agreement”) is made by and between the Lowell Joint School District (“District”) and the Lowell Joint Education Association (“LJEA”). Where appropriate, the District and LJEA will collectively be referred to as the “parties.” The purpose of this Memorandum of Understanding is to address bargaining unit member working conditions and district operations during the COVID-19 emergency response and school closures.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, and for other good and valuable considerations, the Parties agree as follows:

TERMS

1. The District has determined that due to the COVID-19 emergency, schools will be closed beginning March 16, 2020. While the anticipated date to reopen schools and resume normal district operations is May 11, 2020, the parties understand this date may change as the COVID-19 emergency response continues to evolve.
2. During school closures, the District will be utilizing a distance learning model that includes take home packets/assignments and/or online instruction. Per the District’s March 19, 2020 memo to all bargaining unit members, during this time and considering the current COVID-19 emergency, the District trusts bargaining unit members remain committed to continued student learning and approach distance learning as professionals.
3. Bargaining unit members may customize the content to meet the needs of the students in their class(es). Bargaining unit members may choose to be innovative and develop activities to support and encourage their own innovative teaching modalities. Bargaining unit members shall not be evaluated on those lessons and/or instruction during this pandemic/period of distance learning.
4. Considering the personal challenges presented by the COVID-19 pandemic (e.g., members’ own childcare concerns/needs), bargaining unit members shall not be required to maintain a set daily schedule throughout the emergency school closure.
5. Bargaining unit members shall not be required to provide personal cell phone numbers or personal email addresses in communications with parents or students. Each staff member has a LSD email address provided.
6. Bargaining unit members may collaborate virtually as they deem necessary and appropriate while they are engaged in distance learning.
7. Virtual staff meetings, if needed, shall be held in accordance with the current negotiated agreement. Bargaining unit members who are not available during the scheduled staff meetings are responsible for watching a recorded version (if made available).

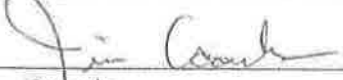
8. If needed, bargaining unit members shall receive professional development on the use of technology and the delivery of instruction via distance learning. Professional development shall take place virtually.
9. The District shall provide bargaining unit members access to District provided technical support via virtual tools. This may include access to technical support personnel, helplines, and other technical support from District vendors and/or staff, as well as instruction on distance learning platforms and instructional materials.
10. Bargaining unit members will be notified by email and phone of any decisions to extend school closures.
11. During the current COVID-19 emergency school closure, bargaining unit members shall continue to receive their full compensation and benefits.
12. There may be occasions where bargaining unit members may be directed or required to report to the district while the schools are closed to students. If so, while on campus, bargaining unit members should adhere to all state, county, and city public health requirements and social distancing norms, including maintaining six feet apart between individuals.
13. In the event a bargaining unit member needs to access their class or office during the closure, they may do so. While on campus, bargaining unit members should adhere to all state, county, and city public health requirements and social distancing norms, including maintaining six feet apart between individuals.
14. In the event observations of bargaining unit members currently subject to evaluation, as defined in Article 19, Section C, of the collective bargaining agreement, were completed prior to March 16th, the bargaining unit member may elect to complete the evaluation or postpone the entire process and restart it next school year. Should the bargaining unit member choose to complete the evaluation, the evaluator shall arrange a mutual time to conduct the evaluation conference, in accordance with Article 19, Section F, and review the final official summative evaluation report with the unit member remotely via phone or over the web. The final official summative evaluation report shall be due to the unit member via email by May 1st, in accordance with Article 19, Section H.1.b and H.2.c.

In the case of bargaining unit members currently subject to evaluation, who have not yet had two (2) observations, as defined in Article 19, Section C, of the collective bargaining agreement, such observations and evaluation shall be postponed to the 2020-2021 school year.

15. All other terms and conditions of work shall be in accordance with the current collective bargaining agreement between the District and LJEA.
16. Entire Agreement: This Agreement constitutes the entire agreement and understanding between the Parties. There are no other oral understandings, terms or conditions and neither party has relied upon any representation, expressed or implied, not contained in this Agreement. All prior understandings, terms, or conditions are deemed merged into this Agreement.

17. This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the parties or meaning or application of the collective bargaining agreement.
18. Modification: This Agreement cannot be changed or supplemented orally, and may be modified or superseded only by a written instrument executed by both Parties. The parties understand this situation is fluid and that LJEAA reserves the right to negotiate any additional impacts of the COVID-19 emergency response to the 2019-20 academic year.
19. Execution: The Agreement may be executed in several counterparts, and shall be deemed legally effective at such time as the counterparts thereof, duly executed on behalf of both parties, have been furnished and delivered to the parties or attorneys for the parties to this Agreement.
20. The parties understand the District will exercise discretion during this emergency in a way it deems is best for students, staff and the community. Actions by the District cannot be fully contemplated by this Agreement. If the District makes changes to matters within the scope of representations, the District agrees to notify the Association of such changes and negotiate with the Association as soon as practical. Unless mutually agreed to by the parties, this Memorandum of Understanding shall expire on May 30, 2020.

For the Lowell Joint School District:




Jim Coombs
Superintendent

5-1-2020

Date

For Lowell Joint Education Association:



Allison Fonti
President

4-29-2020

Date

"B" WARRANTS FOR BOARD APPROVAL ON:
June 8, 2020

"B" WARRANT DOCUMENTS : 1638 - 1823, 3107 - 3116

1,416,403.90

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
1638	QUADIENT FINANCE USA-DISTRICT POSTAGE/SUPPLIES	238.70
1639	CA DEPT. OF TAX & FEE-Q1 SALES TAX FILING	895.00
1640	EILEEN RUSSELL-OLITA, CONTRACT SVCS	300.00
1670	NIGRO & NIGRO-LEGAL SVCS	11,700.00
1673	SO CAL GAS-EP, OL-UTILITIES, MAR 2020	423.17
1674	SO CAL EDISON-EP, UTILITIES, MAR 2020	1,114.38
1675	TIME WARNER CABLE-DISTRICT UTILITIES-MAR2020	448.56
1676	HOME DEPOT-MAINTENANCE, SUPPLIES	1,267.76
1677	SHERWIN WILLIAMS-EL PORTAL-PAINT SUPPLIES	529.63
1678	ATKINSON, ANDELSON, LOYA-DISTRICT-CONTRACT SVC	6,127.50
1679	CITY OF LA HABRA-MAINT/OPS/FD SVCS-UTILITIES	1,921.36
1680	ELITE MODULAR LEASING-CONTRACT SVCS	7,460.00
1681	HAUFFE CO.-MAYBROOK, CONTRACT SVCS	7,728.00
1682	HAUFFE CO.-CAPITAL OUTLAY, CONTRACT SVCS	10,416.00
1683	CITY OF LA HABRA-EL PORTAL-UTILITIES	455.77
1684	FRONTIER COMMUNICATIONS - MONTHLY SERVICES	1,693.28
1685	SO CAL GAS-MG, OL-UTILITIES, MAR 2020	359.85
1686	SO CAL EDISON-RS, UTILITIES, MAR 2020	2,040.28
1687	DENISE SOTO-M&O-PURCHASE REIMBURSEMENT	73.82
1690	CONSTRUCTION ELECTRIC-BOND, MAYBROOK	66,519.00
1691	CORE CONTRACTING, INC.-BOND, MAYBROOK	105,479.87
1692	WHITNEY TAKACS-RS, PURCHASE REIMBURSEMENT	149.61
	EARLY RETIREE REIMBURSEMENTS	
1688	DAWN AANDAHL	525.39
1689	BRENT ALLSMAN	506.24
1693	ELIZABETH KANESHIRO	948.67
1694	SHELLEY MARKER	525.39
1695	PENNY MAYERCHECK	1,189.78
1696	RONALD RANDOLPH	630.56
1697	GAYLE ROGERS	245.78
1698	CLAUDIA SCHALCHLIN	525.39
1699	EMILY WAKEFIELD	525.39
1700	HOLLY WOLFE	525.39
1701	SO CAL GAS CO-JO, UTILITIES	314.70
1702	FRONTIER COMMUNICATIONS - MONTHLY SERVICES	58.36
1703	TIME WARNER CABLE-DISTRICT UTILITIES-APR2020	916.47
1704	GLASBY MAINTENANCE - SUPPLIES	15,677.81
1705	AMERICAN FIDELITY-VOL DEDUCTIONS-APR 2020	7,131.60

1706	CREDIT UNION OF SO CAL-VOL DEDUCTIONS	2,887.80
1707	SCHOOLS FIRST FED CREDIT UNION-VOL DEDUCTIONS	21,775.00
1708	ANDREA DESMOND-JORDAN, CONF EXP REIMBURSEMENT	18.00
1709	CUMMING CONSTRUCTION MANAGEMENT - STUDY	612.50
1710	DEBBIE NEEDHAM-MACY, PURCHASE REIMBURSEMENT	1,559.60
1711	SO CAL EQUIPMENT-MAINT, SUPPLIES	1,100.00
1712	SO CAL NEWS GROUP-MAYBROOK, OLITA-ADS	4,604.00
1713	SCHOOL SERVICES OF CA-WORKSHOP REGISTRATIONS	550.00
1715	SCIENTIFIC LEARNING-MACY, LICENSES	280.00
1716	SENTRY SIGNS/PRINTING-DISTRICT USE, SIGNS, BANNERS	1,368.75
1718	VIG SOLUTIONS-FISCAL, SUPPLIES	604.21
1719	US GAMES-JORDAN, SUPPLIES	235.24
1719	CONSTRUCTION ELECTRIC-BOND, MAYBROOK	5,792.15
1720	CONSTRUCTION ELECTRIC-BOND, MAYBROOK	24,379.85
1721	SALDANA LANDSCAPING, INC. - CONTRACT SERVICE	34,200.00
1722	MONOPRICE, INC.-TECH, SUPPLIES	76.34
1723	THE MASTER TEACHER-LICENSES	1,416.00
1724	LEADER SERVICES, INC.-SP ED, CONTRACT SVCS	622.49
1725	CITY OF LA HABRA-OLITA, UTILITIES	330.01
1726	SO CAL EDISON-JO, UTILITIES	1,648.88
1727	VERIZON WIRELESS-DIST, UTILITIES	2,062.09
1728	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS.	293,658.55
1729	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS.	8,539.39
1730	SOUTHERN CALIFORNIA GAS - MONTHLY UTILITIES	72.96
1731	SOUTHERN CALIFORNIA EDISON - MONTHLY UTILITIES	1,513.99
1732	SUBURBAN WATER SYSTEMS - MONTHLY UTILITIES	1,653.06
1733	MYSTERY SCIENCE - MEADOW GREEN LICENSE	999.00
1734	PROJECT WISDOM INC. - MEADOW GREEN LICENSE	688.00
1735	NASSP - NJHS MEMBERSHIP RENEWAL	385.00
1736	GALLAGHER PEDIATRIC THERAPY - NON PUBLIC AGENCY	86.00
1737	ADMINISTRATIVE SER. CO-OP - NON PUBLIC AGENCY	7,747.70
1738	BEE GONE BEE REMOVAL SERVICE - MAINTENANCE	200.00
1739	CINTAS FIRE PROTECTION - MAINTENANCE SERVICE	150.00
1740	EAST WHITTIER GLASS & MIRROR - SUPPLIES	212.50
1741	GREEN'S SECURITY CENTERS, INC. - SUPPLIES	37.62
1742	JAMES HARDWARE CO. - MAINTENANCE SUPPLIES	9.01
1743	LOWE'S - MONTHLY MAINTENANCE SUPPLIES	193.99
1744	MCI A VERIZON CO. - MONTHLY UTILITIES	19.41
1745	PEST OPTIONS INC. - MAINTENANCE SERVICE	65.00
1746	DAVID BENNETT - CONFERENCE REIMBURSEMENT	45.00
1747	BLICK ART MATERIALS - MAINTENANCE SUPPLIES	145.09
1748	CORE CONTRACTING, INC.-BOND/ MAYBROOK	153,796.15
1749	CSM CONSULTING - TECHNOLOGY SERVICE	2,125.00
1750	DATA IMPRESSIONS - TECHNOLOGY/ SUPPLIES	307,266.98
1751	DECKER EQUIPMENT - MAINTENANCE SUPPLIES	196.92
1752	DELTA DENTAL- CERTIFICATED RETIREE VOL. PLAN	1,753.72
1753	ENABLING DEVICES - MEDICAL SUPPLIES	396.95
1754	GHATODE BANNON ARCHITECTS - CONTRACT SERVICE	10,391.78

1755	GHATODE BANNON ARCHITECTS - CONTRACT SERVICE	10,634.05
1756	HUMAN RELATIONS MEDIA - SUPPLIES	331.89
1757	ASSOC. OF CA. SCHOOL ADMIN.- EMPLOYEE DEDUCTIONS	323.15
1758	CA. ASSOC. OF SCHOOL PSYCH. - EMPLOYEE DEDUCTIONS	15.50
1759	CALIF. SCHOOL EMPLOYEES ASSOC.- EMPLOYEE DEDUCTIONS	3,226.85
1760	CALIF. TEACHERS ASSOC. - EMPLOYEE DEDUCTIONS	14,528.81
1761	PACIFIC EDUCATORS, INC - EMPLOYEE DEDUCTIONS	77.00
1762	THE STANDARD INSURANCE CO. - EMPLOYEE DEDUCTIONS	5,274.00
1763	UNITED WAY OF GREATER L.A. - EMPLOYEE DEDUCTIONS	10.00
1765	WPS - SPECIAL EDUCATION SUPPLIES	108.41
1766	GINA TRINIDAD - CONSULTANT/ RANCHO STARBUCK	2,965.26
1767	GINA TRINIDAD - CONSULTANT/ RANCHO STARBUCK	102.93
1768	SCHOOL SERVICES OF CA- WORKSHOP REGISTRATIONS	305.00
1769	DEBRA LEES - MAYBROOK/ CONTRACT SERVICES	1,400.00
1770	PURCHIN CONSULTING - CONSULTING SERVICES	1,650.00
1771	TURF STAR - MAINTENANCE SUPPLIES	1,014.13
1772	MARIKATE WISSMAN - SUPPLIES REIMBURSEMENT	332.16
1773	HEATHER PFAFF - SUPPLIES REIMBURSEMENT	266.79
1775	SENTRY SIGNS & PRINTING- SCHOOL SUPPLIES	636.20
1776	FRONTIER COMMUNICATIONS - MONTHLY SERVICES	65.45
1777	SOUTHERN CALIFORNIA EDISON - MONTHLY UTILITIES	2,371.70
1778	SUBURBAN WATER SYSTEMS - MONTHLY UTILITIES	3,428.62
1779	MOBY MAX - ANNUAL LICENSE RENEWAL	4,995.00
1780	MYSTERY SCIENCE - ANNUAL LICENSE RENEWAL	999.00
1781	JW PEPPER AND SON - RANCHO BAND SUPPLIES	699.97
1783	ORANGE COUNTY DEPT. OF ED. - SPECIAL EDUCATION	6,058.22
1785	MATTHEW CUKRO - SUPPLIES REIMBURSEMENT	330.65
1786	DAVID BENNETT - SUPPLIES REIMBURSEMENT	109.48
1787	ERIC CHITTUM - SUPPLIES REIMBURSEMENT	604.78
1788	ADVANCED CHEMICAL TRANSPORT - SUPPLIES	2,673.91
1789	DATA IMPRESSIONS - SCHOOL SUPPLIES	2,480.46
1791	FULLERTON SCHOOL DISTRICT - ADMIN. SUPPLIES	25.00
1792	CORE CONTRACTING - BOND/ MAYBROOK	52,147.11
1793	ERICKSON HALL CONSTRUCTION- CONTRACT SERVICES	6,379.64
1794	HAUFFE CO.-MAYBROOK, CONTRACT SERVICES	6,216.00
1795	HAUFFE CO. - CONSULTING SERVICES	10,416.00
1796	AMERICAN FIDELITY- EMP. VOLUNTARY DEDUCTIONS	17,949.58
1797	READYREFRESH BY NESTLE - MO. WATER SERVICE	276.16
1798	WARE DISPOSAL - TRASH DISPOSAL SERVICES	1,237.77
1799	CITY OF LA HABRA - MAINTENANCE/ FUEL	1,276.55
1800	DATA IMPRESSIONS - SCHOOL SUPPLIES	310.06
1801	EHP SOLUTIONS - TECHNOLOGY SUPPLIES	383.24
1802	HAUFFE CO.- MAYBROOK, CONTRACT SERVICES	10,416.00
1803	AMY MCTEGGART - SUPPLIES REIMBURSEMENT	119.40
1804	EFRAIN SANCHEZ - CONSULTING SERVICES	200.00
1805	SCHOOL SERVICES OF CALIFORNIA - WORKSHOP	305.00
1806	SENTRY SIGNS & PRINTING - SUPPLIES	525.60
1807	SENTRY SIGNS & PRINTING - SUPPLIES	2,628.00

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2019/20 #11

June 8, 2020

I. CERTIFICATED EMPLOYEES

A. 2020/201 CONTRACTS

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>CLASS/COL/STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Brander, Holly	08/10/20	C4/S7	DO	Early Literacy Coach Probationary Year 2
Pfaff, Heather	08/10/20	C4/S5	JO	1/2 grade teacher. Temporary contract.
Shun-Hernandez, Tiffany	08/10/20	C3/S2	JO	2 nd grade teacher. Temporary contract.
Davila, Alexandra	08/10/20	C4/S1	EP	20% 6 th grade teacher. Temporary assignment ending December 11, 2020
Garduno, Adam	08/10/20	C4/S2	RS	7/8 grade math teacher. Temporary Contract.
Andres, Paolo	08/10/20	C5/S2	RS	7/8 grade science teacher. Temporary Contract.
Langer, Garrick	08/10/20	C4/S3	RS	7/8 grade science teacher. Temporary Contract.
Jacobs, Diana	08/10/20	C3/S4	JO	1 st grade teacher. Temporary Contract
Rodriguez, Brenda	08/10/20	C4/S2	JO	TK/K Dual Immersion Teacher. Temporary Contract
Lou, Charlene	08/10/20	C5/S7	RS	7/8 grade science teacher. Temporary contract.
Lavin, Breanne	08/10/20	C4/S6	RS	7/8 grade English/ Drama Teacher. Temporary contract.
Montiel, Shaina	08/10/20	C1/S2	JO	Resource Specialist Teacher. Probationary Year 1.
Goss, Brittany	08/10/20	C3/S2	RS	7/8 grade English Teacher. Temporary contract.
Yi, Min Ji (Cara)	08/10/20	C5/S2	RS	7/8 grade Math Teacher. Temporary Contract.
Palmas, Victoria	08/10/20	C4/S4	JO	1/2 Dual Language Teacher. Temporary Contract
Cheng, Allison	08/10/20	C5/S7	DO	Choral Teacher. Probationary year 1.
Galli, Jessica	08/10/20	C3/S4	RS	7/8 grade science teacher. Probationary year 1.
Mgrdichian, Jennifer	08/10/20	C4/S2	EP	20% 6 th grade teacher. Temporary contract.
Moreno, Rebecca	08/10/20	C5/S3	OL	RSP teacher. Probationary year 1 co
Evenson, Amanda	08/10/20	C3/S3	MG	Kindergarten grade teacher. Temporary contract,
Carrillo, Valerie	08/10/20	C2/S4	JO	3rd grade teacher. Probationary Year 2
Valdez, Michelle	08/10/20	C4/S7	MA	5 th grade teacher. Probationary year 2
Hammond, Maddison	08/10/20	C4/S3	OL	TK-2 Moderate Special Education Teacher. Probationary year 2
McNeff, Michelle	08/10/20	C5/S3	EP	4 th grade teacher. Probationary Year 2.
Kosareff, Breana	08/10/20	C3/S3	JO	4 th grade teacher. Probationary Year 2
Casey, Kaleen	08/10/20	C4/S3	MA	Kindergarten teacher. Probationary Year 2.
Montoya, Maya	08/10/20	C3/S7	OL	4 th grade teacher. Temporary Contract.
Miller, Cameron	08/10/20	C1/S4	RS	Band Teacher. 100% Temporary Contract.
Galang, Bianca	08/10/20	C5/S4	EP	ABA Classroom Teacher. Probationary year 2 contract.
CdeBaca, Denise	08/10/20	C5/S7	OL	Speech Language Pathologist. Probationary year 2

B. MANAGEMENT

Coombs, Jim	07/01/20		DO	Contract June 2019- through June 2022
McDonald, Sheri	07/01/20	Column 2	DO	Contract June 2019-June 2022
Igarata, Kaleo	07/01/20	Column 7	DO	Director of Special Education
Esparza, Rhonda	07/01/20	Column 5	DO	Director of Education Services
Cukro, Matthew	07/01/20	Column 7	Do	Principal
Sermen, David	07/01/20	Column 7	EP	Principal. Probationary year 2.
Jacobsen, Patricia	07/01/20	Column 2	MA	Principal
Linda Takacs	07/01/20	Column 7	RS	Principal. Longevity
Van Hoogmoed, Krista	07/01/20	Column 7	OL	Principal
Wissman, Marikatherine	07/01/20	Column 6	JO	Principal
Howe, Nathan	07/31/20	Column 7	DO	Intermediate Assistant Principal.

C. DISTRICT OFFICE

Johnson, Kelly	08/01/20	Column 7	DO	Psychologist
Mack, Christopher	08/01/20	Column 2	DO	Psychologist. Probationary year 2
Luna, Adam	08/01/20	Column 5	DO	Psychologist
Heinrich, Kari	08/01/20	Column 7	DO	Program Specialist
Mendoza, Jasmine	08/01/20	Column 2	DO	Psychologist
Gonzalez, Trisha	08/10/20	C1/C6	DO	School Nurse

D. CHANGE OF STATUS

NAME	<u>EFFECTIVE</u> DATE	<u>END</u> DATE	SITE	COMMENTS
Suzuki, Angela	05/27/2020	05/29/20	EP	FMLA Baby bonding leave

E. EXTRA DUTY PAY/STIPENDS

NAME	<u>EFFECTIVE</u> DATE	<u>END</u> DATE	SITE	COMMENTS
Galang, Bianca	06/01/20	06/26/20	Virtual	Extended School Year Teacher - at a rate of \$263.34 per day for 20 days.
Crabtree, Gail	06/01/20	06/26/20	Virtual	Extended School Year Teacher - at a rate of \$263.34 per day for 20 days.
Ronita VanVliet, Ronita	06/01/20	06/26/20	Virtual	Extended School Year Teacher - at a rate of \$263.34 per day for 20 days.
Hammond, Maddison	06/01/20	06/26/20	Virtual	Extended School Year Teacher - at a rate of \$263.34 per day for 20 days.
Malm, Amanda	06/01/20	06/30/20	D.O.	Stipend not to exceed \$3,500 for Professional Development and Planning for Distance Learning. To be paid from Supplement Fund.
Brander, Holly	06/01/20	06/30/20	D.O.	Stipend not to exceed \$3,500 for Professional Development and Planning for Distance Learning. To be paid from Supplement Fund.
Jeffrey, Kimberly	06/30/2020		EP	To be paid a total of \$125.00 for being a Master Teacher to CSUF University. To be paid from CSUF CK # 562079

Jeannie Nichols 06/30/2020 EP To be paid a total of \$125.00 for being a Master Teacher to CSUF University. To be paid from CSUF CK # 562079

F. RETIREMENT

NAME	EFFECTIVE DATE	SITE	COMMENT
Davis, Eloise	06/01/20	MG	Retirement
Stephenson, Rebecca	06/01/20	EP	Retirement Option I

G. RESIGNATION

NAME	EFFECTIVE DATE	SITE	COMMENT
Harrison, Hope	05/29/20	RS	Choral Teacher. Resignation
Kellogg, Melinda	05/29/20	JO	Kindergarten Teacher. Resignation

*It is further recommended that these individuals be approved for substitute teaching at the rate of \$131.00 per day and/or \$35.00 an hour rate (not to exceed six hours) as applicable and to include: Professional Development, Saturday School, Site Support Duties and Intervention

**It is further recommended that the individuals listed in Certificated Salaries for 2019/20 is approved to instruct in the Intervention Programs. The rate of pay is \$35.00/hour and will be paid from Title I or LCFE Supplemental Grant Funds.

**It is further recommended that individuals listed in Certificated Salaries for 2019/20 serve 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.

I. CLASSIFIED EMPLOYEES 06/08/2020

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>
Bennett, David	04/22/20		MGT R6	MNT	Assistant Superintendent of Facilities and Operations
Reynolds, Andrea	07/01/20		MGT R7	DO	Assistant Superintendent of Administrative Services

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>
Atkinson, Katie	07/20/20		R17/S6	DO	Receptionist-Office Assistant/Performance Recognition Increase

Bullard, Amanda	03/19/20	05/29/20	\$13.00/hr	DO	Noon Duty Assistant/Temporary Assignment
Gonzales, Maria	03/16/20	5/22/20	R14/S1	DO	Instructional Assistant/Temporary Assignment
Herman, Kathleen	03/04/20		R14/S8	MA	Instructional Assistant/Performance Recognition Increase
Huerta-Chavez, Julie	06/01/20	07/31/20	R16/S1	DO	Clerk Typist/Temporary Summer Assignment
Hutcherson, Janel	06/01/20	07/31/20	R16/S2	DO	Clerk Typist/Temporary Summer Assignment
Lopez, Donna	06/01/20	06/26/20	R15/S8 +7.5%	DO	Instructional Assistant/Extended School Year
Mendoza, Ryan	03/19/20	05/29/20	\$13.00/hr	DO	Noon Duty Assistant/Temporary Assignment
Vasquez, Randi	06/29/20	07/10/20	R17/S3 (own rate)	DO	Systems Aide/Temporary Summer Assignment

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>
Abbond, Karey	06/01/20	06/30/20	R7/S3 (own rate)	JO	Cafeteria Worker/Temporary Summer Assignment
Alarid, Emily	06/01/20	06/30/20	R7/S3 (own rate)	RS	Cafeteria Worker/Temporary Summer Assignment
Bargas, Kerri	06/01/20	06/30/20	R7/S6 (own rate)	RS	Cafeteria Worker/Temporary Summer Assignment
Cacioppo, Sherrie	06/01/20	06/30/20	R7/S5 (own rate)	RS	Cafeteria Worker/Temporary Summer Assignment
Castro, Nathan	06/01/20	06/30/20	R7/S2 (own rate)	JO	Cafeteria Worker/Temporary Summer Assignment
Costello, Jennifer	06/01/20	06/30/20	R7/S4 (own rate)	MG	Cafeteria Worker/Temporary Summer Assignment
Delorbe, Ruth	06/01/20	06/30/20	R7/S5 (own rate)	RS	Cafeteria Worker/Temporary Summer Assignment
Drogt-Hill, Liz	06/01/20	06/30/20	R7/S1	RS	Cafeteria Worker/Temporary Summer Assignment
Ebel, Sarah	06/01/20	06/30/20	R7/S3 (own rate)	RS	Cafeteria Worker/Temporary Summer Assignment
Espinoza, Sergio	06/01/20	06/30/20	R22/S7 (own Rate)	RS	Nutrition Services Warehouse Delivery Worker/Temporary Summer Assignment
Garcia, Lisa	06/01/20	06/30/20	R7/S1	RS	Cafeteria Worker/Temporary Summer Assignment
Goodenow, Arlene	06/01/20	06/30/20	R7/S3 (own rate)	MA	Cafeteria Worker/Temporary Summer Assignment
Herman, Kathleen	06/01/20	06/30/20	R7/S1	RS	Cafeteria Worker/Temporary Summer Assignment
Lawson, Jennifer	06/01/20	06/30/20	R7/S1 (own rate)	OL	Cafeteria Worker/Temporary Summer Assignment

Martinez, Veronica	06/01/20	06/30/20	R18/S4 (own rate)	RS	Cafeteria Manager/Temporary Summer Assignment
Muravez, Alicia	06/01/20	06/30/20	R14/S7 (own rate)	MG	Satellite Cafeteria Worker/Temporary Summer Assignment
Ornelas, Ivonne	06/01/20	06/30/20	R14/S7 (own rate)	JO	Satellite Cafeteria Worker/Temporary Summer Assignment
Perez, Shari	06/01/20	06/30/20	R7/S1	RS	Cafeteria Worker/Temporary Summer Assignment
Rubio, Sandra	06/01/20	06/30/20	R14/S5 (own rate)	RS	Satellite Cafeteria Worker/Temporary Summer Assignment
Sanchez, Kris	06/01/20	06/30/20	R14/S5 (own rate)	MA	Satellite Cafeteria Worker/Temporary Summer Assignment
Spurgeon, Tamara	06/01/20	06/30/20	R7/S1	RS	Cafeteria Worker/Temporary Summer Assignment
Swisshelm, Lisa	06/01/20	06/30/20	R14/S8 (own rate)	OL	Satellite Cafeteria Worker/Temporary Summer Assignment
Talley Ludd, Angela	06/01/20	06/30/20	R14/S4 (own rate)	RS	Satellite Cafeteria Worker/Temporary Summer Assignment

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Adoption of Personnel – Lactation Accommodation
Board Policies BP 4033

ACTION/
SECOND READING

The Board of Trustees recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any District employee to express milk for her infant child upon her return to work following the birth of the child.

2019/2020

1 BP 4033 Personnel – Lactation Accommodation

It is recommended that Personnel – Lactation Accommodation Board Policies BP 4033 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED

V-A1-1



Lowell Joint School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



Lowell Joint School District Board Policy Lactation Accommodation

BP 4033

Personnel

The Board of Trustees recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any District employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any District employee who chooses to express breast milk for her infant child while at work.

The District shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child.

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law.

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12940 Discriminatory employment practices

12945 Discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-1033 Lactation accommodation

CODE OF REGULATIONS, TITLE 2

11035-11049 Sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS

Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision 09-03P, 2009

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Rest Periods/Lactation Accommodation, Frequently Asked Questions

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Minimum Requirements of the California Lactation Accommodation Law

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Lactation Support Program Toolkit

FEDERAL REGISTER

Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079

OFFICE OF THE SURGEON GENERAL PUBLICATIONS

The Surgeon General's Call to Action to Support Breastfeeding, 2011

HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS

The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008

U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS Fact

Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010

WEB SITES

California Department of Industrial Relations, Division of Labor and Standards Enforcement:

<http://www.dir.ca.gov/dlse>

California Department of Public Health: <http://www.cdph.ca.gov>

California Women, Infants and Children: <http://www.wicworks.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Health Resources and Services Administration: <http://www.hrsa.gov>

Office of the Surgeon General: <http://www.surgeongeneral.gov>

U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:

<http://www.dol.gov/whd/nursingmothers>

CSBA Revisions 07/11

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Submission of Williams Litigation Settlement – Quarterly ACTION
Uniform Complaint Report for Quarter April 1 – June 30,
2020

The *Williams Litigation Settlement* requires districts to implement the following Uniform Complaint Procedures:

1. Adopt a policy/administrative regulation for a modified Uniform Complaint Procedure;
2. Post a notice in each classroom; and
3. Prepare and submit a report to the County Superintendent of Schools.

Education Code Section 35186(d) requires, “A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.”

To meet the Uniform Complaint Reporting requirements per *Education Code* Section 35186(d), the June 22, 2020, Board agenda will include a Report on the Nature and Resolution of All *Williams Settlement* Complaints received from April 1 through June 30, 2020.

Superintendent’s Comment:

APPROVAL RECOMMENDED.



**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: June 22, 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 type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 17-Apr 2020 |
| <input checked="" type="checkbox"/> 4th QTR | April 1 to June 30 | Due 17-Jul 2020 |

Date for information to be reported publicly at governing board meeting: June 22, 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 June 22, 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: Mary Jo 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: June 22, 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

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

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Public Hearing and Adoption of the Proposed 2020/21 Budget PUBLIC HEARING/
ACTION

Education Code 42103 requires that the Board of Trustees conduct a Public Hearing of the Proposed 2020/21 Budget before action to adopt this budget.

Due to the state declaration of emergency related to the Covid-19, the traditional process of holding a public hearing for the Local Control Accountability Plan (LCAP) and the Proposed Adopted Budget at the first board meeting in June, has been waived. The official LCAP document has been postponed to December 2020. School boards are therefore allowed to hold a public hearing for the Adopted Budget at the same meeting as the actual budget adoption. This Adopted Budget incorporates the Governor's May Revise state budget, which included an immediate ten percent cut to LCFF revenues. This amounts to approximately \$2.2 million in lost revenue.

In submitting the 2020/21 Adopted Budget, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. Attached is a resolution attesting to this fact.

As required by Education Code, a three-year projection is included for county office and state evaluation. The school district is projected to deficit spend in all three fiscal years. The district will meet the state minimum reserves of 3% in the 2020/21 budget year, before running out of reserves in the 2021/22 budget year. As a point of information, Board Policy 3105 requiring a 5% unrestricted reserve, is applicable when stable funding from the state exists for two consecutive years.

When a final state budget is approved by the Governor and trailer bill language is known, the district will incorporate these figures an updated multi-year projection at that time.

It is recommended that the Board of Trustees conduct the Public Hearing and Adopt the Proposed 2020/21 Budget.

AR/md

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent

Subject: Approval of Resolution No, 799 for Fiscal Solvency
Related to the Proposed 2020/21 Budget

ACTION/
(RESOLUTION)

The district's 2020/21 Adopted Budget incorporates the Governor's May Revise state budget, which included an immediate ten percent cut to LCFF revenues. This amounts to approximately \$2.2 million in annual lost revenue. This cut increases deficit spending by a like amount, reducing reserves to the state minimum of 3% in the budget year, and fiscal insolvency in the two future years.

In submitting the 2020/21 Adopted Budget, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years.

As a point of information, Board Policy 3105 requiring a 5% unrestricted reserve, is applicable when stable funding from the state exists for two consecutive years. Therefore, with the reduction in state funding, the 5% figure does not apply.

When a final state budget is approved by the Governor and trailer bill language is known, the district will incorporate these figures an updated multi-year projection at that time.

It is recommended that the Board approve Resolution 2019/20 No. 799, for Fiscal Solvency Related to the Proposed 2020/21 budget be approved, and that the Superintendent or designee be authorized to execute the resolution.

AR/md

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 No. 799

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES
AND ORANGE COUNTIES, CALIFORNIA, REGARDING
FISCAL SOLVENCY 2021/22 AND 2022/23**

WHEREAS, the Governing Board of the Lowell Joint School District has a fiduciary duty to meet its financial obligations in the current fiscal year and two subsequent fiscal years pursuant to Education Code 42127; and,

WHEREAS, the revenues provided in the Governor's 2020/21 May Revision generated an immediate ten percent cut which resulted in increased deficit spending of a like amount, reducing reserves to 3% in the budget year, and fiscal insolvency in the two future years;

WHEREAS, negotiations between the Governor and the Legislature are ongoing at the time of budget adoption making it unclear what the actual state revenues to school districts will be,

NOW, THEREFORE, BE IT RESOLVED, the district formally commits itself to implement the necessary budget reductions in order to maintain fiscal solvency and further once a final 2020/21 state budget is known, to maintain a state minimum reserve of 3%; and,

WHEREAS, while these actions must be taken to maintain the fiscal stability of the district, the Governing Board of the Lowell Joint School District will continue to make every effort to sustain a high-quality education program for our students;

BE IT FURTHER RESOLVED, should the final state budget indicate the need for expenditure reductions, the district will submit a plan of budget reductions for 2021/22 and 2022/23, and a timeline for implementation with the 2020/21 First Interim Report and an updated plan with the Second Interim Report.

This resolution becomes supplemental to the district's 2020/21 Adopted Budget report.

APPROVED AND ADOPTED this 22nd day of June 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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 22nd day of June 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 22nd day of June 2020.

Jim Coombs,
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2019/20 No. 800 Declaring All
Management and Confidential Unrepresented
Employee Salaries Indefinite for the 2020/21 School
Year

ACTION/
(RESOLUTION)

The California Constitution, Article 11, Section 10 states that salaries are legally fixed on July 1 of each fiscal year for management and confidential non-represented employees unless the declaration of indefinite is adopted on or before July 1. The District will not have the legal right to make any changes to salaries for management or confidential non-represented employees, including decreases, roll backs, or increases, retroactive to the beginning of the current fiscal year after July 1, 2020, if the declaration of indefinite is not instituted by June 30, 2020.

It is recommended that Resolution 2019/20 No. 800 declaring all Management and Unrepresented Confidential Salaries indefinite for the 2020/21 school year, 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. 800

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
DECLARING ALL MANAGEMENT AND CONFIDENTIAL UNREPRESENTED
EMPLOYEE SALARIES INDEFINITE FOR THE 2020/21 SCHOOL YEAR**

WHEREAS, the California Constitution, Article 11, Section 10 states that salaries are legally fixed on July 1 of each fiscal year for non-represented employees unless the declaration of indefinite is adopted on or before July 1.

WHEREAS, the Lowell Joint School District will not have the legal right to make any changes to salaries for management or non-represented employees, including decreases, roll backs, or increases, retroactive to the beginning of the current fiscal year after July 1, 2020, if the declaration of indefinite is not instituted by June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the governing board of the Lowell Joint School District does hereby determine that as a result of financial uncertainties, negotiations, pending legislation, and other factors all management, confidential unrepresented employee salaries are declared indefinite for the 2020/21 school year.

APPROVED AND ADOPTED this 22nd day of June 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 22nd day of June, 2020, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 22nd day of June 2020.

Jim Coombs, Secretary to the Board of Trustees



Lowell Joint School District

A Tradition of Excellence Since 1906

COVID-19 Operations Written Report for Lowell Joint School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Lowell Joint School District	Jim Coombs Superintendent	jcoombs@ljsd.org 562.902.4203	June 22, 2020

Descriptions provided should include sufficient detail yet be succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

School closures began on Monday, March 16th. On the Friday before, Chromebooks were sent home with all students in 1st-8th grades to ensure access for distance learning. Packets were created for the primary classes. Teachers were given two days (March 16th and 17th) to plan for instruction beginning on Wednesday, March 18th. The initial plan was for online instruction from March 18-20th with the following week being Spring Break. The anticipated return to school was for that Monday, March 30th. When it became clear that the return to school would be delayed, arrangements were made for families of TK and Kindergarten students who needed devices to receive them, and any family in need of a hot spot for internet connectivity was provided one. Information about free internet access was also communicated to families through social media. Teachers and Principals contacted parents of students who were not engaging in distance learning to determine if there was an access issue that could be addressed by the district. In preparation for the extended closure, the district developed a Distance Learning Plan that was shared with all stakeholders to set expectations for both staff and families. The plan focused on four key areas: Communicate, Teach, Connect, and Feedback/Assessment. Communication would take place through Google Classroom, Email, and apps like Screencastify with an expectation that teachers would post an announcement on Mondays, via text or video, to provide an overview of the week. In addition, teachers had set office hours where families knew they could contact the teacher for support, and teachers were checking emails multiple times a day for a timely response to either student or family needs. Principals also sent out weekly communications with families. For "Teaching", staff were expected to create standards-based lessons aligned with their curriculum and post the lessons on Google Classroom or other district platforms daily. A sample week was provided in the Distance Learning Plan in terms of the timing for subject matter coverage including core areas and PE. Under the umbrella of "Connecting", teachers were asked to provide opportunities at least two times per week for students to share their learning with classmates and interact in discussion or asking questions as part of the 60-

90 minutes of face-to-face time with their teacher. Teachers were also asked to hold daily office hours for at which time students or parents could connect with the teacher for support or to ask questions. In order to provide feedback and assess student learning, teachers were asked to gather assessment data at least once per week. This could be through assignments, a creative project students put together, or even some form of quiz so that teachers were able to monitor student progress and adjust instruction accordingly. Most sites maintained an attendance rate of 94% or higher in terms of students engaged daily in distance learning with their teacher. Further disaggregation of the data will help determine any additional equity issues in relation to student groups that will need to be addressed moving forward.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

While able to access the supports for all students, we provided additional monitoring of our English learners and Foster Youth. The Bilingual Aides supported classroom teachers with small group instruction and working one-on-one with English learners via Zoom. Our Foster Youth were contacted on a weekly basis by either the Nurse or the Nurse's Assistant and either a school psychologist, counselor, or one of our counseling and psych interns to be sure that they were engaging academically and that they had regular check ins to monitor their social emotional well-being. Many of our English learners and low-income students were also contacted on a regular basis by these support personnel. Where needed, the district provided hot spots to ensure connectivity and access to the internet for students to be able to participate in distance learning. That first week of school closure, teachers were asked to connect with all families to be sure that students had a device and access to the internet. We had twenty families that requested hot spots as a result of the district reaching out with additional available should more have been necessary. All students in grades 1-8 took home Chromebooks on that last day before the school closures to ensure that all students had a functioning device to use for instructional purposes. As stated before, arrangements were made for any families needing devices for Transitional Kindergarten and Kindergarten once the school closures were deemed necessary beyond just that week before spring break. Paper/pencil packets were still used for some primary activities. Attendance and engagement were monitored on a regular basis. If a student was not participating, calls were made and/or emails sent to determine if there were barriers that the district could assist with. There was clearly a disproportionate number of our English learners and low-income families who did not participate in distance learning. In some cases, families moved out of the area, and others expressed that there was just too much going on to handle instruction at home. Our participation in distance learning overall was very high with well 94-98% of students participating at the elementary level depending on the site and 96% of students participating at the intermediate level. Of the 104 students at the elementary level that did not participate in distance learning, about 35% of the students were unduplicated pupils meaning either an English learner, a Foster Youth, or low-income as compared to 65% who were not.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

The district provided support to teachers in transitioning to an online environment in addition to colleagues helping each other on a regular basis. In the first few weeks of the closure, grade span and grade level meetings were facilitated to check in with staff and provide guidance for managing distance learning. The scheduled professional development day for April 10th became an opportunity for teachers to receive training in various supports for online teaching including Tynker, Kami, Zoom, Google Classroom, and Thinking Maps for example. The day also included much needed time to plan for online instruction. Following that full day, each Monday teachers could join professional development opportunities that also included time to share best practices. Various staff worked with small groups of teachers and one-on-one to provide support for effective teaching practices in a virtual format. This included everything from basic tech support provided by the

Technology Department and Tech TOSA (Teacher on Special Assignment) to help in planning and delivering lessons. Principals met weekly with staff to discuss any needs and provided opportunities for staff to collaborate on a regular basis. In addition to teacher support, students were provided with curricular materials, devices, software programs, and daily contact with teachers to ensure high-quality distance learning opportunities for all students. Teachers maintained daily office hours where students or parents could check in to get help and the Technology Department maintained a Helpdesk line to support families struggling with technology in accessing online opportunities. The main office remained open for a few hours each day early on in order to facilitate the exchange of materials and resources to support families at home. Given our high levels of engagement with distance learning and positive feedback from parents, our teachers were able to support the ongoing learning of students during the closure although we anticipate learning loss and gaps since virtual learning cannot replace the instructional time and support available on campus under normal circumstances. Sites also provided unique, fun opportunities for students including online talent shows, online communities and networks, weekly messages from the Principal, and fun activities like pajama day and so forth to support an overall program beyond academics for students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

In response to concerns over the spread of the Novel Coronavirus (COVID-19), the Nutrition Services Department took action to submit waivers through the California Department of Education (CDE) and the United States Department of Agriculture (USDA) for the Seamless Summer Option waiver, the non-congregate waiver, and the meal pattern waiver. Each waiver was approved which allowed the District to serve meals at all sites and to remove the requirement for the meals to be consumed on campus. Serving meals at all sites distributed the collection of meals across 6 sites. Given the volume of meals, (nearly 100,000 to date), consolidating sites would have created challenges maintaining social distancing as families received meals. In addition, had the non-congregate waiver not been approved, children and parents would have been in close quarters and unable to maintain social-distancing guidelines. In addition to the waivers, sites delivered meals across tables to ensure social-distancing during the "hand-off" of meals. On the production side, the central kitchen expanded into the multi-purpose room at Rancho Starbuck Intermediate to assemble meals. Nutrition Services staff prepared meals in the kitchen on different work-stations to ensure 6 feet of social-distancing. Long lunch tables were used to place meal components into bags and each table only had 1-2 people at any given time. This was essential in providing the necessary space between staff members. The waivers provided significant flexibility for the Nutrition Services program along with the on-site adjustments enabled schools to maintain social-distancing standards.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Both Options and the Boys and Girls Club, who provide before and after school care at our various elementary sites, also opted to close beginning March 16th. For that following week, many of our families arranged for childcare support to get through the week of the 16th with most having planned for students to be home the following week, which was our scheduled Spring Break. Teachers began instruction with students on March 18th, which helped to provide supervised time for students with teachers for a minimum of an hour each day for elementary and ninety minutes or more for intermediate as part of the overall distance learning plan for the district. This continued for the remainder of the school year. Teachers provided independent work for students for an additional two hours each day, and many scheduled one-on-one or small group sessions to differentiate instruction for their students throughout the day to increase that teacher supervised time. Beginning the week of March 30th, after Spring Break, all counseling and psych interns along with our counselor, school psychologists, nurse, and nurse's assistant made phone calls to targeted students for both ongoing support and check ins. This included extended

conversations at times, which also supported supervision of students during the school day. Our Bilingual, Instructional, and Intervention Aides worked with small groups of students virtually, which also contributed to that adult supervision time for students. The sites had additional opportunities to connect with students through online talent shows, additional virtual learning opportunities, and community driven activities that all added to the time students were virtually connected to an adult other than their parent. In addition to traditional resources like 211 that provide information on childcare centers by city, the Early Childhood OC website developed a searchable database updated every Friday to provide families needing support with childcare information on available options including payment assistance. This information was posted on our website and communicated with parents seeking support for childcare. The database was easiest to access through the OC Children and Families website on their COVID19 Resource page at <http://occhildrenandfamilies.com/wp-content/uploads/2020/05/Resources.pdf>

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement FCI-SD4-15 By and Between CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AND LOWELL JOINT SCHOOL DISTRICT FOR PROVISION OF SERVICES – KINDERGARTEN READINESS INITIATIVE JULY 1, 2020 THROUGH JUNE 30, 2023 ACTION

The purpose of this Agreement is to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. The legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”), implementing the Children and Families First Initiative passed by the California electorate in November 1998, establishing the California Children and Families Commission and providing for establishment in each county of Children and Families Commissions, including COMMISSION. On February 5, 2020 the COMMISSION took action and awarded an amount not to exceed \$257,900 to our District for three years of the Kindergarten Readiness Initiative (KRI) for the period of July 1, 2020 through June 20, 2023.

It is recommended that the Agreement FCI-SD4-15 for the period of July 1, 2020 through June 20, 2023 between the Children and Families Commission of Orange County and Lowell Joint School District be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Notice of Completion, Elite Modular Leasing & Sales, ACTION
Purchase of Division of State Architect (DSA) Portable Restroom
Buildings for the Maybrook Interim Housing Project

Background

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

Current Considerations

On May 13, 2019, the Board of Trustees approved a contract with Elite Modular Leasing and Sales, Inc., pursuant to the Savanna School District, (SSD) Orange County Piggy Back contract. Education Code Section 20118 and 20652 permits Districts and other public agencies and colleges to opportunity to utilize an approved piggy-back bid without having to publically bid for their agency.

This work is competed at Maybrook and has been accepted by the District.

Financial Implications

Financial Impact: \$220,976
Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation:

It is recommended that the Board of Trustees accept a Notice of Completion, Elite Modular Leasing & Sales, Purchase of Division of State Architect (DSA) Portable Restroom Buildings, Maybrook Elementary School for \$220,976.00 (PO 85402), Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, Sub-Surfacing Imaging Services, Util-Locate, Modernization Project, Jordan Elementary School ACTION

Background

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure “LL”. A part of Measure “LL” included the replacement of aging existing portable classrooms.

Current Considerations

In preparation for the modernization and installation of new modular buildings at Jordan Elementary School, it was necessary to do sub-surfacing imaging to locate utilities using investigative tools such as GPR (Ground Penetrating Radar, Electromagnetic Locators, Ram Rods, Robotic Cameras and other specialized equipment as needed. On April 13, 2020, Util-Locate provided the District with a proposal for the work. The District requested Util-Locate to perform the work as soon as possible to take advance of an empty campus and to assist with providing the Architect with the report to facilitate preparation of the construction drawings.

Financial Implications

Financial Impact: \$12,800
Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify the Professional Services Agreement with Util-Locate for sub-surfacing imaging at Jordan Elementary School effective April 13, 2020 through April 13, 2021, not to exceed \$12,800 on PO 85864, (21.0-00000-0-00000-85000-62000-0040000), and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.

UTIL LOCATE



(888)88-LOCATE

"Call Before You Excavate"



Subsurface Utility Investigation Services

*Utility Locating
Ground Penetrating Radar
Utility mapping
Surface Concrete Scanning GPR*

*CCTV - Pipe Inspection
Utility Potholing
Damage Prevention Assesment
Emergency Services*



BID-PROPOSAL

UTIL-LOCATE
 (714) 521-5393 (714) 421-4325 FAX

DATE: 4-13-2020

Private Prevailing Wage

OWNER/ AUTHORIZED REPRESENTATIVE	NAME:	TBD
	CLIENT:	Lowell Joint School District
	ADDRESS:	11019 Valley Home Ave, Whittier, CA 90603
	PHONE:	562.943.0211
	EMAIL ADDRESS:	TBD

PROJECT NAME: Jordan Elementary Locating

PROJECT ADDRESS: 10654 Jordan Rd, Whittier, CA 90603

SPECIAL INSTRUCTIONS: Locate all existing detectable Utilities or Utility on site map work limits shown below provided by client as per RFP.

WE HEREBY PROPOSE TO FURNISH THE FOLLOWING WORK:

Underground (Sub-Surface) Utility-line Locating, Field Mapping and AutoCAD Services.

Standard Utility Locating Investigation Work:

Util-Locate will perform subsurface Utility-line Investigation of Water, Gas, Electric, Communications, Sewer and Storm-drain utility-lines (Excluding irrigation) using Electromagnetic detection and GPR. The instruments that will be used to conduct this survey can detect pipelines down-to 8'-10' deep; with horizontal-accuracy in the proximity of 92% - 97% and "hand-dig" tolerance of 24" on either side of the line. All markings shall be made according to the APWA Uniform Color-code using water based paint, symbolized with arrows & letters identifying their location (Example: ← E →). Non-metallic PVC plastic, Concrete-clay or Tranzite-pipes are not traceable using standard EM Locating-methods; a 512Hz transmitter may be inserted into a non-metallic pipe or conduit with a minimum open access of 3" inches in diameter. This method cannot be applied to potable water or gas-lines. GPR (Ground Penetrating Radar) equipment maybe utilized to locate most other subsurface utilities regardless of pipeline type. It is equipped with an antenna which can penetrate to locate down up to 10' feet deep in ideal soil conditions. The size of the substructures cannot be determined in this investigation. GPR technology is limited though in its' ability to perform under certain soil-types such as clay, wet and or organic fill-soils. Since every jobsites' soil composition is diverse, effectiveness will be determined at the time of the field investigation. If any of the area to be scanned is under concrete and has steel reinforcement, it can affect the penetration of the GPR equipment. Keep in mind that GPR can be an ideal tool for locating subsurface utility-lines, but cannot be specifically identified. Other limitations, disclosures, terms & conditions will follow throughout this contract agreement. (See Pg.3 below for additional Terms and considerations)

INCLUDED IN SUBSURFACE INVESTIGATION SERVICE: Travel-Time, Field Work, Tools & Materials, Opening All Accessible Utility Structures, Field Ground markings, Manhole Dips, EM methods, GPR of N/C utilities.

CLIENT: Lowell Joint School District
PROJECT NAME: Jordan Elementary Locating
PROJECT ADDRESS: 10654 Jordan Rd, Whittier, CA 90603



TERMS AND CONSIDERATIONS

IF UTILITY LOCATING SERVICES are provided from our estimated scope of work the following considerations will apply:

Locate all "DETECTABLE" underground utilities using standard Electromagnetic (EM) utility locator as follows;

All main water supply lines and associated branch lines made of Conductive metal or water lines installed with a "tracer wire".

Our services do not include irrigation lines and associated control valves unless specified on contract.

All sewer/waste lines/Storm Drains if access is available by electromagnetic location utilizing a 512 Hz sonde or by "line of site method" if no access is available. Any drain size larger than 8" inches will require a special drain robot and subject to a higher rate.

All power lines. Our services do not include the location of abandoned/extra conduit containing no interior cable.

All Communication lines. Our services do include non-conductive fiber optic lines (lines without a metallic shield) not installed with a "tracer wire".

All gas lines made of metal and gas lines installed with a "tracer wire".

Indications found during utility locating will be marked directly on the surface utilizing the APWA Uniform Color Code. All Utility locating marks will be made in accordance with the CGA Best Practices.

Depth measurements provided are "just estimates" and may vary based on a number of factors. The only way to really verify the exact depth of a utility is to POTHOLE the line. If exact depth of a utility is required, potholing should be performed via vacuum excavation and is not part of this estimate. Util-Locate, Inc. does not have the ability to locate utility specifically excluded by this document (non-conductive fiber optic line, etc.). Ground Penetrating Radar (GPR) is used in conjunction with standard utility locating equipment and may be used to try to detect lines and is included in quote. Concrete scanning is an additional charge. Please contact us if you need these lines included in your estimate of services.

When Performing Ground Penetrating Radar (GPR) for concrete/masonry structures is provided in our estimate. The following scope of work and considerations apply; There shall be a minimum of 8 inches clearance around the perimeter of the scanning area to accommodate the antenna. Indications at structure intersections (wall corners, wall to floor, Etc.) May be Impossible to locate if the antenna cannot pass over them. The scanning surface must be flat and relatively smooth. No Water shall be present on the scanning surface and concrete shall not be less than 1 year old/Green concrete.

Under the best conditions, GPR can penetrate up to 12 inches of concrete/masonry. This maximum depth decreases as reinforcing steel congestion increases. The density of the material being scanned can also limit the depth of penetration.

GPR data, under most circumstances does not allow the interpretation of an indications size, only the center location of the indication and embedment depth. Indications such as reinforcing steel or conduit spaced closer than two inches on center may show up as one indication.

When dealing with multiple layers of reinforcing steel or conduit, layers below the top layer (closest layer to the scanning surface) may be obscured from view. In most cases our technicians can adjust the equipment to compensate for these solutions, but the result will depend on the size and spacing of the indications.

Mapping Disclosure - Util-Locate is not a licensed Civil Engineer or Surveyor in-order for our mapping-work to be certified. We map the utility-locations as accurately as possible by using measuring & mapping tools. Our mapping work is to show all surveyed utilities & give our client a basic overview of the project they are engaging in and to help assess what to expect when designing or performing the preliminary site-work.

Cancel without notice- All cancellations without a 48 hour notice will be billed as a four hour minimum. If a technician is scheduled to perform a service and no work is performed, a four hour minimum charge shall apply (show-up) charge.

Working Hours - Util-Locate, regular work week is Monday - Friday is 7:00 am - 5:00 pm. Any work scheduled to be performed outside of normal work hours is subject to overtime rates.

PAYMENT TERMS - PAYMENT TERMS - 30 days net. The client agrees invoices rendered for professional or technical services are due when received. Invoices will be deemed past due if unpaid within thirty (30) days from date of invoice and any balance due after 45(forty five) days will be charged 15 % per month until paid in full. All invoice errors or necessary corrections shall be submitted to Util-Locate within (15) days of receipt of the invoice; thereafter the client acknowledges the invoice is correct and valid for payment due to Util-Locate, reserves the right to terminate services to the client without notice if the clients account is not paid currently. Upon such a termination of services, the entire amount accrued for all services performed shall immediately become due and payable to Util-Locate. The company or responsible party requesting UTIL-LOCATE's services guarantees payment of all indebtedness incurred by them for rendered service, whether now due or hereafter incurred. The service requestor/responsible party also agrees to pay reasonable collection and/or attorney's fees incurred in the collection of such indebtedness. Please note that a signature by a company representative validates the work provided and the guarantee shall remain in full force and effect. The validity, its construction, interpretation and enforcement of this agreement and the rights of the parties hereto shall be determined under, governed by, and constructed in accordance with the laws of the State of California. The client waives any and all claim against Util-Locate, its subsidiaries, affiliates, servants and agents in connection with termination of work/services pursuant to this.

CERTIFIED PAYROLL - Certified payroll requests will have a processing fee applied to each invoice of \$100.00 - LCP (additional \$50.00)

New clients: are COD and must submit credit card payment prior to dispatch. **NOTE: We will not process payment until work has been completed.**

NOTE: Util- LOCATE will not schedule or dispatch any technicians for proposed work - unless the proposal is "signed" and returned to us in a timely manner prior to starting work.

CONTRACTUAL ADDITIONS - Util-Locate will undertake professional responsibility for only the services provided pursuant to this agreement, and only pursuant to the terms and conditions of the agreement. In particular, and without limitation, Util-Locate, will not be responsible for delays or other matters beyond its control within reason; for inaccurate or incomplete information provided to it by Client, co-consultants or other reasonably reliable sources; for the conditions of which it was not actually informed; for unauthorized modifications to or deviations from Util-Locate, instruments of service or the use of un-finalized instruments of service for any purposes including bidding or cost estimating; for the specification of products or equipment for purposes consistent with the manufacturer's published literature; for materials and equipment decisions made by others; for the services and instruments of service provided by others even if incorporated into Util-Locate's instruments of service for ease of reference or otherwise; for the performance of the projects contractors and materials suppliers means, methods, techniques, sequences or procedures, including without limitation investigation or demolition procedures and safety precautions and programs; and for the actions or inactions of others including utility companies, other consultants and governmental or quasigovernmental agencies.

The services being provided for by Util-Locate, does not relieve the Client of the responsibility of having to comply with California Government Code 55-4216-4216.9. It is expressly understood by the Client that Util-Locate, services are not a substitute for compliance with California Government Code 554216-4216.9.

In recognition of the relative risks, rewards and benefits of the project to both the Client and Util-Locate, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, Util-Locate's, total Liability to the Client and to any other third party for any and all injuries, claims, losses, expenses, damages or claims of expenses arising out of this agreement from any cause or causes that shall not exceed Util-Locate's, fee. Such causes include, but are not limited to, Util-Locate's, negligence, short liability, breach of contract of warranty.

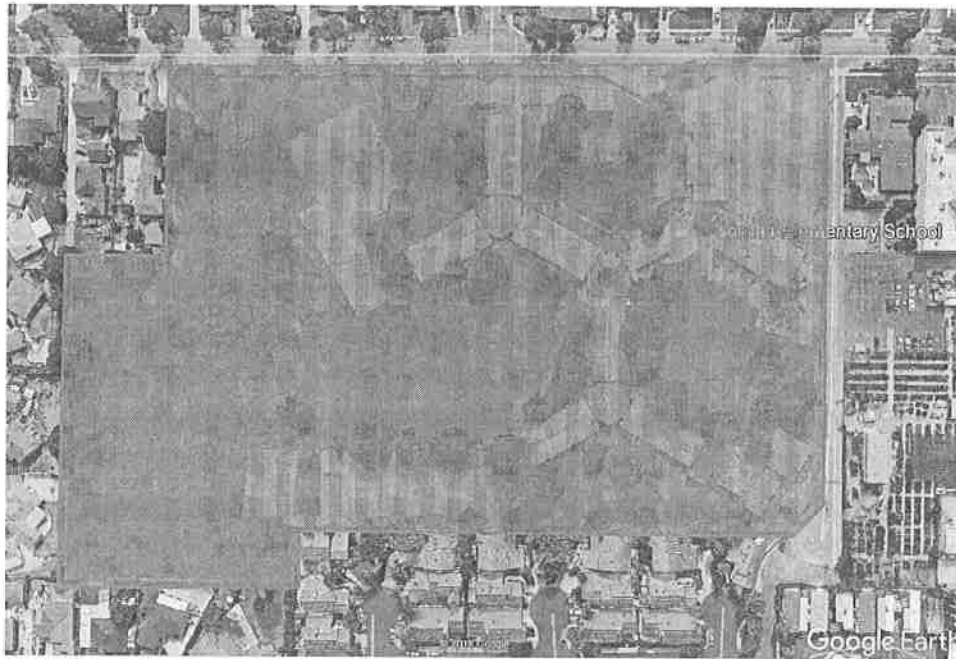
The Client waives all rights against Util-Locate, for damages caused by fire, water, wind, or any other perils to the extent covered by any type of property insurance applicable to the claimed damage or loss. This waiver of subrogation shall be effective even though that person or entity would otherwise have a duty of indemnification.

CLIENT:
PROJECT NAME:
PROJECT ADDRESS:

Lowell Joint School District
Jordan Elementary Locating
10654 Jordan Rd, Whittier, CA 90603



Exhibit (Work Limits)
Image Provided



📍 Jordan ES



CLIENT:
PROJECT NAME:
PROJECT ADDRESS:

Lowell Joint School District
Jordan Elementary Locating
10654 Jordan Rd, Whittier, CA 90603



UTIL-LOCATE - BID PROPOSAL

DATE: 4-13-2020 **Private** **Prevailing Wage** (Please Indicate Type of Work)
CLIENT: Lowell Joint School District
PROJECT NAME: Jordan Elementary Locating
PROJECT ADDRESS: 10654 Jordan Rd, Whittier, CA 90603

Underground (Sub-Surface) Utility-line Locating, Field Mapping and AutoCAD Services.

CONTRACT AMOUNT \$12,800.00

****CLIENT MUST PROVIDE AUTOCAD, DWG FILE, OR PDF****

Potholing is **“highly recommended”** to expose and document the exact: depth, size, direction, and material of pipe or line.

- Check Box For A Potholing Estimate

This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

DISCLAIMER: Util-Locate’s Technicians are Professional Competent Multiple Utility-line Locators. All work will be performed diligently to the up-most best effort of competence in subsurface investigating. All investigative-work is subject to any uncontrollable geophysical condition of the jobsite and to the EM science in-which, all infrastructures may not be detectable. There are no guarantees that every underground pipeline and or cable line will be found in this investigation due to this unperfected science. (See Pg.3 for our Terms and Considerations)

THIS IS A BID PROPOSAL WITH A GENERAL DESCRIPTION OF THE PROJECT AND COST

ACCEPTANCE OF PROPOSAL / CONTRACT AGREEMENT

You hereby authorized the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof.

Company/Owner/Authorized Representative

(Signature) **DATE:** _____

(Print Name)

CLIENT: Lowell Joint School District
PROJECT NAME: Jordan Elementary Locating
PROJECT ADDRESS: 10654 Jordan Rd, Whittier, CA 90603

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement for
Surveying and Mapping Services with Salazar Surveying,
Inc. at Jordan Elementary School

ACTION

Background

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure "LL". A part of Measure "LL" included the replacement of aging existing portable classrooms.

Current Considerations

In preparation for the modernization and installation of new modular buildings at Jordan Elementary School, it was necessary to obtain a topographical study to survey ground measurements, provide elevations, and identify boundary plots and easements. On April 15, 2020, Salazar Surveying, Inc. provided the District with a proposal for the work. The District requested Salazar Surveying, Inc. to perform the work as soon as possible to take advantage of an empty campus and to assist with providing the Architect with the report to facilitate preparation of the construction drawings.

Financial Implications

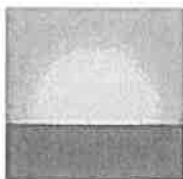
Financial Impact: \$19,550
Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify the Professional Services Agreement with Salazar Surveying, Inc. for surveying and mapping at Jordan Elementary School effective April 15, 2020 through April 15, 2021, not to exceed \$19,550 on PO 85863, (21.0-00000-0-00000-85000-62000-0040000), and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.



Salazar Surveying, Inc.

April 15, 2020

David Bannon, AIA, LEED AP, Partner
760 W 16th Street - Unit B
Costa Mesa, CA 92627

Reference: Jordan Elementary School -- 10654 Jordan Road, Whittier, CA 90603
Surveying and Mapping Proposal

Dear David:

I submit for your consideration this proposal to produce a design quality survey map for this project containing ± 12.5 Acres and $\pm 1,450$ feet of street improvements, as shown on the attached exhibit.

The survey will extend to the centerline of adjacent streets.

Scope of Work

A) Perform on the ground survey measurements to accurately locate all planimetric and topographic features including, but not limited to: buildings, curbs, gutters, swales, driveways, ramps, steps, grade breaks, trees with a trunk diameter over 3", fire hydrants, lights, signs, drainage devices, poles, walls, parking lots, planters, benches, paved areas, fences, all visible surface utilities such as vaults, transformers, pedestals, manholes, cleanouts, catch basins, water meters, gas meters, water valves, gas valves, pull boxes, hydrants, backflow valves, etc..

B) Provide elevations for the above-mentioned items in addition to: spot elevations at high points, low points, finish floors, finish surfaces, flow lines, top of curbs, walks, onsite hardscape, ramps, steps, grade breaks, tops and inverts of grates, inverts of manholes and other quality elevations to enable the design of ADA compliant facilities and resolve drainage issues.

C) Elevations will be shown to the nearest 0.10' on dirt or grass and to the nearest 0.01' on hard surfaces. Contours will be shown at 1.0' intervals on slopes and steep areas and at 0.5' intervals across flatter areas.

D) Establish horizontal and vertical control for future use, setting at least 3 reference points to be shown on the survey map.

E) Plot boundary and easements based on title report to be provided by School District.

F) The survey map will be based on county benchmarks. It will be prepared in AutoCAD format at scale 1" = 20' and delivered in both DWG and PDF formats to be used as base mapping without further manipulation.

G) Our fee for the outlined services will be NINETEEN THOUSAND FIVE HUNDRED AND FIFTY DOLLARS (\$19,550.00) and the map will be delivered within thirty (30) days of our first scheduled day on site. At this time, scheduling is subject to change due to COVID-19 restrictions. This proposal is valid only for work to be carried out during California's Shelter-In-Place Order is in effect because the reduced traffic caused by the order allows for more time to be spent onsite in a workday and fewer days onsite overall.

All work will be performed under the direct supervision of a Licensed Land Surveyor.

Sincerely,



Xico Salazar, PLS

Agreement to Terms And Authorization to Proceed	
Name:	<u>DAVID BENNETT</u>
Signature:	<u>[Handwritten Signature]</u>
Date:	<u>4.17.20</u>

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Deductive Change Order No. 1 from
Construction Electric for the Maybrook Interim
Housing Project

ACTION

Background

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure "LL".

Current Considerations

On October 7, 2019, the Board of Trustees ratified a construction contract to Construction Electric, Maybrook Interim Housing Project. Contained within the bid of \$498,450 was an allowance/contingency of \$50,000. During the course of construction additional work was performed by the contractor which the District approved and authorized the use of the allowance/contingency to compensate for the additional work. The District and the contractor have agreed that the unused balance of the allowance/contingency would be deducted from their contract in the form of a deductive change order. The unused balance on this contract results in a deductive change order to the District of \$14,783.23.

Financial Implications

Financial Impact: \$14,783.23
Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation

It is recommended that the Board of Trustees approve Deductive Change Order No. 1, Construction Electric for Maybrook Elementary School for \$14,783.23, (PO 85616), (21.0-00000-0-00000-85000-6100-0000015) and that the Superintendent or designee be authorized to execute the necessary documents.

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.



**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	Prime Contractor	Construction Electric
Construction Manager: Erickson-Hall Construction Co.	COR No. 1	
	Date	6/17/2020
	Reference RFIs / RFP / Bulletin No.:	PROJECT CLOSEOUT

DESCRIPTION: Deductive change order for remaining contingency balance.

Prime Contractor Costs (used when work is subcontracted)

Scope Item	Material	Labor	Equipment	Totals
Remaining Balance Contingency				\$ (14,783.23)
				\$ -
				\$ -
	Subtotals \$	- \$	- \$	- \$ (14,783.23)
			Prime Contractor OH and Profit (10%)	N/A
			Prime Contractor totals	N/A
			Prime Contractor Bond (1%)	N/A
			Prime Contractor Subtotal \$	(14,783.23)

TOTAL COSTS FOR COR No. 1 \$ (14,783.23)

Prime Contractor Time

TOTAL TIME FOR COR No. 1 0 days

Prime Contractor:
Submitted by [Signature]
Construction Manager: Erickson-Hall Construction Co.
Accepted by [Signature]
Architect: PBK
Accepted by [Signature]
District Approval: Lowell Joint School District
Signature [Signature]

Date: 6/17/20
Date: 6/17/20
Date: 6/17/20
Date: 6/17/20

CONTINGENCY LOG
 Maybrook ES 1H
 Updated 6/17/2020

POC #	Prime Cost	Generator	RFI/SUB	Date Submitted	Date Received	DESCRIPTION	Contingency Amount		TIME BILLING	COMMENTS
							Additional Contingency	Electrical		
CONSTRUCTION ELECTRIC, INC										
3	2.0	RFP 01		12/4/19	12/4/19	Demolition and Removal of Flatwork	\$ 4,099.94	\$ 4,099.94	0	APPROVED
4	3.0	SUB 015		12/11/19	12/11/19	Triplex to Quasoplex	\$ 10,757.20	\$ 10,757.20	0	APPROVED
5	4.1	IB #02		2/19/20	2/19/20	Add Power to Admin Rink Build Out	\$ 3,899.78	\$ 3,899.78	0	APPROVED
6	5.0	IB #08		12/11/19	12/11/19	Electrical Changes to Relocated Portables	\$ 8,000.74	\$ 8,000.74	0	APPROVED
7	7.0		RFI 016	12/11/19	12/11/19	Relocate Power Pole in Playground	\$ 6,475.27	\$ 6,475.27	0	APPROVED
8	8.0		RFI 012	12/11/19	12/11/19	Classroom Lights Re-Feed Power & Add Wall Switch	\$ 1,758.74	\$ 1,758.74	0	APPROVED
9	10.0		ICS RFI 001	2/26/20	2/26/20	Add speaker pathway	\$ 12,857.60	\$ 12,857.60	0	APPROVED
10	11.2		RFI 020	3/25/20	3/25/20	SCE housekeeping pad extension	\$ 1,925.00	\$ 1,925.00	0	APPROVED
11	12.0	RFP 02		2/26/20	2/26/20	Concrete demo and haul off	\$ 4,390.00	\$ 4,390.00	0	APPROVED
12	13.0		RFI 021	2/26/20	2/26/20	Add rebar and epoxy to concrete patch back	\$ 2,020.00	\$ 2,020.00	0	APPROVED
13	14.0		RFI 023	6/15/20		Trenching for feeders	\$ 12,903.33	\$ 12,903.33	0	APPROVED
14	15.0	IB #02		4/9/20		Additional duct at Admin portable	\$ 1,748.40	\$ 1,748.40	0	APPROVED
15	16.1	CCDR#011		4/15/20		Added annunciator panel and pathway	\$ 4,380.77	\$ 4,380.77	0	APPROVED
							CONTINGENCY SPENT		\$ 75,216.77	
							CONTINGENCY REMAINING		\$ 14,783.23	

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Change Order No. 3 from Core Contracting, ACTION
Inc., Maybrook Interim Housing Project

Background

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed Measure LL.

Current Considerations

On October 7, 2019, the Board of Trustees ratified a construction contract with Core Contracting, Inc., for the Maybrook Interim Housing Project.

Previous Change Orders with Core Contracting decreased the allowance and contingency. As the project comes to an end, additional scope was approved by the District related to fencing alterations in the amount of \$897.42. Although this is above the contractor budget, it is within the District budget for the project.

Financial Implications

Financial Impact: \$897.42
Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve Change Order No. 3 with Core Contracting, Inc., for Maybrook Elementary School for \$897.42, (PO 85620), (21.0-00000-0-00000-85000-61000-0000015) and that the Superintendent or designee be authorized to execute the necessary documents.

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.



**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	Prime Contractor	CORE
Construction Manager: Erickson-Hall Construction Co.	COR No.	3
	Date	6/17/2020
	Reference RFIs /RFP / Bulletin No.:	T&M Requests

DESCRIPTION: Remove and replace existing fencing at basketball court for installation of the portable classrooms at the asphalt hammerhead. Furnish and install a plumbing furring wall at the admin portable due to insufficient space. Extend 29 feet of chain link fence at the concrete ramp between portables TK & T2 in lieu of handrail. Replace 46' of existing damaged fence along main parking lot. Provide credit for concrete pad no longer required. All items above tracked on a T&M basis.

Prime Contractor Costs (used when work is subcontracted)

Scope Item	Material	Labor	Equipment	Totals
Remaining Balance of cost after contingency				\$ 897.42
				\$ -
				\$ -
	Subtotals \$	\$	\$	\$ 897.42
			Prime Contractor OH and Profit (10%)	N/A
			Prime Contractor totals	N/A
			Prime Contractor Bond (1%)	N/A
			Prime Contractor Subtotal \$	897.42

TOTAL COSTS FOR COR No. 3 \$ 897.42

Prime Contractor Time

TOTAL TIME FOR COR No. 3 0 days

Prime Contractor
Submitted by [Signature]

Date: 6/17/20

Construction Manager: Erickson-Hall Construction Co.
Accepted by [Signature]

Date: 6/17/20

Architect: PBK
Accepted by [Signature]

Date: 6/17/20

District Approval: Lowell Joint School District
Signature [Signature]

Date: 6/17/20

Change Order LOG
 Maybrook ES IH
 Updated 6/17/2020

PCO #	Prime COR#	Generator	RFI/SUB	Date Submitted	Date Approved	DESCRIPTION	Submitted Amount	TIME	BILLING	COMMENTS	
CORE CONTRACTING, INC											
1	1.0 B	#02		2/19/20	--	Modification to Portable Admin Building	\$ 12,054.00	0		APPROVED	
2	2.0 B	#09		3/11/20		Concrete ramp and additional grading	\$ 26,486.65	0		APPROVED	
3	3.0			6/11/20		T&M Fencing and Concrete Credit	\$ 897.42	0		Pending	
TOTAL							\$ 38,540.65				



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

CHANGE ORDER REQUEST

No: COR 10
Date: 6/11/20

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: Remove and replace existing fencing at basketball court, furnish and install a plumbing furring wall at the admin portable per CM. Add 29 feet of chain link fence at the concrete ramp between portables TK & T2, Replace 46' of existing fence. Provide credit for concrete pad.

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Econo COR 06	1	EA	\$ 3,463.11	\$ 3,463.11
2	Econo COR 07	1	EA	\$ 2,374.24	\$ 2,374.24
3	Econo COR 09	1	EA	\$ 740.80	\$ 740.80
4	Carpenter Labor - Remove Existing Fence	6.5	HR	\$ 82.34	\$ 535.21
5	Carpenter Labor - Admin Furring Wall	6	HR	\$ 82.34	\$ 494.04
6	Credit for concrete pad	1	EA	\$ (6,087.38)	\$ (6,087.38)
7	Remaining Contingency Balance CDR 10	1	EA	\$ (711.53)	\$ (711.53)
				SUBTOTAL	\$ 808.49
				OPI	\$ 88.93
				TOTAL:	\$ 897.42

GRAND TOTAL: \$ 897.42



FIELD WORK AUTHORIZATION

Project Name	MAYBROOK ELEMENTARY
Client	ELICKSON - HALL CONSTRUCTION
Date	3-9-2020

Our company was requested to complete work that was in addition to our contractual obligations, based upon an agreement that this work will be billed out on a Time and Materials basis, including all associated costs, as determined by our office. This Field Authorization report identifies the equipment, materials and labor necessary to complete said work.

DESCRIPTION OF THE ADDITIONAL WORK THAT WAS COMPLETED:

PICK-UP & DELIVER MATERIALS TO FABRICATE ADDITIONAL WALL
 FIRING AS PER ELICKSON-HALL DIRECTION.
 FRAMED FIRING WALL AS NEEDED FOR WASTE & WATER LINE

LABOR

EMPLOYEE NAME	RANK	TIME IN	TIME OUT	TOTAL HRS
ALLEN CAMBRA	JOHN CARPENTER	7:00 a.m.	2:00 p.m.	6 HRS.

MATERIAL

QUANTITY	MATERIAL DESCRIPTION
5	2" X 4" X 12' DOUG FIR
1	2" X 6" X 8' DOUG FIR
1	10' CORNER BOARD

EQUIPMENT

QUANTITY	EQUIPMENT DESCRIPTION
	TOOL TRUCK
	8K REACH FORKLIFT
	10K REACH FORKLIFT
	19' INDOOR SCISSOR LIFT
	26' OFFROAD SCISSOR LIFT
	BASKET
	TRUSS BOOM
	GENERATOR
	OTHER:
	TRUCK AND FUEL

Superintendent signature only verifies materials and hours worked. Verification does not constitute approval of extra work. Project Manager approval and change order required for payment of extra work.

Verified By:  Date: 3/9/20

Client Signature Verifying Work Completed:

Date:



FIELD WORK AUTHORIZATION

Project Name	MAYBROOK ELEMENTARY
Client	ERICKSON HALL
Date	10-28-2019

Our company was requested to complete work that was in addition to our contractual obligations, based upon an agreement that this work will be billed out on a Time and Materials basis, including all associated costs, as determined by our office. This Field Authorization report identifies the equipment, materials and labor necessary to complete said work.

DESCRIPTION OF THE ADDITIONAL WORK THAT WAS COMPLETED:
 REMOVE EXISTING FENCING AS PER ERICKSON HALL FOR NEW CLASSROOM

LABOR

EMPLOYEE NAME	RANK	TIME IN	TIME OUT	TOTAL HRS
ALLEN CAMBRA	FOREMAN	7:00 A.M.	7:30 A.M.	.5
GABRIEL GARCIA	J. CARPENTER	7:00 A.M.	9:00 A.M.	2 HRS
MIGUEL GARCIA	J. CARPENTER	7:00 A.M.	9:00 A.M.	2 HRS
SERGIO GUZMAN	APP. CARPENTER	7:00 A.M.	9:00 A.M.	2 HRS

MATERIAL

QUANTITY	MATERIAL DESCRIPTION
<p>Signature: [Signature] verifies materials and hours worked. Verification does not constitute approval of extra work.</p> <p>Verified By: [Signature] Date: 10/28/19</p> <p>Printed Name: Robert L. [Signature]</p>	

EQUIPMENT

QUANTITY	EQUIPMENT DESCRIPTION
	TOOL TRUCK
	BK REACH FORKLIFT
	10K REACH FORKLIFT
	19' INDOOR SCISSOR LIFT
	26' OFFROAD SCISSOR LIFT
	BASKET
	TRUSS BOOM
	GENERATOR
	OTHER:
	TRUCK AND FUEL

Client Signature Verifying Work Completed:	Date:
--	-------

HAITBRINK

ASPHALT

PAVING

INC.

1480 MAGNOLIA AVE

Corona, CA 92879

951-273-0111

STATE CONTRACTOR'S LICENSE # 517707

DIR# 1000009534

PROPOSAL/CONTRACT

BID TO:	CORE CONTRACTING	BID No.	
JOB DESCRIPTION:	DEDUCTIVE CO FOR 6" CONCRETE PAD	FAX No.	
LOCATION:	MAYBROOK ES- INTERIM HOUSING PROJECT #1787	ATTN:	DAVID FLORES
DATE:	5/31/2020		

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	MATERIALS	1	LS	\$ 789.95	\$ 789.95
2	EQUIPMENT	1	LS	\$ 300.00	\$ 300.00
3	LABOR & TRAVEL	1	LS	\$ 4,180.50	\$ 4,180.50
4	10% MARK UP	1	LS	\$ 527.05	\$ 527.05
				TOTAL	\$ 5,797.50

EXCLUDES: TESTING, ENGINEERING, INSPECTION, PERMITS, PERMIT FEES, PRIME COAT, WEED KILL, WET/SATURATED SOIL, CEMENT TREATED BASE, IMPORT/EXPORT OF DIRT, REDWOOD HEADER, ADDITIONAL MOVE INS, DAMAGE TO ANY UNMARKED UTILITIES OR BOXES AND PIPES, RUBBER OR LATEX ASPHALT, WATER, WATER METER, SLURRY, DEMO TRAFFIC CONTROL/PLANS, SAW CUTTING, ADJUSTMENT OF ANY UTILITIES OR BOXES, OR SPECIFICALLY STATED HEREIN.

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BUYER: _____
 BY: Dan Gelinas HAITBRINK ASPHALT PAVING INC
 DATE: _____ BY _____

**NOTICE TO OWNER REGARDING
MECHANICS' LIEN LAW
(COMPLIES WITH SECTION 7018.5 OF THE CALIFORNIA BUSINESS AND PROFESSIONS
CODE)**

Under The California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person or entity who helps to improve your property, but is not paid for his/her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment. This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers or suppliers remain unpaid.

To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

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HAITBRINK

ASPHALT

PAVING

INC.

1480 MAGNOLIA AVE

Corona, CA 92879

951-273-0111

STATE CONTRACTOR'S LICENSE # 517707

DIR# 1000009534

PROPOSAL/CONTRACT

BID TO:	CORE CONTRACTING	BID No.	
JOB DESCRIPTION:	ECONO FENCE T & M ON 3/10 AND 3/11	FAX No.	
LOCATION:	MAYBROOK ES - INTERIM HOUSING PROJECT #1787	ATTN:	DAVID FLORES
DATE:	3/25/2020		

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
	REPLACE (46') OF FENCE; REINSTALL EXISTING FENCE				
1	MATERIALS	1.00	LS	\$ 713.20	\$ 713.20
2	EQUIPMENT	1.00	LS	\$ 220.00	\$ 220.00
3	LABOR	1.00	LS	\$ 2,365.00	\$ 2,365.00
4	5% MARKUP	1.00	LS	\$ 164.91	\$ 164.91
				TOTAL	\$ 3,463.11

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BUYER: _____
 BY: Dan Gelinias HAITBRINK ASPHALT PAVING INC
 DATE: _____ BY _____

NOTICE TO OWNER REGARDING

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(COMPLIES WITH SECTION 7018.5 OF THE CALIFORNIA BUSINESS AND PROFESSIONS CODE)

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To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

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ECONO FENCE INC.

5261 Pedley Road, Riverside, CA, 92509 • P: 951.685.5000 • F: 951.360.8685 • License No. 337734 • DIR #1000001395

POTENTIAL CHANGE ORDER

March 17, 2020

COR #6

CORE CONTRACTING

EFI: 4649

ATTENTION: David

SENT FROM: Judd Leslie

MAYBROOK ES

REFERENCE: T&M on 3-10 and 3-11: Replace (46') of fence; Reinstall existing fence.

ITEM DESCRIPTION	QTY		UNIT COST	TOTAL
MATERIALS:				
- 2 7/8" x 9' Sch 40 Corner Posts with fittings	2 ea	@	\$67.55 ea	\$135.10
- 2 7/8" x 9' Sch 40 Line Posts with fittings	4 ea	@	\$41.70 ea	\$166.80
- 60lb bags of Concrete	20 ea	@	\$4.25 ea	\$85.00
- 6'High x 9ga x 2" Mesh Chain Link Fence	46 LF	@	\$4.55 LF	\$209.30
			Subtotal:	\$596.20
			Tax:	\$52.17
			TOTAL MATERIALS:	\$648.37
EQUIPMENT:				
- Crew Truck	8 hrs	@	\$25.00 per hr	\$200.00
			TOTAL EQUIPMENT:	\$200.00
LABOR:				
- Foreman	8 hrs	@	\$63.88 per hr	\$511.04
- Laborer	16 hrs	@	\$58.88 per hr	\$942.08
TRAVEL:				
- Foreman	2 hrs	@	\$63.88 per hr	\$127.76
			Subtotal:	\$1,580.88
			Tax & Insurance	\$569.12
			TOTAL LABOR & TRAVEL TIME:	\$2,150.00

Subtotal \$ 2,998.36

DH&P @ 10% \$ 299.84

GRAND TOTAL ADD: \$ 3,298.20



5261 Pedley Road
 Riverside, CA 92509-3931
 Phone (951) 685-5000
 Fax (951) 360-8685
 State License # 337734
 DIR # 1000001395

INSTALLATION: ON TIME & MATERIAL BASIS (T & M)

Date: 3/10 & 3/11

Project: PARK LOT FENCE (MAYBROOK E.S)

Area location of T & M work: PARKING LOT

Econo Fence Project Manager: JUDD

Econo Fence Project Foreman: DENNES BRIDGIE

Start Time: 3-10 6:00 } 3-11 6:00 am/pm Completion Time: 3-10 9:00 } 3-11 11 am/pm

Total Hours: 8 Number of Men: 3

Equipment Used: _____
 Fence Material involved: Yes No or other _____

Description of T & M work directive: 3-10 HAND DIG NEW POST 2-27/4
4-2 1/2 20 BAG OF CEMENT. 3-11 MOVE OLD FENCE STRAIGHT ON
POST & RE-STRETCH OLD WIRE. FRAME & STRETCH 46' NEW WIRE

Supervisor	_____	_____
materials used	_____	_____
does not consist of	_____	_____
Project Manager	_____	_____
order required by	_____	_____
Verified by	<u>[Signature]</u>	<u>3/11/10</u>

Sign off the T & M work directive: _____
 (Signature-of responsible party)

Print Name: _____ Date: _____

Company: _____ (Responsible Party)

Compy. Position: C/M _____ G/C _____ Prime _____

Mandatory - Econo Fence Foreman to write out directive, have signed at completion of T & M work.

FOREMAN-MUST GET WORK SIGNED OFF.

EFI-P.M. Attach all Material Shippers involved with this T & M work

HAITBRINK

ASPHALT

PAVING

INC.

1480 MAGNOLIA AVE

Corona, CA 92879

951-273-0111

STATE CONTRACTOR'S LICENSE # 517707

DIR# 100009534

PROPOSAL/CONTRACT

BID TO:	CORE CONTRACTING	BID No.	
JOB DESCRIPTION:	CCD9R1: ADD (29') OF 6' HIGH CHAIN LINK FENCE	FAX No.	
LOCATION:	MAYBROOK ES- INTERIM HOUSING PROJECT #1787	ATTN:	DAVID FLORES
DATE:	4/30/2020		

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	MATERIALS	1	LS	\$ 823.44	\$ 823.44
2	EQUIPMENT	1	LS	\$ 192.50	\$ 192.50
3	LABOR & TRAVEL	1	LS	\$ 1,245.24	\$ 1,245.24
4	5% MARK UP	1	LS	\$ 113.06	\$ 113.06
				TOTAL	\$ 2,374.24

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POTENTIAL CHANGE ORDER

April 30, 2020

COR #7R1

CORE CONTRACTING/HAITBRINK ASPHALT PAVING

EFI: 4649

ATTENTION: David

SENT FROM: Judd Leslie

MAYBROOK ES

REFERENCE: CCD9R1: Add (29') of 6' high chain link fence

ITEM DESCRIPTION	QTY		UNIT COST	TOTAL
MATERIALS:				
- 2 3/8" x 8' Sch 40 line posts with concrete footings & fittings	2 ea	@	\$69.65 ea	\$139.30
- 2 7/8" x 9' Sch 40 End & corner posts w/ concrete footings & fittings	3 ea	@	\$99.40 ea	\$298.20
- 1 5/8"OD top & brace rails	58 lf	@	\$1.95 lf	\$113.10
- 7ga tension wire	29 lf	@	\$0.20 lf	\$5.80
- 6' x 9ga x 2" mesh chain link fabric	29 lf	@	\$4.55 lf	\$131.95
			Subtotal:	\$688.35
			Tax:	\$60.23
			TOTAL MATERIALS:	\$748.58
EQUIPMENT:				
- Crew Truck	6 hrs	@	\$25.00 per hr	\$150.00
- Portable Mixer	2 hrs	@	\$12.50 per hr	\$25.00
			TOTAL EQUIPMENT:	\$175.00
LABOR:				
- Foreman	6 hrs	@	\$63.88 per hr	\$383.28
- Laborer	6 hrs	@	\$58.88 per hr	\$353.28
TRAVEL:				
- Foreman	1.5 hrs	@	\$63.88 per hr	\$95.82
			Subtotal:	\$832.38
			Tax & Insurance	\$299.66
			TOTAL LABOR & TRAVEL TIME:	\$1,132.04

Subtotal \$ 2,055.62

OH&P @ 10% \$ 205.56

GRAND TOTAL ADD: \$ 2,261.18

HAITBRINK

ASPHALT

PAVING

INC.

1480 MAGNOLIA AVE

Corona, CA 92879

951-273-0111

STATE CONTRACTOR'S LICENSE # 517707

DIR# 1000009534

PROPOSAL/CONTRACT

BID TO:	CORE CONTRACTING	BID No.	
JOB DESCRIPTION:	T&M on 5/27/20: REINSTALL FENCE	FAX No.	
LOCATION:	MAYBROOK ES- INTERIM HOUSING PROJECT #1787	ATTN:	DAVID FLORES
DATE:	6/9/2020		

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	MATERIALS	1	LS	\$ 107.06	\$ 107.06
2	EQUIPMENT	1	LS	\$ 55.00	\$ 55.00
3	LABOR & TRAVEL	1	LS	\$ 543.47	\$ 543.47
4	5% MARK UP	1	LS	\$ 35.27	\$ 35.27
				TOTAL	\$ 740.80

EXCLUDES: TESTING, ENGINEERING, INSPECTION, PERMITS, PERMIT FEES, PRIME COAT, WEED KILL, WET/SATURATED SOIL, CEMENT TREATED BASE, IMPORT/EXPORT OF DIRT, REDWOOD HEADER, ADDITIONAL MOVE INS, DAMAGE TO ANY UNMARKED UTILITIES OR BOXES AND PIPES, RUBBER OR LATEX ASPHALT, WATER, WATER METER, SLURRY, DEMO TRAFFIC CONTROL/PLANS, SAW CUTTING, ADJUSTMENT OF ANY UTILITIES OR BOXES, OR SPECIFICALLY STATED HEREIN.

THE PRICES QUOTED IN THIS PROPOSAL ARE BASED UPON THE USE OF THIS FORM AND ITS TERMS AND CONDITIONS AS THE GOVERNING CONTRACT AND ON THE PREMISE THAT EACH PHASE OF THE WORK CAN BE COMPLETED IN ONE (1) MOVE IN. ADDITIONAL MOVES ARE \$4,500.00 EACH. WHEN SIGNED BY THE BUYER AND HAITBRINK ASPHALT PAVING INC., THIS WILL CONSTITUTE A FIRM CONTRACT BETWEEN BOTH PARTIES HERE TO. THIS PROPOSAL WILL BE GOOD FOR ONE (1) MONTH FROM DATE ABOVE. TERMS: NET CASH PAYMENT ON COMPLETED JOBS OR PROGRESS BILLING FOR WORK PERFORMED ARE DUE ON THE 10TH OF THE MONTH UNLESS OTHERWISE INDICATED. PRICES ARE SUBJECT TO CHANGE DUE TO ANY INCREASE COST OF ASPHALT MATERIAL PASSED ON BY THE SUPPLIER. IN THE CASE OF LITIGATION THE PREVAILING PARTY SHALL BE ENTITLED TO ALL REASONABLE ATTORNEY FEES AND COST.

BUYER: _____
 BY: Dan Gelinias HAITBRINK ASPHALT PAVING INC
 DATE: _____ BY _____

NOTICE TO OWNER REGARDING MECHANICS' LIEN LAW

**(COMPLIES WITH SECTION 7018.5 OF THE CALIFORNIA BUSINESS AND PROFESSIONS
CODE)**

Under The California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person or entity who helps to improve your property, but is not paid for his/her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment. This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers or suppliers remain unpaid.

To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

- (1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.
- (2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.
- (3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. These persons or entities have indicated that they may have lien rights on your property, therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.
- (4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases

from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release 'form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. **YOU SHOULD CONSULT AN ATTORNEY IF A LIEN IS FILED AGAINST YOUR PROPERTY.**

Notice required to be given to owner prior to entering into a contract for work on residential property, required by section 7030(b) of the California Business and Professions Code:

STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONTRACTORS' STATE LICENSE BOARD IN THE LICENSE CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING—IF THE TOTAL PRICE OF THE JOB IS \$500 OR MORE (INCLUDING LABOR AND MATERIALS).

LICENSED CONTRACTORS ARE REGULATED BY LAWS DESIGNED TO PROTECT THE PUBLIC. IF YOU CONTRACT WITH SOMEONE WHO DOES NOT HAVE A LICENSE, THE CONTRACTORS' STATE LICENSE BOARD MAY BE UNABLE TO ASSIST YOU WITH A COMPLAINT. YOUR ONLY REMEDY AGAINST AN UNLICENSED CONTRACTOR MAY BE IN CIVIL COURT, AND YOU MAY BE LIABLE FOR DAMAGES ARISING OUT OF ANY UNLICENSED CONTRACTOR, INCLUDING ANY POSSIBLE SUSPENSIONS, WITHIN THE STATE OF CALIFORNIA. PLEASE CHECK THE GOVERNMENT PAGES OF THE WHITE PAGES FOR THE OFFICE NEAREST YOU OR CALL 1-800-321-CSLB FOR MORE INFORMATION

ADDITIONAL EXCLUSION

IN THE CASE OF ANY HANDICAP OR ADA UPGRADES OR REPAIRS HAITBRINK WILL NOT BE RESPONSIBLE TO VERIFY ADA CODES OR REQUIREMENTS. HAITBRINK WILL BE HELD HARMLESS IN THE CASE OF ANY ADA ISSUE OR CLAIMS.

CONCRETE IS A COMBINATION OF NATURAL AND MAN MADE MATERIALS WHICH CAN RESULT IN SLIGHT VARIATIONS, ALTHOUGH WE TAKE EVERY MEASURE TO PREVENT IT, CRACKING CAN NATURALLY OCCUR AND WE MAKE NO WARRANTIES AGAINST IT.

HAITBRINK ASPHALT PAVING, INC. IS NOT AND WILL NOT BECOME SIGNATORY TO ANY UNION OR PUBLIC LABOR AGREEMENT. CERTIFIED PAYROLL REPORT FOR PREVALING WAGE PROJECTS CAN BE PROVIDED IF THE JOB IS BID BASED ON THE PREVALING RATES. HAITBRINK MUST BE NOTIFIED AT BID TIME OF PREVALING WAGE PROJECTS

ECONO FENCE INC.

5261 Pedley Road, Riverside, CA, 92509 • P: 951.685.5000 • F: 951.360.8685 • License No. 337734 • DIR #1000001395

POTENTIAL CHANGE ORDER

June 9, 2020

COR #9

CORE CONTRACTING/HAITBRINK ASPHALT PAVING

EFI: 4649

ATTENTION: David

SENT FROM: Judd Leslie

MAYBROOK ES

REFERENCE: T&M on 5/27/2020: Reinstall Fence

	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL
MATERIALS:				
-	1 7/8" x 6' Long Post	5 ea	@ \$16.90 ea	\$84.50
-	6 1/2" Ties	25 ea	@ \$0.20 ea	\$5.00
			Subtotal:	\$89.50
			Tax:	\$7.83
			TOTAL MATERIALS:	\$97.33
EQUIPMENT:				
-	Crew Truck	2 hrs	@ \$25.00 per hr	\$50.00
			TOTAL EQUIPMENT:	\$50.00
LABOR:				
-	Foreman	2 hrs	@ \$63.88 per hr	\$127.76
-	Laborer	4 hrs	@ \$58.88 per hr	\$235.52
			Subtotal:	\$363.28
			Burden:	\$130.78
			TOTAL LABOR & TRAVEL TIME:	\$494.06
			Subtotal \$	641.39
			OH&P @ 10% \$	64.14
			GRAND TOTAL ADD: \$	705.53



5707 Foster Road
 Riverside, CA 92504
 Phone (951) 504-3333
 Fax (951) 504-3333
 State License # 100007237

Date: 5-27-20

Project: MAY 2020 E.S.

Location of T & M work: ROBERT BALL COURT

Lead Fence Project Manager: JAY

Lead Fence Project Foreman: DEWITT HODGE

Start Time: 8:00 Am Completion Time: 11:00 AM

Total Hours: 2:00 Number of Men: 3 MEN

Equipment Used: WELDER

Permit Material Approved: Yes No or other: 5 - 1 1/2 SLEAVED POSTS & 1/2 TR

Description of T & M work directive: SIXEVE POST 1 CE-SWAP
ON @ CHAIN LINK

Signature of T & M work directive: _____
 (Signature-of responsible party)

Name: _____ Date: _____

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Deductive Change Order No. 1 from
Fairchild Plumbing and Mechanical for the Maybrook
Interim Housing Project

ACTION

Background:

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure "LL".

Current Considerations

On October 7, 2019, the Board of Trustees ratified a construction contract to Fairchild Plumbing and Mechanical for the Maybrook Interim Housing Project. Contained within the bid of \$207,900 was an allowance/contingency of \$30,000. During the course of construction additional work was performed by the contractor which the District approved and authorized the use of the allowance/contingency to compensate for the additional work. The District and the contractor have agreed that the unused balance of the allowance/contingency would be deducted from their contract in the form of a deductive change order. The unused balance on this contract results in a deductive change order to the District of \$8,028.53.

Financial Implications

Financial Impact: \$8,028.53
Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation

It is recommended that the Board of Trustees ratify Deductive Change Order No. 1, Fairchild Plumbing and Mechanical, Maybrook Elementary School for \$8,028.53, (PO 85618), (21.0-00000-0-00000-85000-6200-0000015) and that the Superintendent or designee be authorized to execute the necessary documents.

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.



**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	Prime Contractor	FP&M
Construction Manager: Erickson-Hall Construction Co.	COR No.	1
	Date	6/17/2020
	Reference RFIs /RFP / Bulletin No.:	PROJECT CLOSEOUT

DESCRIPTION: Deductive change order for remaining contingency balance.

Prime Contractor Costs (used when work is subcontracted)

Scope Item	Material	Labor	Equipment	Totals
Remaining Balance Contingency	\$ -	\$ -	\$ -	(8,028.53)
				\$ -
				\$ -
Subtotals	\$ -	\$ -	\$ -	\$ -
			Prime Contractor OH and Profit (10%)	N/A
			Prime Contractor totals	N/A
			Prime Contractor Bond (1%)	N/A
			Prime Contractor Subtotal	\$ (8,028.53)

TOTAL COSTS FOR COR No. 1 \$ (8,028.53)

Prime Contractor Time

TOTAL TIME FOR COR No. 1 0 days

Prime Contractor Submitted by Brian J. [Signature]

Date: 6/17/2020

Construction Manager: Erickson-Hall Construction Co.
Accepted by [Signature]

Date: 6/17/2020

Architect: PBK
Accepted by [Signature]

Date: 6/17/20

District Approval: Lowell Joint School District
Signature [Signature]

Date: 6.17.20

POC #	Prime Code	Generator	RFI/SUB	Date Submitted	Date Received	DESCRIPTION	Contingency Amount		TIME BILLING	COMMENTS
							Contingency Amount	Additional Contingency AMOUNT		
FAIRCHILD PLUMBING & MECHANICAL, INC										
16	1.1	IB #02		2/19/20	2/19/20	Added sewer line and water line for lavatory	\$ 10,671.42	\$ 10,671.42	0	APPROVED
17	2.1	IB #08		1/10/20	1/10/20	Retrockle Gas Lines	\$ 12,326.00	\$ 12,326.00	0	APPROVED
18	3.1	IB #10		3/4/20	3/4/20	Pedestal drinking fountain	\$ 10,156.38	\$ 10,156.38		APPROVED
19	4.1	RFP 01				Credit fire fire street work to in	\$ (25,000.00)	\$ (25,000.00)		APPROVED
20	5.1	Requested				Epoxy and dowel at concrete patch back	\$ 8,229.00	\$ 8,229.00		APPROVED
21	6.0					Water fire POC location adjustment	\$ 7,589.67	\$ 7,589.67		APPROVED
CONTINGENCY SPENT							\$ 21,971.47	\$ -		
CONTINGENCY REMAINING							\$ 8,028.53	\$ -		

LOWELL JOINT SCHOOL DISTRICT

June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Notice of Completion for Intercom Clock and Signal
(ICS) for Installation of Bell System and Speakers at the Maybrook
Interim Housing Project

ACTION

Background

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

Current Considerations

At the request of the District, Intercom Clock and Signal Service installed a bell system including pulling cable and installation of exterior speakers throughout the existing buildings at the Maybrook campus.

This work is completed at Maybrook and has been accepted by the District.

Financial Implications

Financial Impact: \$6,790.85

Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation:

It is recommended that the Board of Trustees accept a Notice of Completion for Intercom Clock and Signal (ICS) for installation of bell system and speakers at Maybrook Elementary School, \$6,790.85 (PO 85842), Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT

June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Deductive Change Order No. 1 from
Moreno Valley Construction (MVC) for the Maybrook
Interim Housing Project

ACTION

Background

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure "LL".

Current Considerations

On October 7, 2019, the Board of Trustees ratified a construction contract with MVC Enterprises, Inc. DBA Moreno Valley Construction (MVC) for the Maybrook Interim Housing Project.

During an in-house audit, it was discovered that MVC had overstated their bid price by \$200 as \$159,200 on their schedule of values and pay applications. The winning bid by MVC was for \$159,000 and the next bid was for \$274,000.

In order to balance the contract to align with the Board approved award of contract and bid documents, MVC has agreed to a deductive change order for the overstated (\$200).

Financial Implications

Financial Impact: \$200.00

Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve Deductive Change Order No. 1, Moreno Valley Construction (MVC) for Maybrook Elementary School for \$200, (PO 85620), (21.0-00000-0-00000-85000-61000-0000015) and that the Superintendent or designee be authorized to execute the necessary documents.

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.



**Lowell Joint
School District**

A Tradition of Excellence Since 1906

Change Order Request

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

School: Maybrook ES
Application No.: 03-119943

Architect: PBK	Prime Contractor	MVC
Construction Manager: Erickson-Hall Construction Co.	COR No.	1
	Date	4/6/2020
	Reference RFIs /RFP / Bulletin No.:	Pay App #01

DESCRIPTION: Deductive change order of \$200 for overstated SOV

Prime Contractor Costs (used when work is subcontracted)

Scope Item	Material	Labor	Equipment	Totals
Deduction for overstated SOV	\$ (200.00)			\$ (200.00)
Subtotals	\$ (200.00)	\$ -		\$ (200.00)
		Prime Contractor totals		\$ (200)

TOTAL COSTS FOR COR No. 1 \$ (200)

Prime Contractor Time

TOTAL TIME FOR COR No. 1 0 days

Prime Contractor
Submitted by [Signature]

Date: 4/9/2020

Construction Manager: Erickson-Hall Construction Co.
Accepted by [Signature]

Date: 4/9/2020

District Approval: Lowell Joint School District
Signature [Signature]

Date: 6/17/20

Architect: PBK
Accepted by [Signature]

Date: 6/17/20

LOWELL JOINT SCHOOL DISTRICT
June 22, 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:

Sandy Jan

600 Face masks

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
June 22, 2020

To: President Schambeck and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Approval of Lowell Joint School District Technology Department Contract with Incident IQ ACTION

Incident IQ is Lowell Joint's technology helpdesk ticketing system. The system allows users to report trouble tickets and receive timely assistance. The Technology Department is able to manage the trouble ticket workflow and assets management with Incident IQ. The contract will be renewed for four years with the current contract expiring on June 30, 2020.

Fees for Service subscriptions 7/1/2020 - 6/30/2021

Service Fee in USD

Incident IQ Platform with Ticketing \$5,427.90

iiQ Assets \$814.50

Total amount due \$6,242.40

Fees for Service subscriptions 7/1/2021 - 6/30/2022

Service Fee in USD

Incident IQ Platform with Ticketing \$5,645.02

iiQ Assets \$847.08

Total amount due \$6,492.10

Fees for Service subscriptions 7/1/2022 - 6/30/2023

Service Fee in USD

Incident IQ Platform with Ticketing \$5,870.82

iiQ Assets \$880.96

Total amount due \$6,751.78

Fees for Service subscriptions 7/1/2023 - 6/30/2024

Service Fee in USD

Incident IQ Platform with Ticketing \$6,105.65

iiQ Assets \$916.20

Total amount due \$7,021.85

It is recommended that the contract with Incident IQ, effective July 1, 2020 through June 30, 2024, be approved, and that the Superintendent be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Behavior and Education Inc., a Nonpublic Nonsectarian Agency, to Provide additional direct Behavioral Intervention Services for select district students for the 2020/2021 School Year. ACTION/
(RATIFICATION)

In accordance with Education Code Sections 56365 and 56366, a school district is required to enter into separate agreements with nonpublic nonsectarian schools/agencies to provide the services included in a pupil's Individualized Education Program (IEP) when such services cannot be provided by the district. Staffs at these agencies are fully qualified, meet State and Federal guidelines and are available to provide services for District students immediately.

Arrangements have been made with Behavior and Education Inc., a nonpublic nonsectarian agency, to provide direct Behavioral Intervention Services for the 2020/2021 school year for select District students.

It is recommended that the Agreement with Behavior and Education Inc., a nonpublic nonsectarian agency, to provide additional direct Behavioral Intervention Services for a select District Students for the 2020/2021 school year be approved, at the rate of \$52.25 per hour, not to exceed **\$93,225.00** and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Approval of Lowell Joint School District Technology Department Contract Tynker ACTION

Tynker is used at all schools to provide coding and STEAM curriculum across all grades at all schools. The Tynker license is renewed annually. This is for 2020/21 school year annual license renewal with an extra 10% discount for this year. The renewal is for \$17,010 paid out of the 2020/21 budget.

It is recommended that the contract with Tynker, effective July 1, 2020 through June 30, 2021, be approved, and that the Superintendent be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Independent Contractor Agreement with D & D Consultants, to provide Training for the Speech/Language Pathologists, for the 2020-2021 School Year

ACTION/
(RATIFICATION)

Arrangements have been made with D & D Consultants, during the 2020/2021 school year, to provide Training for the Speech/Language Pathologists.

The contract would cover the period of July1, 2020 through June 30, 2021. Services are to be rendered at the rate of \$78.23 per hour / \$625.86 per 8 hour day. The total fee is not to exceed Ten Thousand Dollars (\$10,000.00), to be **paid for with Medi-Cal Funds.**

It is recommended that the Independent Contractor Agreement with D & D Consultants to provide Training for the Speech/Language Pathologists, for the 2020/2021 School Year be approved, at the rate of \$78.23 per hour / \$625.86 per 8 hour day, an estimated cost not to exceed \$10,000.00, to be paid for with Medi-Cal Funds and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with *Albert J. Melaragno MD*,
to provide signed authorizations for students who
receive Occupational Therapy, Physical Therapy and
Speech and Language services for the 2020/2021 school
year. ACTION/
(RATIFICATION)

In order for school districts to file Medi-Cal Claims for reimbursement, a Medical Doctor with a valid National Provider Number (NPI) needs to authorize services for students who receive speech and language, occupational therapy, and physical therapy services.

Arrangements have been made with *Albert J. Melaragno MD*, to provide signed authorizations for students who receive Occupational Therapy, Physical Therapy and Speech and Language services for the 2020/2021 school year. Services are to be provided at the rate of \$175.00 per hour, not to exceed (Five Hundred Dollars) \$500.00.

It is recommended that the agreement with *Albert J. Melaragno MD*, to provide signed authorizations for students who receive Occupational Therapy, Physical Therapy and Speech and Language services for the 2020/2021 school year be approved, at the rate of \$175.00 per hour, not to exceed (Five Hundred Dollars) \$500.00, and the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding (MOU)
Between Lowell Joint School District and *Orange*
County Superintendent of Schools for the 2020/2021
School Year

ACTION/
(RATIFICATION)

The Orange County Department of Education (OCDE) provides special education schools for severely disabled students through an agreement between the Orange County Superintendent of Schools and Lowell Joint School District. The District seeks placements outside of the District when it does not have an appropriate program and services to address a student's significant needs.

The purpose of the Memorandum of Understanding (MOU) is to address enrollment, funding, costs, billing, implementation of Student individual Education Plans (IEPs), transfers, and transportation of special education programs and services for District students with moderate to severe disabilities and/or special needs who are served in the Orange County Department of Education Special Schools Program. This agreement is effective for the period beginning July 1, 2020 and ending June 30, 2021.

It is recommended that the MOU with *Orange County Superintendent of Schools* and Lowell Joint School District for the 2020/2021 school year be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a Nonpublic Nonsectarian Agency, to provide direct physical therapy services and physical therapy evaluative services for assessments for the 2020/2021 School Year

ACTION/
(RATIFICATION)

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

Arrangements have been made with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a nonpublic nonsectarian agency, to provide direct physical therapy services and physical therapy evaluative services for assessments for the 2020/2021 School Year. Services are to be provided at the rate of \$86.00 per hour, not to exceed \$20,000.00.

It is recommended that the agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a nonpublic nonsectarian agency, to provide direct physical therapy services and physical therapy evaluative services for assessments for the 2020/2021 School Year be approved, at the rate of \$86.00 per hour, not to exceed \$20,000.00 and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Independent Contractor Agreement with Purchin Consulting Inc., to provide Consultative Services for the Special Education Department for the 2020/2021 School Year ACTION/
(RATIFICATION)

Arrangements have been made with Purchin Consulting Inc., during the 2020/2021 school year, to provide Consultative Services for the Special Education Department.

The contract would cover the period of July 1, 2020 through June 30, 2021. Services will be rendered at a total fee not to exceed Three Thousand Dollars (\$3,000.00), to be **paid for with Medi-Cal Funds**.

It is recommended that the Independent Contractor Agreement with Purchin Consulting Inc. to provide Consultative Services, for the 2020/2021 School Year be approved, for an estimated cost not to exceed \$3,000.00, to be paid for with **Medi-Cal Funds** and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding Between Whittier City Area Cooperative Special Education Program (“WACSEP”) and Lowell Joint School District for the school year 2020/2021 ACTION/
(RATIFICATION)

Whittier City Area Cooperative Special Education Program (“WACSEP”) provides special education programs and services for students with moderate to severe disabilities residing in Lowell Joint School District through an agreement between Whittier City Area Cooperative Special Education Program (“WACSEP”) and Lowell Joint School District. The District seeks placements outside of the District when it does not have an appropriate program and services to address a student’s significant needs.

The purpose of this Memorandum of Understanding is to address the enrollment, funding, costs, billing, and implementation of student Individual Education Plans (IEPs) of special education programs and services for District students with moderate to severe disabilities and/or special needs who are served in the Whittier City Area Cooperative Special Education Program (“WACSEP”).

It is recommended the Memorandum of Understanding between Whittier City Area Cooperative Special Education Program (“WACSEP”) and Lowell Joint School District for the period of July 1, 2020 through June 30, 2021 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding Between
Special Olympics Southern California (SOSC) and
Lowell Joint School District for the period of July 1,
2020 through June 30, 2021.

ACTION/
(RATIFICATION)

Arrangements have been made for Special Olympics Southern California (SOSC) to provide consultation, education, support and assistance for District Students with or without intellectual disabilities focusing on fun activities that are important to mental and physical growth.

There is no cost associated with these services.

It is recommended the Memorandum of Understanding with Special Olympics Southern California (SOSC) and Lowell Joint School District for the period of July 1, 2020 through June 30, 2021 and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a Nonpublic Nonsectarian Agency, to Provide Occupational Therapy Services for a district student placed at WACSEP/Lydia Jackson School for the 2020/2021 School Year ACTION/
(RATIFICATION)

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

Arrangements have been made with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a nonpublic nonsectarian agency, to provide direct occupational therapy services for a District student who is attending at WACSEP/Lydia Jackson School for the 2020/2021 school year. Services are to be provided at the rate of \$86.00 per hour, not to exceed \$5,000.00.

It is recommended that the agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a nonpublic nonsectarian agency, to provide Occupational Therapy Services for a district student placed at WACSEP/Lydia Jackson School for the 2020/2021 school year be approved, at the rate of \$86.00 per hour, not to exceed \$5,000.00 and the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of School

Subject: Approval of Memorandum of Understanding between
Lowell Joint School District and Colorado State
University - Pueblo, effective July 1, 2020 through June
30, 2022.

ACTION

California State University - Pueblo is requesting that Lowell Joint School District enter into a memorandum of understanding, effective July 1, 2020, through June 30, 2025.

Lowell Joint School District Board of Trustees may approve agreements with a college or university approved by the Commission on Teacher Credentialing (CTC) as a teacher education institution (Ed. Code Section 44227), to the mutual benefit of the University and the District to provide educational field experience and placement of Pre-service teachers within the school district at partner schools.

This MOU will be effective July 1, 2020, unless terminated upon mutual consent of both parties, or through June 30, 2025, at no cost to the district.

It is recommended that the Memorandum of Understanding between Lowell Joint School District and California State - Pueblo effective 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
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval to Pay the Orange County School Boards Association Annual Membership for the 2020/21 School Year ACTION

There is a need to approve the Orange County School Boards Association (OCSBA) annual membership dues for the 2020/21 school year in the amount of \$250.00.

OCSBA is an organization of school boards that promotes cooperation among the different school boards, provides an exchange of information on current school issues, and hosts programs, workshops, and seminars for its members.

It is recommended that the invoice for membership dues totaling \$250.00 be paid to the Orange County School Boards Association for the 2020/21 school year be approved, and that the Acting Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Purchase Order Report 2019/20 #12

ACTION/
(RATIFICATION)

In accordance with the law, Purchase Order Report 2019/20 #12 is recommended for approval. The report lists all purchase orders issued May 28, 2020, through June 10, 2020.

AR:md

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B1-1

PURCHASE ORDERS FOR BOARD APPROVAL
June 22, 2020

NO#	VENDOR	DESCRIPTION	AMOUNT
85878	A-1 FENCE COMPANY	JORDAN-FENCE REPAIR	\$ 750.00
85879	TARGET SPECIALTY PRODUCTS	GROUNDS-SMALL LIFELINE/SPECTACLE FOR WEEDS	\$ 209.34
85880	DECKER SCHOOL FIX	MAYBROOK-DOOR STOPS	\$ 175.00
85881	DECKER SCHOOL FIX	MAYBROOK-INDUSTRIAL TRASH BIN	\$ 900.00
85882	TARGET SPECIALTY PRODUCTS	GROUNDS-LARGE LIFELINE/SPECTACLE FOR WEEDS	\$ 600.00
85883	BEARCOM	MEADOW GREEN-MOTOROLA CHARGERS	\$ 1,587.75
85884	RAPTOR TECHNOLOGIES	DISTRICT TECH-ANNUAL RENEWAL	\$ 3,390.00
85885	AERIES	DISTRICT TECH-ANNUAL RENEWAL	\$ 18,000.00
85886	DIVISION OF STATE ARCHITECT	OLITA-DSA CLOSEOUT-POST CONSTRUCTION CERTIFICATION	\$ 806.25
85887	MONOPRICE	IT-VARIOUS TECH CABLES	\$ 318.18
85888	FITNESS FINDERS	OLITA-STUDENT INCENTIVES/CHARMS	\$ 285.09
85889	HOWARD TECHNOLOGY SOLUTIONS	MAYBROOK-65" LCD DISPLAYS	\$ 24,733.70
85890	MONOPRICE	TECH-CABLES	\$ 64.95
85891	APPLE	SPEC ED-EXTERNAL PORTABLE DRIVE	\$ 179.95
85892	MOBYMAX	MG-LICENSE 9/1/20 - 9/1/22	\$ 6,990.00
85893	ST MATH	MG-RENEWAL LICENSE 7/1/20 - 6/30/21	\$ 4,000.00
85894	ST MATH	EP-RENEWAL LICENSE 7/1/20 - 6/30/21	\$ 4,000.00
85895	SO CAL NEWSPAPER GROUP	BUS SERVICES-AD-NOTICE OF PUBLIC HEARING	\$ 848.00
85896	FM THOMAS AIR CONDITIONING	RS-A/C REPAIR-SCHOOL MULTI USE ROOM	\$ 1,508.28
85897	EDLIO	TECH-SUBSCRIPTION RENEWAL	\$ 2,183.56
<i>Respectfully Submitted,</i>			\$ 71,530.05

Jim Coombs

Superintendent of Schools

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Warrant Listing Report 2019/20 #12

ACTION/
(RATIFICATION)

The Warrant Listing Report 2019/20 #12 is recommended for approval. The report lists all warrants issued May 28, 2020, through June 10, 2020.

AR:md

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B2-1

"B" WARRANTS FOR BOARD APPROVAL ON:
June 22, 2020

"B" WARRANT DOCUMENTS : 1764 - 1888, 3117 - 3129

394,122.74

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
1764	NCS PEARSON INC. - SPECIAL ED. SUPPLIES	2,096.69
1822	INTRADO INTERACTIVE - SCHOOL MESSENGER RENEWAL	2,825.09
	EARLY RETIREE REIMBURSEMENTS	
1824	DAWN AANDAHL	525.39
1825	BRENT ALLSMAN	506.24
1826	ELIZABETH KANESHIRO	948.67
1827	SHELLEY MARKER	525.39
1828	PENNY MAYERCHECK	1,189.78
1829	RONALD RANDOLPH	630.56
1830	GAYLE ROGERS	245.78
1831	CLAUDIA SCHALCHLIN	525.39
1832	EMILY WAKEFIELD	525.39
1833	HOLLY WOLFE	525.39
1834	CREDIT UNION OF SO CAL- EMP. VOLUNTARY DEDUCTIONS	2,887.80
1835	SCHOOLS FIRST FED CREDIT UNION- VOL DEDUCTIONS	22,775.00
1836	AMERICAN FIDELITY- EMP. VOLUNTARY DEDUCTIONS	7,024.60
1837	GLASBY MAINTENANCE SUPPLY - SUPPLIES	5,533.41
1838	GREEN'S SECURITY CENTERS -BOND/ SUPPLIES	129.36
1839	HOME DEPOT - CREDIT PURCHASES/ MAINTENANCE	2,219.80
1840	SOUTHERN CALIFORNIA EDISON - MONTHLY UTILITIES	2,740.83
1841	PBK- CONTRACT SERVICES/ MEADOW GREEN	34,725.00
1842	PBK- CONTRACT SERVICES/ MEADOW GREEN	40,512.50
1843	PBK- CONTRACT SERVICES/ RANCHO STARBUCK	53,576.25
1844	PBK- CONTRACT SERVICES/ RANCHO STARBUCK	62,505.63
1845	LESLIE MANGOLD - CONFERENCE REIMBURSEMENT	96.00
1846	MCI A VERIZON CO. - MONTHLY UTILITIES	8.78
1847	ASSOC. OF CA. SCHOOL ADMIN.- EMPLOYEE DEDUCTIONS	323.15
1848	CA. ASSOC. OF SCHOOL PSYCH. - EMPLOYEE DEDUCTIONS	15.50
1849	CALIF. SCHOOL EMPLOYEES ASSOC.- EMPLOYEE DEDUCTIONS	3,215.33
1850	CALIF. TEACHERS ASSOC. - EMPLOYEE DEDUCTIONS	14,764.81
1851	PACIFIC EDUCATORS, INC - EMPLOYEE DEDUCTIONS	77.00
1852	UNITED WAY OF GREATER L.A. - EMPLOYEE DEDUCTIONS	10.00
1853	DELTA DENTAL- CERTIFICATED RETIREE VOL. PLAN	1,753.72
1854	APPLE, INC. - SCHOOL SUPPLY PURCHASES	4,510.53
1855	VERIZON WIRELESS-UTILITIES, MAY 2020	1,821.62
1857	HOLLY BRANDER - SUPPLIES REIMBURSEMENT	322.16
1858	ANDREA DESMOND - SUPPLIES REIMBURSEMENT	25.65
1859	MELINDA KELLOGG - SUPPLIES REIMBURSEMENT	57.37



Budget Adjustment Summary K-12/ROPs/JPAs

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input checked="" type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER EA001	FUND NUMBER 01.0
FISCAL YEAR 2019-20	FUND NAME General Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 06/18/2020	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ (59,117.00)
2. Federal Revenue	8100-8299			13,977.00
3. Other State Revenue	8300-8599			8,381.00
4. Other Local Revenue	8600-8799			72,922.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			31,156.00
8. Total Revenues/Other Financing Sources				\$ 67,319.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ (88,018.00)
2. Classified Personnel Salaries	2000-2999		(45,661.00)
3. Employee Benefits	3000-3999		(30,269.00)
4. Books and Supplies	4000-4999		28,351.00
5. Services and Other Operating Expenditures	5000-5999		(324,436.00)
6. Capital Outlay	6000-6999		5,250.00
7. Tuition	7100-7199		(13,108.00)
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		(4,084.00)
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		30,023.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ (441,952.00)

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ 509,271.00
--	----------------------

NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$
Total Restricted Amounts			0.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		509,271.00
Total Unassigned/Unappropriated Amounts			509,271.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 509,271.00

E. Narrative Explanation for this Revision - Must be Completed

2019-20 Estimated Actuals Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 06/22/2020	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 06/22/2020

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:
Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



Budget Adjustment Summary K-12/ROPs/JPAs

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input checked="" type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER EA002	FUND NUMBER 01.0
FISCAL YEAR 2019-20	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 06/18/2020	NAME OF SCHOOL DISTRICT Lowell Joint School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			31,285.00
3. Other State Revenue	8300-8599			33,215.00
4. Other Local Revenue	8600-8799			(53,862.00)
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			(31,156.00)
8. Total Revenues/Other Financing Sources				\$ (20,518.00)

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 11,426.00
2. Classified Personnel Salaries	2000-2999		23,779.00
3. Employee Benefits	3000-3999		13,530.00
4. Books and Supplies	4000-4999		(54,008.00)
5. Services and Other Operating Expenditures	5000-5999		(75,244.00)
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ (80,517.00)

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ 59,999.00
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$ 59,999.00
Total Restricted Amounts			59,999.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 59,999.00

E. Narrative Explanation for this Revision - Must be Completed

2019-20 Estimated Actuals Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 06/22/2020	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 06/22/2020

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
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Budget Adjustment Summary K-12/ROPs/JPs

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input checked="" type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER EA003	FUND NUMBER 13.0
FISCAL YEAR 2019-20	FUND NAME Cafeteria Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 06/18/2020	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			159,225.00
3. Other State Revenue	8300-8599			15,880.00
4. Other Local Revenue	8600-8799			(88,530.00)
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources				\$ 86,575.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		10,000.00
3. Employee Benefits	3000-3999		24,715.00
4. Books and Supplies	4000-4999		58,530.00
5. Services and Other Operating Expenditures	5000-5999		(8,520.00)
6. Capital Outlay	6000-6999		(257,000.00)
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		4,084.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ (168,191.00)

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ 254,766.00
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$ 254,766.00
Total Restricted Amounts			254,766.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 254,766.00

E. Narrative Explanation for this Revision - Must be Completed

2019-20 Estimated Actuals Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 06/18/2020	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent
		DATE SIGNED 06/22/2020

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:

- Adopted Budget
- First Interim
- Second Interim
- Third Interim
- Unaudited Actuals

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER SI004	FUND NUMBER 14.0
FISCAL YEAR 2019-20	FUND NAME Deferred Maintenance Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 06/18/2020	NAME OF SCHOOL DISTRICT Lowell Joint School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			13,640.00
5. Interfund Transfers In	8900-8929			30,023.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources				\$ 43,663.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		0.00
3. Employee Benefits	3000-3999		500.00
4. Books and Supplies	4000-4999		0.00
5. Services and Other Operating Expenditures	5000-5999		0.00
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ 500.00

C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]	\$	43,163.00
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
	Total Nonspendable Amounts		0.00
2. Restricted Amounts			
Restricted	9740		\$
	Total Restricted Amounts		0.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
	Total Committed Amounts		0.00
4. Assigned Amounts			
Other Assignments	9780		\$ 43,163.00
	Total Assigned Amounts		43,163.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
	Total Unassigned/Unappropriated Amounts		0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 43,163.00

E. Narrative Explanation for this Revision - Must be Completed

2019-20 Estimated Actuals Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 06/22/2020	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 06/22/2020

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:
Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input checked="" type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER EA005	FUND NUMBER 21.0
FISCAL YEAR 2019-20	FUND NAME Building Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 06/18/2020	NAME OF SCHOOL DISTRICT Lowell Joint School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			107,215.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources				\$ 107,215.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		0.00
3. Employee Benefits	3000-3999		0.00
4. Books and Supplies	4000-4999		500.00
5. Services and Other Operating Expenditures	5000-5999		27,400.00
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ 27,900.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ 79,315.00
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$ 79,315.00
Total Restricted Amounts			79,315.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 79,315.00

E. Narrative Explanation for this Revision - Must be Completed

2019-20 Estimated Actuals Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org	
DATE OF BOARD APPROVAL 06/22/2020	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 06/22/2020

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:
Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input checked="" type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER EA006	FUND NUMBER 25.0
FISCAL YEAR 2019-20	FUND NAME Capital Facilities	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 06/18/2020	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			(845.00)
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources				\$ (845.00)

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		0.00
3. Employee Benefits	3000-3999		0.00
4. Books and Supplies	4000-4999		0.00
5. Services and Other Operating Expenditures	5000-5999		101,110.00
6. Capital Outlay	6000-6999		(300,000.00)
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ (198,890.00)

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$	198,045.00
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$
Total Restricted Amounts			0.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$ 198,045.00
Total Assigned Amounts			198,045.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 198,045.00

E. Narrative Explanation for this Revision - Must be Completed

2019-20 Estimated Actuals Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 06/22/2020	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 06/22/2020

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Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input checked="" type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER EA007	FUND NUMBER 40.0
FISCAL YEAR 2019-20	FUND NAME Capital Outlay	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 06/18/2020	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			33,957.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources				\$ 33,957.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		677.00
3. Employee Benefits	3000-3999		45.00
4. Books and Supplies	4000-4999		0.00
5. Services and Other Operating Expenditures	5000-5999		44,750.00
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ 45,472.00

C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]	\$ (11,515.00)
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
	Total Nonspendable Amounts		0.00
2. Restricted Amounts			
Restricted	9740		\$ (11,515.00)
	Total Restricted Amounts		(11,515.00)
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
	Total Committed Amounts		0.00
4. Assigned Amounts			
Other Assignments	9780		\$
	Total Assigned Amounts		0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
	Total Unassigned/Unappropriated Amounts		0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ (11,515.00)

E. Narrative Explanation for this Revision - Must be Completed

2019-20 Estimated Actuals Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 06/22/2020	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 06/22/2020

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:
Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2019/20 #801 Regarding the Education Protection Account for the 2020/21 School Year ACTION/
(RESOLUTION)

The Education Protection Account (EPA) is the vehicle for collecting and distributing funds which are generated by the temporary increases, beginning in 2012-13, to personal income taxes (retroactive to January 1, 2012, and in place for seven years, ending in 2018), and sales tax (effective January 1, 2013, and in place for four years, ending in 2016) authorized by the passage of Proposition 30.

Proposition 30 requires that Districts' governing boards determine the use of EPA funds in an open session of a public meeting. These funds cannot be used for salaries or benefits for administrators, or any other administrative costs.

Districts must also annually report on their web site an accounting of the amount of EPA funds received, and how those funds were spent.

It is recommended that the Board approve Resolution 2019/20 No. 801 Regarding the Education Protection Account for the 2020/21 School Year, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

Attachments

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2019/20 NO. 801

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
REGARDING THE EDUCATION PROTECTION ACCOUNT
FOR THE 2019/20 SCHOOL YEAR**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Lowell Joint School District:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the Lowell Joint School District;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Lowell Joint School District has determined to spend the monies received from the Education Protection Act as attached.

APPROVED AND ADOPTED this 22nd day of June 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 22nd day of June 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 22nd day of June 2020, and passed by a unanimous vote of those present.

Jim Coombs,
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with West Coast Protection, ACTION
LLC, dba: Interquest Detection Canines, to Provide
Contraband Inspection Services

The contract provided by West Coast Protection, LLC, dba: Interquest Detection Canines is for canine detection services at Rancho-Starbuck Intermediate School for substance awareness and detection services for the 2020-2021 school year.

It is recommended that the contract with West Coast Protection, LLC, dba: Interquest Detection Canines, to Provide Contraband Inspection Services for the 2020-2021 school year be approved, and the Superintendent or designee be authorized to execute the necessary documents.

AR/md

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B5-1

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Award of Contract, Howard Technology, Procurement of LG Digital Televisions, Maybrook Elementary (Bond Fund) ACTION/
RATIFICATION

Background:

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure “LL”. A part of Measure “LL” included the replacement of aging existing portable classrooms. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Discussion/Issues:

In accordance with Measure “LL”, the District has installed new portable classrooms and rest room facilities at Maybrook Elementary, which will be used to house faculty and students of Lowell Joint Schools during the execution of modernization projects at various campuses’ over the next 4-5 years. The revitalized Maybrook campus currently does not have projectors or televisions installed in the classrooms.

In order to maintain the technological standards the District currently enjoys, it is necessary to purchase 28 LG Digital signage display 65 inch LCD, 3840 C 1080 LED televisions for installation at Maybrook. Installation of wall mounts and the televisions will be done by others.

Fiscal Impact

Measure LL, \$24,733.70, Measure LL (21.0 Bond Fund)

Recommendation:

It is recommended that the Board of Trustees ratify the Award of Contract, Howard Technology, for procurement of 28 LG Digital Televisions, Maybrook Elementary School, effective April 20, 2020, through April 20, 2021, not to exceed \$24,733.70 (21.0-00000.0.00000-85000-6410-000015), Bond Fund, 21.0

AR/cw

Attachments

Superintendent’s Comment:

APPROVAL RECOMMENDED.



Fund 21
Cathy Sor-budger

Phone 1,888,912,3151
Fax 1,601,399,5077
Online www.howardcomputers.com

HOWARD
TECHNOLOGY SOLUTIONS

Howard Computers
P.O. Box 1588
Laurel, MS 39441

Online Quotation

Quote No:	KJ2 1014321,00	Quote Date:	April 20, 2020
Customer Name:	Alan Mao	Phone Number:	5629430211
Company Name:	Lowell Joint School District	Fax Number:	
Quote Name:	LG 65 Inch Display		

210-0000-0-0110-8500-6410-000015

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	LG Digital Signage Display 65 inch LCD - 3840 x 1080 - LED - 400 Nit - 2160p - HDMI - USB - SerialEthernet - Black - TAA Compliant	28	\$795.00	\$22,260.00
Enviro Fee:	Environment fee for Monitors	28	\$5.00	\$140.00

Sub-Total: \$22,260.00

Parts & Accessories Shipping: \$200.00

Taxes: \$ 2,133.70

Enviromental Fee: \$140.00

Total for Item 1: \$24,733.70

This quote will expire May 20, 2020.

To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total:	\$22,260.00
Parts & Accessories Shipping:	\$200.00
Taxes:	\$ 2,133.70
Enviromental Fee:	\$140.00
Total:	\$24,733.70

Notes:

Free dock-to-dock shipping. If lift gate and inside delivery are needed, please add \$180.00

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

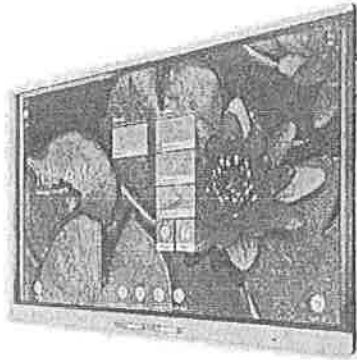
Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

TECH TOUR SPECIALS

Promo Code: "Tech Tour F19"

Pricing Valid Through December 31, 2019



SMART

SBID-MX265-V2 - \$2,679.00
 SBID-MX275-V2 - \$3,599.00
 SBID-MX286-V2 - \$5,269.00

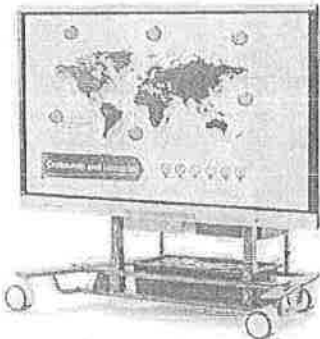


LG

75UT640SOUA - \$1,600.00
 65UT640SOUA - \$810.00
 55UT640SOUA - \$670.00



FrontRow
 1000-00078
 \$1,150.00



Copernicus
 FPE100
 \$711.90



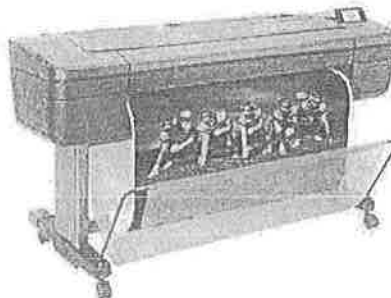
Copernicus
 FTT700
 \$156.00



Copernicus
 RS200
 \$302.50



Digital Signage
 Interactive Trophy/Yearbook Case
 \$3,199.00



Large Format
 Varsity Poster Printer Package
 \$3,295.00



ByteSpeed

- Purchase Esports Solution & receive a FREE customized logo + LED light kit
- Purchase VR Solution & receive a FREE license of Tilt Brush by Google.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Amended Agreement with Administrative Services Cooperative, Inc. for Student Transportation Services for the 2020/21 School Year ACTION

The Board of Trustees approved a four-year agreement with Administrative Services Cooperative, Inc. for Student Transportation Services. The term of this agreement was for one year, with the mutually agreed option to renew annually for up to four additional years. There is no increase in cost for the 2020/21 school year.

It is recommended that the Amended Agreement with Administrative Services Cooperative, Inc. for Student Transportation Services for the 2020/21 School Year be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report
2019/2020 #12 Which Includes Hiring,
Resignations, Contract Adjustments, and
Retirements for Certificated, Classified, and
Confidential Employees

ACTION/
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2019/2020 #12, 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 2019/2020 #12, 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 2019/2020 #12

June 22, 2020

I. CERTIFICATED EMPLOYEES

A. STIPENDS

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>CLASS/COL/STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Brander, Holly	07/01/20	06/30/21	DO	To be paid a total of \$7,500.00 for an additional 20 work days. To be paid split between CARES funding (3750 – June 2020) and Title II (3750 – July 2021).
Malm, Amanda	07/01/20	06/30/21	DO	To be paid a total of \$7,500.00 for an additional 20 work days. To be paid split between CARES funding (3750 – June 2020) and Title II (3750 – July 2021).
Champion, Becky	07/01/20	06/30/21	DO	To be paid a total of \$7,500.00 for an additional 20 work days. To be paid split between CARES funding (3750 – June 2020) and Title II (3750 – July 2021).
Champion, Becky	06/01/2020	06/30/2020	DO	Stipend not to exceed \$3,500 for Professional Development and Planning for Distance Learning. To be paid from Title II.
Daniel, Kari	05/01/2020	06/30/2020	EP	To be paid a total of \$150.00 for being a Master Teacher to Biola University (January 13 – March 6). To be paid from Biola University.
Daniel, Kari	05/01/2020	06/30/2020	EP	To be paid a total of \$150.00 for being a Master Teacher to Biola University (March - May). To be paid from Biola University.

B. RETIREMENT

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>SITE</u>	<u>COMMENT</u>
Davis, Eloisa Stephenson, Rebecca	05/29/2020		MG	Retirement Correction of EER 2019-20 #11
	05/29/2020		EP	Retirement Option 1 Correction of EER 2019-20 #11

*It is further recommended that these individuals be approved for substitute teaching at the rate of \$131.00 per day and/or \$35.00 an hour rate (not to exceed six hours) as applicable and to include: Professional Development, Saturday School, Site Support Duties and Intervention

**It is further recommended that the individuals listed in Certificated Salaries for 2019/20 is 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 individuals listed in Certificated Salaries for 2019/20 serve 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.

II. CLASSIFIED EMPLOYEES June 22, 2020

B. 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>
Armijo, Jessica	08/07/20		R21/S4	RS	Day Custodian/Step Increase
Carrera, Abel	08/09/20		R18/S4	RS	Night Custodian/Step Increase
Evanoff, Mary Jo	09/13/20		M12/6 +2.5%	DO	Executive Assistant to the Superintendent/Longevity Increase
Lord, Dixie	08/07/20		R23/S5	RS	Office Manager/Step Increase
Russell, Lisa	08/05/20		R23/S2	MG	Office Manager/Step Increase Facilities and Operations Secretary-
Soto, Denise	06/03/20		R26/S8	MNT	Technician/Performance Recognition Increase

C. 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>
Allan, Pauline	08/24/20		R20/S8 +2.5%	OL	Library Media Technician/Longevity Increase
Aragon, Yvonne	11/19/20		R14/S5 +2.5%	RS	Special Education Support Aide/Longevity Increase
Barber, Stephanie	08/01/20		R17/S3	DO	Receptionist/Office Assistant/Step Increase
Borgerding, Michaela	08/10/20	05/28/21	\$1,200/mo	DO	Psychologist Intern/Temporary Assignment
Burnett, Everett	08/10/20	05/28/21	\$1,200/mo	DO	Counselor Intern/Temporary Assignment
Clark, Diane	10/24/20		R20/S8 +5%	EP	Library Media Technician/Longevity Increase
Danzer, Jenna	08/10/20	05/28/21	\$1,200/mo	DO	Psychologist Intern/Temporary Assignment
Eckland, Mariah	08/10/20	05/28/21	\$1,200/mo	DO	Counselor Intern/Temporary Assignment

Lickfelt, Rebecca	08/09/20		R15/S5	MG	Instructional Assistant/Step Increase
Lupercio, Melissa	08/10/20	12/28/20	\$600/mo	DO	Counselor Intern/Temporary Assignment
Preciado, Rosana	08/08/20		R15/S2	MG	Instructional Assistant/Step Increase
Ratzon, Erica	08/10/20	05/28/21	\$1,200/mo	DO	Psychologist Intern/Temporary Assignment
Robles, Jolean	08/10/20	05/28/21	\$1,200/mo	DO	Psychologist Intern/Temporary Assignment
Rohm, Raquel	08/10/20	05/28/21	\$1,200/mo	DO	Psychologist Intern/Temporary Assignment
Sanchez, Marcela	03/23/20		R17/S6 +2.5%	DO	Bilingual Clerk Typist/Longevity Increase
Zapata, Joseph	08/10/20	05/28/21	\$1,200/mo	DO	Psychologist Intern/Temporary Assignment

D. 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	05/01/21		R7/S4	EP	Cafeteria Worker/Step Increase
Castro, Nathan	01/07/21		R7/S3	JO	Cafeteria Worker/Step Increase
Costello, Jennifer	08/17/20		R7/S5	MG	Cafeteria Worker/Step Increase
Ebel, Sarah	10/01/20		R7/S4	EP	Cafeteria Worker/Step Increase
Garcia-Pompa, Nancy	10/28/20		R7/S4	RS	Cafeteria Worker/Step Increase
Goodenow, Arlene	05/01/21		R7/S4	MA	Cafeteria Worker/Step Increase
Lawson, Jennifer	11/01/20		R7/S2	OL	Cafeteria Worker/Step Increase
Talley Ludd, Angela	09/02/20		R14/S5	MG	Satellite Cafeteria Worker/Step Increase
Martinez, Veronica	08/12/20		R18/S5	RS	Cafeteria Manager/Step Increase

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Extension of Nutrition Services Paper, Plastic and Film Products Agreement with P&R Paper through the San Gabriel Valley Cooperative (RFP 18-19-106) for the 2020/21 School Year ACTION

In order to obtain the best pricing for the District, it is recommended that the District accept RFP 18-19-106 with P&R Paper Supply Company for the 2020-21 school year. Lowell Joint School District is part of the San Gabriel Valley Purchasing Cooperative and Covina Valley Unified School District was the lead district for the Nutrition Services paper, plastic, and film products. Covina Valley Unified School District's Board of Education approved the RFP on May 21, 2019. Pursuant to Title 7, *CFR*, Parts 3016.36, School Food Authorities (SFAs) may utilize provisions to conduct procurements in a competitive manner. Education Code Section 39644 authorizes school districts to renew competitive bids for supplies for two (2) additional years beyond the base issue and to renew competitive bids for service and equipment for four (4) additional years beyond the base year. The bid is effective July 1, 2020 through June 30, 2021.

It is recommended that the RFP agreement with P&R Paper Supply Company for Nutrition Services paper, plastic, and film products for the 2020/21 school year be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

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

ACTION

It is necessary to contract with a Division of State Architect (DSA) approved inspector of record for the El Portal Elementary roofing and fire alarm 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 El Portal Elementary Re-Roofing and Fire Alarm project be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.



Kurt Hauffe
714 925 7878
kurt@hauffecompany.com
2713 Lowell Lane
Santa Ana, California 92706
CSLB Number
612305, A, B, C10, C16, C20, C36, C54
DSA Class 1 #5468

June 4, 2020,

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

Proposal for El Portal Elementary School, FA Inspection Services.

Dear Ms. Reynolds,

Thank you for the opportunity to submit a proposal for Inspection Services for the El Portal Elementary School located at 200 N. Nada La Habra, CA 90631

Inspection Services provided by Hauffe Company Inc. Start date this month of June for projected 12.5 weeks, 4 hours per day for a total of 500 hours at \$84 per hour for a total cost of \$42,000.

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

Best Regards,



Kurt Hauffe
President Hauffe Company Inc.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Extension of Baked Goods Piggyback Agreement with Galasso's Baker through the San Gabriel Valley Cooperative (RFP #201920-1) for the 2020/21 School Year ACTION

In order to obtain the best rates for items for the District, it is recommended that the District contract for services using the piggyback San Gabriel Valley Food Services Co-Op RFP RFP #201920-1 for baked goods for the 2020/21 school year. This contract allows for cooperative "piggyback" use as specified in the Education Code Sections 20118 and 20652. These sections give other districts, public agencies, and community colleges the opportunity to obtain bid prices without having to bid for their agency. Pursuant to Title 7, *CFR*, Parts 3016.36, school food authorities (SFAs) may utilize provisions to conduct procurements in a competitive manner. Education Code Section 39644 authorizes school districts to renew competitive bids for supplies for two (2) additional years beyond the base issue and to renew competitive bids for service and equipment for four (4) additional years beyond the base year. The bid is effective July 1, 2020 through June 30, 2021.

It is recommended that the Baked Goods Piggyback Agreement with Galasso's Bakery for the 2020/21 school year be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Extension of RFP FS001:18-19 with Continental Sales Company for Fresh and Processed Produce through the San Gabriel Valley Cooperative for the 2020/21 School Year ACTION

In order to obtain the best pricing for the District, it is recommended that the District approve rollover agreement RFP FS001:18-19 with Continental Sales Company (Valley Fruit and Produce) for fresh and processed produce for the 2020/21 school year. Lowell Joint School District is a member of the San Gabriel Valley Purchasing Cooperative and Duarte Unified School District was the lead agency for the Fresh and Processed Produce Request for Proposals (RFP). Pursuant to Title 7, *CFR*, Parts 3016.36, School Food Authorities (SFAs) may utilize provisions to conduct procurements in a competitive manner. Education Code Section 39644 authorizes school districts to renew competitive bids for supplies for two (2) additional years beyond the base issue and to renew competitive bids for service and equipment for four (4) additional years beyond the base year. The bid is effective July 1, 2020 through June 30, 2021.

It is recommended that the agreement with Continental Sales Company for fresh and processed produce for the 2020/21 school year be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Extension of RFP #01:1819 Agreement with Driftwood Dairy for Milk and Dairy Products for the 2020/21 School Year ACTION

In order to obtain the best rates for items for the District, it is recommended that the District approve the extension of agreement RFP#01:1819 with Driftwood Dairy for milk and dairy products for the 2020/21 school year. Lowell Joint School District is a member of the San Gabriel Valley Purchasing Cooperative and West Covina Unified School District was the lead agency for the Milk and Dairy Request for Proposals (RFP). Pursuant to Title 7, *CFR*, Parts 3016.36, School Food Authorities (SFAs) may utilize provisions to conduct procurements in a competitive manner. Education Code Section 39644 authorizes school districts to renew competitive bids for supplies for two additional years beyond the base issue and to renew competitive bids for service and equipment for four additional years beyond the base year. The Driftwood Dairy bid is effective July 1, 2020 to June 30, 2021. Purchasing milk and dairy items through the use of a RFP will allow the Nutrition Services Department to provide quality products at competitive prices.

It is recommended that the agreement with Driftwood Dairy milk and dairy products for the 2020/21 school year be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Negative Student Nutrition Services Balances ACTION
 be Paid by General Fund

Title 2, Code of Regulations, Part 225, Appendix B # 5, states, "*Bad debts, including losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs, are unallowable.*" Therefore, negative student balances cannot be absorbed by the cafeteria fund.

It is recommended that the Board of Trustees approve payment of Negative Student Nutrition Services Balances to be Paid by the General Fund, not to exceed \$4,000, and that the Superintendent or designee be authorized to execute the necessary documents and transactions.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Extension of RFP #1218-18/19 Agreement with Gold Star Foods for Frozen and Refrigerated Food through the San Gabriel Valley Cooperative for the 2020/21 School Year ACTION

In order to obtain the best rates for items for the District, it is recommended that the District contract for services using the piggyback San Gabriel Valley Food Services Co-Op RFP #1218-18/19 for frozen and refrigerated foods and fresh and processed produce for the 2020/21 school year. This contract allows for cooperative “piggyback” use as specified in the Education Code Sections 20118 and 20652. These sections give other districts, public agencies, and community colleges the opportunity to obtain bid prices without having to bid for their agency. Pursuant to Title 7, *CFR*, Parts 3016.36, school food authorities (SFAs) may utilize provisions to conduct procurements in a competitive manner. Education Code Section 39644 authorizes school districts to renew competitive bids for supplies for two (2) additional years beyond the base issue and to renew competitive bids for service and equipment for four (4) additional years beyond the base year. The bid is effective July 1, 2020 through June 30, 2021.

It is recommended that the Frozen and Refrigerated Food Piggyback Agreement with Gold Star Foods for the 2020/21 school year be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
June 22, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Administrative Change Order No. 1
with Saldana Landscape for the Maybrook
Interim Housing Project

ACTION

Background

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure LL.

Current Considerations

On October 7, 2019, the Board of Trustees ratified a construction contract to Saldana Landscape, Maybrook Interim Housing Project. Included in that bid award was an allowance amount of \$15,000.

During the Maybrook Bidding process during July and August 2019, the Bid Package (BP #2) for Landscape was awarded to Saldana Landscape for \$102,731 as the lowest responsive and responsible bidder. The next lowest bidder was Premier West with a bid of \$142,000. In a recent review of the bid documents, it was discovered that Saldana had acknowledged an allowance of \$15,000. The \$15,000 allowance was never incorporated into Saldana's schedule of values. This action is to administratively acknowledge the error and that Saldana never had the \$15,000 incorporated into their bid. This Change Order is administrative in nature only and has no fiscal impact on the contract, purchase order or General Obligation Bond. We are acknowledging this error for audit and transparency compliance purposes.

Financial Implications

Financial Impact: None

It is recommended that the Board of Trustees approve No Cost Administrative Change Order No. 1 with Saldana Landscape for Maybrook Elementary School and that the Superintendent or designee be authorized to execute the necessary documents.

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

