

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

REGULAR MEETING OF THE BOARD OF TRUSTEES  
August 10, 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

3. Pupil Personnel Matters/Advice from Legal Counsel- Existing and Anticipated Litigation (Disclosure of Case Name Would Jeopardize Potential Settlement Negotiations)/Real Property/Liability Claims/Negotiations/ Public Employee Appointments- Discipline-Dismissal- Release (Government Code Section 54957)/ Employer/Employee Relations

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](mailto:helpdesk@ljsd.org).

II. Preliminary Procedural – Board President

- A. Salute to the Flag
- B. Reporting Out Action (if any) Taken in Closed Session
- C. Introductions and Welcome of Guests
- D. Comments from the Public

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

INFORMATION

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| E.   | Acknowledgement of Correspondence to the Board   | INFORMATION                                |
| F.   | Approval of Agenda   | ACTION                                     |
| G.   | Approval of Minutes from the June 22, 2020, Regular Board Meetings   | ACTION                                     |
| III. | Topics Not on the Agenda   |  |
| IV.  | Reports  | INFORMATION                                |
| A.   | Timely Information from Board and Superintendent –<br>Board President  |  |
| V.   | General – Jim Coombs   |  |
| A.   | Approval to Amend the Schedule of Regular Meetings of the Board<br>of Trustees of the Lowell Joint School District, 2020 Organizational<br>Year, Adding September 28, 2020, as a Regular Board Meeting   | ACTION                                     |
| VI.  | Business Services – Andrea Reynolds  |  |
| A.   | 2020/21 Budget Update  | INFORMATION                                |
| B.   | Public Hearing and Adoption of Resolution 2020/21 No. 802<br>Authorizing Inter-fund Cash Transfers for the 2020/21 and 2021/22<br>Fiscal Years   | PUBLIC HEARING/<br>ACTION/<br>(RESOLUTION) |
| C.   | Approval of Revised Scope Amendment to Provide<br>Architectural/Engineering Services for Olita Elementary School with<br>PBK Architects for Anticipated Maintenance/ Modernization Project   | ACTION/<br>(RATIFICATION)                  |
| D.   | Approval of Revised Scope Amendment to Provide<br>Architectural/Engineering Services for Jordan Elementary School<br>with Ghataode Bannon Architects (GBA) for Anticipated<br>Maintenance/ Modernization Projects  | ACTION/<br>(RATIFICATION)                  |
| E.   | Approval of Board of Trustees Take Official Action to Either<br>Reaffirm Their Approval of the April 6 Developer Fee Increases, or<br>Direct Staff to Work With Legal Counsel to Rescind These Fee<br>Increases to be Brought Back to a Future Board Meeting | ACTION                                     |
| VII. | Human Resources – Jim Coombs   |  |
|      | No Items Except on the Consent Calendar  |  |

VIII. Educational Services – Sheri McDonald

- A. Approval of the 2020/21 Consolidated Application ACTION

IX. Facilities/Operations – David Bennett

- A. Approval of Professional Services Agreement, RMA Group, Geological Investigation and Reporting, Jordan Elementary School ACTION

- B. Approval of Professional Services Agreement, Adkan Engineers, Topographical Survey, Modernization Project, Macy Elementary School ACTION

- C. Approval of Professional Services Agreement, Sub-Surfacing Imaging Services, Util-Locate, Modernization Project, Macy Elementary School ACTION

- D. Ratification of Professional Services Agreement, CF Environmental, Hazardous Materials Survey, Testing, El Portal Elementary School ACTION/  
(RATIFICATION)

- E. Ratification of Professional Services Agreement, Koury Engineering & Testing, Materials Testing, Soil Compaction, Maybrook Interim Housing Project ACTION/  
(RATIFICATION)

- F. Approval of Amended Professional Services Agreement, Ghataode Bannon Architects (GBA), Districtwide Master Plan ACTION/  
(RATIFICATION)

- G. Ratification of Award of Contract, Saldana Landscape for Additional Areas at the Maybrook Interim Housing Project ACTION/  
(RATIFICATION)

- H. Ratification of Award of Contract, Intercom Clock and Signal Service (ICS) for Technology Infrastructure in Existing Buildings at the Maybrook Interim Housing Project ACTION/  
(RATIFICATION)

- I. Approval of Piggyback Contract with Glasby Maintenance Supply, for Custodial Supplies (Placentia Yorba Linda Unified School District Bid #218-09) ACTION

- J. Approval of Piggyback Contract with Silver Creek Industries, Inc. for the Purchase and Installation of Division of State Architect (DSA) Approved Portable Buildings (CEPU, #N15-2017/18) ACTION

X. Consent Calendar



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

A. General – Jim Coombs

1. Approval to Pay the Whittier Area Chamber of Commerce Annual Membership for the 2020/21 School Year ACTION/  
(RATIFICATION)
2. Acceptance of Donations ACTION/  
(RATIFICATION)
3. Approval of Supervised Internship Agreement with California State University of Long Beach, Effective July 1, 2020 ACTION
4. Approval of Student Teaching Agreement with San Diego State University, Effective August 1, 2020, through June 30, 2025. ACTION/  
(RATIFICATION)
5. Ratification of 2020/21 Lowell Joint School District Reopening Continuum ACTION/  
(RATIFICATION)
6. Approval of the 2020/21 Lowell Joint Distance Learning Plan Guide ACTION/  
(RATIFICATION)
7. Approval of Consultant Agreement with Debra Lees to provide support for the Lowell Sustainable Science Literacy Garden at the Maybrook Campus during 2020-2021 School Year. ACTION

B. Business Services – Andrea Reynolds

1. Purchase Order Report 2020/21 #1 ACTION/  
(RATIFICATION)
2. Warrant Listing Report 2019/20 #12 ACTION/  
(RATIFICATION)
3. Approval of Professional Services Agreement, Hauffe Company Inc., (HCI) for Program Management Services, District Wide (Capital Outlay Projects Fund) ACTION

4. Approval of Agreement with Colleen R. Patterson, for Specialized Consulting Services ACTION

C. Human Resources – Jim Coombs

1. Employer-Employee Relations/Personnel Report 2020/21#1 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees ACTION/  
(RATIFICATION)

D. Educational Services – Sheri McDonald

1. Approval of Agreement with Franchise Consulting/Derek Francis to Provide Professional Development during 2020-2021 School Year ACTION/  
(RATIFICATION)

E. Facilities and Operations – David Bennett

1. Acceptance of Notice of Completion, Saldana Landscape, Maybrook Interim Housing Project ACTION
2. Acceptance of Notice of Completion, Intercom Clock and Signal Service, (ICS) Maybrook Interim Housing Project ACTION
3. Acceptance of Notice of Completion, Core Contracting, Maybrook Interim Housing Project ACTION
4. Acceptance of Notice of Completion, Moreno Valley Construction (MVC), Maybrook Interim Housing Project ACTION
5. Acceptance of Notice of Completion, Fairchild Plumbing and Mechanical, Maybrook Interim Housing Project ACTION
6. Acceptance of Notice of Completion, Construction Electric, 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 September 14, 2020.

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

MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
June 22, 2020

- Call to Order President Schambeck called the meeting to order at 6:32 p.m. using video conference via zoom meeting ID #817 0023 8542 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 6:35 p.m.
- Call to Order President Schambeck called the meeting to order at 7:30 p.m. via video conference zoom meeting ID # 817 0023 8542 for the Regular Board Meeting of the Board of Trustees, in compliance with Government Code 54953. Mr. Schambeck recognized that this is the 75-year anniversary of the allied forces victory battle of the Island of Okinawa.
- The flag salute was led by Andrea Reynolds, Assistant Superintendent of Business Services
- Trustees Present: Fred W. Schambeck, William A. Hinz, Melissa A. Salinas, Anastasia M. Shackelford, Karen L. Shaw
- Trustees Absent: None
- Staff Present: Andrea Reynolds, Assistant Superintendent of Administrative Services; Sheri McDonald, Assistant Superintendent of Educational Services; and David Bennett, Assistant Superintendent of Facilities and Operations
- Staff Absent: Jim Coombs, Superintendent of Schools
- Reporting Out Action (if any) Taken in Closed Session None.
- Introduction / Welcome President Schambeck welcomed guests, staff members present, LJEAs President Allison Fonti, guests, and CSEA President, Darleene Pullen.
- Acknowledgement of Correspondence Mrs. Shackelford reported that she had received an email from a parent, Mrs. Lee, and her recommendations for distance learning. Mrs. Lee wanted clarification on what the board had approved and wanting more flexibility in the plan. Mrs. Shackelford expressed to her that whatever distance learning

program is set in place that it would be balanced and appropriate for our families.

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| 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 vote, (5-0) to approve the minutes from the June 8, 2020, Regular Board Meeting.   |
| Topics Not on the Agenda   | <p>Mr. Hinz referred to the April board meeting where the Board of Trustees had passed a resolution for a raise in the developer fees. He would like to have further insight on this and have clarification of reaffirming this at a future board meeting.</p> <p>Mrs. Shackelford clarified that the Board of Trustees would like the Superintendent to place an item on the next agenda that reaffirms the vote that was taken in April.</p>   |
| Timely Information from the Board and Superintendent   | Mr. Schambeck announced the students from Rancho Starbuck that had completed their CoFA projects: Ileina Hatari- Music, Leila Fenton Strauss - The Good Game, Ria Rakesh - Java Tutorials, Genesis Romero- Culture is Key, Angelina Alvarez- Orphan Awareness, Janelle Fernandez - Rancho Alma Mater, Nicholas Equihua - Middle School Survivor Kit, Hannah Green - Homeless shelter donation, Mia Tierney - Veteran Mental Health awareness, Avery Hung - Addressing Gender Discrimination, Abanoub Bishay - Our National Debt. |
| Recognition of the Rancho Starbuck Intermediate School Conservatory of Fine Arts Academy winners and the Chapman University Holocaust Video Contest winner | <p>Mr. Schambeck also announced the 8<sup>th</sup> grade winner of the Chapman Holocaust Video Contest was Joaquin Domingo with his entry entitled "To Be Human"</p> <p>President Schambeck thanked them for their hard work and all students were sent a letter of appreciation along with a certificate of accomplishment from the Board of Trustees.</p>  |
| Adoption of Personnel – Lactation Accommodation BP 4033  | It was moved, seconded, and carried by unanimous roll vote (5– 0) to adopt Board Policy Personnel – Lactation Accommodation BP 4033, as attached, and authorized the Superintendent or designee to execute the documents.  |
| Submission of Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter April 1 – June 30, 2020                                      | It was moved, seconded, and carried by unanimous roll vote (5– 0) to submit the William Litigation Settlement – Quarterly Uniform Complaint Report for Quarter April 1 – June 30, 2020, with zero complaints, and authorized the Superintendent or designee to execute the documents.  |
| Public Hearing: Adoption of Proposed Adopted 2020/21 Budget  | <p>Public hearing was opened at 7:48 and closed at 7:49 with no comments from the public.</p> <p>It was moved, seconded, and carried by unanimous roll vote (5– 0) to adopt the</p>  |

Proposed 2020/21 Budget, and authorized the Superintendent or designee to execute the documents

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

It was moved, seconded, and carried by unanimous roll vote (5 – 0) to adopt Resolution No, 799 for Fiscal Solvency Related to the Proposed 2020/21 Budget, as attached, and authorized the Superintendent or designee to execute the documents.

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

It was moved, seconded, and carried by unanimous roll vote (5 – 0), to adopt Resolution 2019/20 No. 800 Declaring All Management and Confidential Unrepresented Employee Salaries Indefinite for the 2020/21 School Year, as attached, and authorized the Superintendent or designee to execute the necessary documents.

Approval of the Covid-19 Operations Written Report in lieu of the Annual Review for the Local Control Accountability Plan (LCAP)

Dr. McDonald shared that the LCAP plan has been waived at this time due to COVID-19 and that the state will be submitting a template for the plan by the end of the summer. School districts will then submit a one year LCAP plan by December 15 along with the budget. In Lieu of the LCAP plan the districts have been asked to submit operations report for Board approval based on the school closures and the needs of our students. This ranges from nutrition services to providing distance learning to all families.

It was moved, seconded, and carried by unanimous roll vote (5 – 0) to the Covid-19 Operations Written Report in lieu of the Annual Review for the Local Control Accountability Plan (LCAP), as attached, and authorized the Superintendent or designee to execute the necessary documents.

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

It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the 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, and authorized the Superintendent or designee to execute the necessary documents.

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

It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the Notice of Completion, Elite Modular Leasing & Sales, Purchase of Division of State Architect (DSA) Portable Restroom Buildings for the Maybrook Interim Housing Project, and authorized the Superintendent or designee to execute the necessary documents

- Approval of Professional Services Agreement, Sub-Surfacing Imaging Services, Util-Locate, Modernization Project, Jordan Elementary School
- It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the Professional Services Agreement, Sub-Surfacing Imaging Services, Util-Locate, Modernization Project, Jordan Elementary School, and authorized the Superintendent or designee to execute the necessary documents
- Approval of Professional Services Agreement for Surveying and Mapping Services with Salazar Surveying, Inc. at Jordan Elementary School
- It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the Professional Services Agreement for Surveying and Mapping Services with Salazar Surveying, Inc. at Jordan Elementary School, and authorized the Superintendent or designee to execute the necessary documents
- Approval of Deductive Change Order No. 1 from Construction Electric for the Maybrook Interim Housing Project
- It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the Deductive Change Order No. 1 from Construction Electric for the Maybrook Interim Housing Project, and authorized the Superintendent or designee to execute the necessary documents
- Approval of Change Order No. 3 from Core Contracting, Inc., Maybrook Interim Housing Project
- It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the Change Order No. 3 from Core Contracting, Inc., Maybrook Interim Housing Project, and authorized the Superintendent or designee to execute the necessary documents
- Approval of Deductive Change Order No. 1 from Fairchild Plumbing and Mechanical for the Maybrook Interim Housing Project
- It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the Deductive Change Order No. 1 from Fairchild Plumbing and Mechanical for the Maybrook Interim Housing Project, and authorized the Superintendent or designee to execute the necessary documents
- Acceptance of Notice of Completion for Intercom Clock and Signal (ICS) for Installation of Bell System and Speakers at the Maybrook Interim Housing Project
- It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the Notice of Completion for Intercom Clock and Signal (ICS) for Installation of Bell System and Speakers at the Maybrook Interim Housing Project, and authorized the Superintendent or designee to execute the necessary documents
- Approval of Deductive Change Order No. 1 from Moreno Valley Construction (MVC) for the Maybrook Interim Housing Project
- It was moved, seconded, and carried by unanimous roll vote (5– 0) to approve the Deductive Change Order No. 1 from Moreno Valley Construction (MVC) for the Maybrook Interim Housing Project, and authorized the Superintendent or designee to execute the necessary documents

Consent Calendar	It was moved, seconded, and carried by unanimous roll vote, (5 – 0), to approve/ratify the following items, under a consent procedure.
Approval of Agreement with Atkinson, Andelson, Loya, Ruud & Romo for Legal Services	Approved the Agreement with Atkinson, Andelson, Loya, Ruud & Romo for Legal Services, the rates for the 2020-2021 year have increased above the previous agreement and are now \$305 per hour for Senior Partners, \$290 per hour for Partners/Senior Counsel, \$275 per hour for Senior Associates, \$265 per hour for Associates, \$250 per hour for Electronic Technology Litigation Specialist, \$200 per hour for non-legal consultants, and \$175 per hour for Senior Paralegals/Law Clerks, and \$170 per hour for Paralegals and Legal Assistants for the 2020-2021 school year, and that the Superintendent or designee be authorized to execute the necessary documents.
Acceptance of Donations	Ratified the acceptance of donations as listed: Sandy Jan, 600 hundred face masks, and requested a letter of appreciation be written to the donors.
Approval of Lowell Joint School District Technology Department Contract with Incident IQ	Approved the contract with Incident IQ, effective July 1, 2020 through June 30, 2024, and that the Superintendent be authorized to execute the necessary documents.
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.	Approved 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, 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.
Approval of Lowell Joint School District Technology Department Contract with Tynker	Approved the contract with Tynker, effective July 1, 2020 through June 30, 2021, for \$17,010 paid out of the 2020/21 budget, and that the Superintendent be authorized to execute the necessary documents.
Approval of Independent Contractor Agreement with D & D Consultants, to provide Training for the Speech/Language Pathologists, for the 2020-2021 School Year	Approved 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
Approval of Agreement with <i>Albert J. Melaragno MD</i> , to provide signed	Approved the agreement with <i>Albert J. Melaragno MD</i> , to provide signed authorizations for students who receive Occupational Therapy, Physical Therapy and Speech and Language services for the 2020/2021 school year, at

authorizations for students who receive occupational therapy, physical therapy, and speech and language services for the 2020/2021 school year.

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.

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

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

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

Approved 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, 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.

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

Approved 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.

Approval of Memorandum of Understanding Between East Whittier City School District and Lowell Joint School District for the school year 2020/2021.

Approved the Memorandum of Understanding between East Whittier City School District 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 necessary documents.

Approval of Memorandum of Understanding (MOU) Between Lowell Joint School District and *Biola University, Inc.* for the 2020/2021 School Year

Approved the Memorandum of Understanding (MOU) Between Lowell Joint School District and *Biola University, Inc.* for the 2020/2021 School Year, effective July 1, 2020 through June 30, 2021 at no cost to the district, and authorized the Superintendent or designee to execute the necessary documents.



June 22, 2020

Page 676

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.

Approved 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, and that the Superintendent or designee be authorized to execute the necessary documents.

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

Approved 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, at no cost associated with these services, and that the Superintendent or designee be authorized to execute the agreement.

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.

Approved 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, 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.

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

Approved the Memorandum of Understanding between Lowell Joint School District and California State - Pueblo effective July 1, 2020, through June 30, 2025, at no cost to the district, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval to Pay the Orange County School Boards Association Annual Membership for the 2019/20 School Year

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

Purchase Order Report 2019-20 #12	Approved Purchase Order Report 2019-20 #12, as attached, which lists all purchase orders issued May 28, 2020, through June 10, 2020.
Warrant Listing Report 2019-20 #12	Approved Warrant Listing Report 2019-20 #12, as attached, which lists all warrants issued May 28, 2020, through June 10, 2020.
Resolution 2020/21 EA001 – EA007 for Budget Adjustments	Adopted Resolution 2020-21 EA001 – EA007 for budget adjustments, as attached, and authorized the Superintendent or designee to execute the necessary.
Resolution 2019/20 No. 801 Regarding the Education Protection Account for the 2020/21 School Year	Adopted Resolution 2019/20 No. 801 Regarding the Education Protection Account for the 2020/21 School Year, as attached, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Agreement with West Coast Protection, LLC, dba: Interquest Detection Canines, to Provide Contraband Inspection Services	Approved the Agreement with West Coast Protection, LLC, dba: Interquest Detection Canines, to Provide Contraband Inspection Services, and authorized the Superintendent or designee to execute the necessary documents.
Ratification of Award of Contract, Howard Technology, Procurement of LG Digital Televisions, Maybrook Elementary (Bond Fund)	Ratified 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, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Agreement with Administrative Services Cooperative, Inc. for Student Transportation Services for the 2020/21 School Year	Approved 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.
Employer-Employee Relations/Personnel Report 2019/20 #12 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees	Ratified Employer-Employee Relations/Personnel Report 2019/20 #12, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

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	Approved the 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, and authorized the Superintendent or designee to execute the necessary documents
Approval of Agreement with Hauffe Company, Inc. to Provide Inspector of Record (IOR) Services at El Portal Elementary	Approved 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
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	Approved the 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, and authorized the Superintendent or designee to execute the necessary documents.
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	Approved the 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, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Extension of RFP #01:1819 Agreement with Driftwood Dairy for Milk and Dairy Products for the 2020/21 School Year	Approved the Extension of RFP #01:1819 Agreement with Driftwood Dairy for Milk and Dairy Products for the 2020/21 School Year, and authorized the Superintendent or designee to execute the necessary documents.
Approval of Negative Student Nutrition Services Balances be Paid by General Fund	Approved the 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.
Approval of Extension of RFP #1218-18/19 Agreement with Gold Star	Approved the 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, and authorized the Superintendent or designee to execute the necessary documents.

Foods for Frozen and Refrigerated Food through the San Gabriel Valley Cooperative for the 2020/21 School Year

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

Ratified 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

Board Member/Superintendent Comments

Mr. Bennett publically thanked Cathy Weissman, bond contract & accounting compliance manger, as she has helped the district to save money and organized the numerous items that are going on with the construction and bond projects.

Mr. Bennett acknowledged the nutrition services department and their hard work since the school closures. Their hard work since March 16 has led to serving a total of over 100,000 meals which includes breakfast and lunch at our school sites.

Adjournment

President Schambeck declared the meeting adjourned at 8:33 p.m. in accordance with Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

Date Approved:

\_\_\_\_\_

\_\_\_\_\_  
Clerk/President/Secretary to the Board of Trustees



# Lowell Joint School District

*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



**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](mailto: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

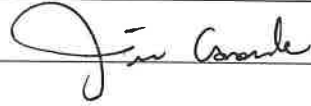
- Quarter #1      July 1 – September 30, 2019      **Report due by October 25, 2019**
- Quarter #2      October 1 – December 31, 2019      **Report due by January 31, 2020**
- Quarter #3      January 1 – March 31, 2020      **Report due by April 24, 2020**
- Quarter #4      April 1 – June 30, 2020  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



**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 22<sup>nd</sup> day of June 2020, by the following vote:

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


**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 22<sup>nd</sup> 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 22<sup>nd</sup> 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>

# UTIL LOCATE



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## **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 [ ]

Table with 2 columns: OWNER/AUTHORIZED REPRESENTATIVE and details (NAME, CLIENT, ADDRESS, PHONE, EMAIL ADDRESS)

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.

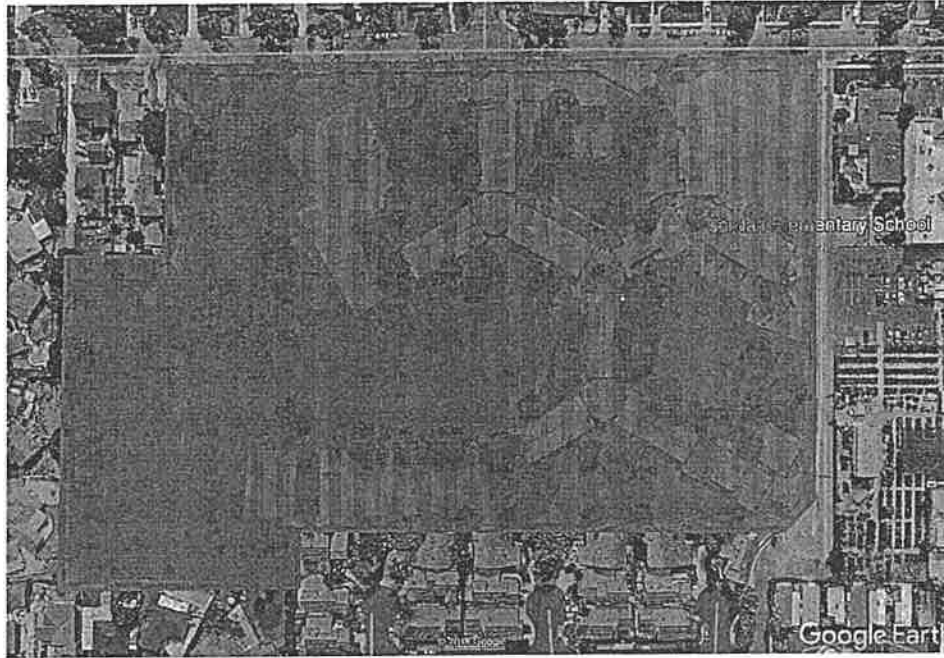
CLIENT:  
PROJECT NAME:  
PROJECT ADDRESS:

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



# 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  $\pm 12.5$  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

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



**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.: 03-118943

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

PCO #	Prime Cost Ref	Generator	RFI/SUB	Date Submitted	Date Resolved	DESCRIPTION	AMOUNT		TIME	BILLING	COMMENTS
							Contingency Amount	Additional Contingency			
						CONSTRUCTION ELECTRIC, INC	\$ 50,000.00	\$ 40,000.00			
								\$ 90,000.00			
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 Quadplex	\$ 10,757.20	\$ 10,757.20	0		APPROVED
5	4.1	IB #02		2/19/20	2/19/20	Add Power to Admin Rele 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			12/11/19	12/11/19	Relocate Power Pole in Playground	\$ 6,475.27	\$ 6,475.27	0		APPROVED
8	8.0			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			2/26/20	2/26/20	Add speaker pathway	\$ 12,857.60	\$ 12,857.60	0		APPROVED
10	11.2			3/25/20	3/25/20	SCE housekeeping pad examination	\$ 1,825.00	\$ 1,825.00	0		APPROVED
11	12.0	RFP 02		2/26/20	2/26/20	Concrete demo and haul off	\$ 4,380.00	\$ 4,380.00	0		APPROVED
12	13.0			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			6/15/20	6/15/20	Trenching for feeders	\$ 12,903.33	\$ 12,903.33	0		APPROVED
14	15.0	IB #02		4/9/20	4/9/20	Additional duct at Admin portable	\$ 1,748.40	\$ 1,748.40	0		APPROVED
15	16.1	CCDM011		4/15/20	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**

*A Tradition of Excellence Since 1906*

**Change Order Request**

School: Maybrook ES

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

Application No.: 03-119943

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

Prime Contractor: CORE  
COR No.: 3  
Date: 6/17/2020  
Reference RFIs IRFP / 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
				\$
				\$
<b>Subtotals</b>	\$	\$	\$	\$ 897.42
Prime Contractor OH and Profit (10%)				N/A
<b>Prime Contractor totals</b>				N/A
Prime Contractor Bond (1%)				N/A
<b>Prime Contractor Subtotal</b>				\$ 897.42
<b>TOTAL COSTS FOR COR No. 3</b>				\$ 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 JH  
 Updated 6/17/2020

PCO #	Prime COR#	Generator	RFI/SUB	Date Submitted	Date Approved	DESCRIPTION	Submitted Amount	TIME	BILLING	COMMENTS	
<b>CORE CONTRACTING, INC</b>											
1	1.0	IB #02		2/19/20	-	Modification to Portable Admin Building	\$ 12,054.00	0		APPROVED	
2	2.0	IB #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	
<b>TOTAL \$</b>							<b>38,540.65</b>				



# CORE CONTRACTING, INC

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	Remalning 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	ERICKSON - 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 ERICKSON-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

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

### 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

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 CAMBERA	FOREMAN	7:00 a.m.	7:30 a.m.	0.5
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: _____ verifies materials and hours worked. Verification does not constitute approval of extra work.</p> <p>Verified By: <u>[Signature]</u> Date: <u>10/28/19</u></p> <p>Printed Name: <u>Robert Lathrop</u></p>	

### 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

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

HAITBRINK

ASPHALT

PAVING

INC.

1480 MAGNOLIA AVE

Corona, CA 92879

951-273-0111

STATE CONTRACTOR'S LICENSE # S17707

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.

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 Gelin \_\_\_\_\_ 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 PREVAILING WAGE PROJECTS CAN BE PROVIDED IF THE JOB IS BID BASED ON THE PREVAILING RATES. HAITBRINK MUST BE NOTIFIED AT BID TIME OF PREVAILING WAGE PROJECTS**

HAITBRINK

ASPHALT

1480 MAGNOLIA AVE

PAVING

Corona, CA 92879

INC.

951-273-0111

STATE CONTRACTOR'S LICENSE # 517707

DIR# 100009534

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

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

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BUYER: \_\_\_\_\_  
BY: Dan Gelinis 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**

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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
<b>MATERIALS:</b>				
- 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
			<b>TOTAL MATERIALS:</b>	<b>\$648.37</b>
<b>EQUIPMENT:</b>				
- Crew Truck	8 hrs	@	\$25.00 per hr	\$200.00
			<b>TOTAL EQUIPMENT:</b>	<b>\$200.00</b>
<b>LABOR:</b>				
- Foreman	8 hrs	@	\$63.88 per hr	\$511.04
- Laborer	16 hrs	@	\$58.88 per hr	\$942.08
<b>TRAVEL:</b>				
- Foreman	2 hrs	@	\$63.88 per hr	\$127.76
			Subtotal:	\$1,580.88
			Tax & Insurance	\$569.12
			<b>TOTAL LABOR &amp; TRAVEL TIME:</b>	<b>\$2,150.00</b>
			Subtotal \$	2,998.36
			OH&P @ 10% \$	299.84
			<b>GRAND TOTAL ADD: \$</b>	<b>3,298.20</b>



5261 Pedley Road  
 Riverside, CA 92509-3931  
 Phone (951) 685-5069  
 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 (MAYBRIDGE E.S)

Area location of T & M work: PARKING LOT

Econo Fence Project Manager: JUDD

Econo Fence Project Foreman: DENNIS 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 HAD DIG NEW POST 2-27/4  
4-2 3/4 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# 1000009534

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

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 Gelinias   HAITBRINK ASPHALT PAVING INC  
 DATE: \_\_\_\_\_ BY \_\_\_\_\_

## NOTICE TO OWNER REGARDING MECHANICS' LIEN LAW

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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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## 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
<b>MATERIALS:</b>				
- 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
			<b>TOTAL MATERIALS:</b>	<b>\$748.58</b>
<b>EQUIPMENT:</b>				
- Crew Truck	6 hrs	@	\$25.00 per hr	\$150.00
- Portable Mixer	2 hrs	@	\$12.50 per hr	\$25.00
			<b>TOTAL EQUIPMENT:</b>	<b>\$175.00</b>
<b>LABOR:</b>				
- Foreman	6 hrs	@	\$63.88 per hr	\$383.28
- Laborer	6 hrs	@	\$58.88 per hr	\$353.28
<b>TRAVEL:</b>				
- Foreman	1.5 hrs	@	\$63.88 per hr	\$95.82
			Subtotal:	\$832.38
			Tax & Insurance	\$299.66
			<b>TOTAL LABOR &amp; TRAVEL TIME:</b>	<b>\$1,132.04</b>

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# 100009534

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

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BUYER: \_\_\_\_\_  
 BY: Dan Gelas \_\_\_\_\_ HAITBRINK ASPHALT PAVING INC  
 DATE: \_\_\_\_\_ BY \_\_\_\_\_



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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
<b>MATERIALS:</b>				
- 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
			<b>TOTAL MATERIALS:</b>	<b>\$97.33</b>
<b>EQUIPMENT:</b>				
- Crew Truck	2 hrs	@	\$25.00 per hr	\$50.00
			<b>TOTAL EQUIPMENT:</b>	<b>\$50.00</b>
<b>LABOR:</b>				
- Foreman	2 hrs	@	\$63.88 per hr	\$127.76
- Laborer	4 hrs	@	\$58.88 per hr	\$235.52
			Subtotal:	\$363.28
			Burden:	\$130.78
			<b>TOTAL LABOR &amp; TRAVEL TIME:</b>	<b>\$494.06</b>
			Subtotal \$	641.39
			OH&P @ 10% \$	64.14
			<b>GRAND TOTAL ADD: \$</b>	<b>705.53</b>



577  
10/15/12  
10/15/12  
10/15/12

to: 577

from: 10/15/12

at location of: 10/15/12

and Fence Project Manager: 10/15/12

and Fence Partner: 10/15/12

at time: 10/15/12 10/15/12

at hour: 10/15/12 10/15/12

shipment: 10/15/12

nce Material: 10/15/12 10/15/12 10/15/12

shipment: 10/15/12 10/15/12 10/15/12

10/15/12 10/15/12 10/15/12

of the work directive: \_\_\_\_\_

(Signature of responsible party)

Name: \_\_\_\_\_ Date: \_\_\_\_\_



# Lowell Joint School District

A Tradition of Excellence Since 1906

## Change Order Request

School: Maybrook ES

Project Name: Maybrook Elementary School - Interim Housing Project

Application No.: 03-119943

Project No.: 3902

Architect: PBK

Prime Contractor

FF&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)
				\$ -
				\$ -
<b>Subtotals</b>	\$ -	\$ -	\$ -	\$ -
	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 Campbell

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	RE/SUB	Date Submitted	Date Received	DESCRIPTION	Contingency Amount		Plumbing	Low Voltage	TIME BILLING	COMMENTS
							Contingency Amount	Additional Contingency Amount				
16	1.1	IB #02		2/19/20	2/19/20	Added sewer line and water line for library	\$ 10,671.42	\$ 10,671.42			0	APPROVED
17	2.1	IB #08		1/10/20	1/10/20	Redesign Gas Lines	\$ 12,326.00	\$ 12,326.00			0	APPROVED
18	3.1	IB #10		3/4/20	3/4/20	Redesign Drinking Fountain	\$ 10,156.38	\$ 10,156.38				APPROVED
19	4.1	RFP 011				Credit fire line detail work for 1st	\$ (26,000.00)	\$ (26,000.00)				APPROVED
20	5.1	Requested				Epoxy and dowel at concrete patch back	\$ 6,229.00	\$ 6,229.00				APPROVED
21	6.0	Requested				Water fire POC location adjustment	\$ 7,589.67	\$ 7,589.67				APPROVED
CONTINGENCY SPENT							\$ 21,971.47	\$ 21,971.47				
CONTINGENCY REMAINING							\$ 8,028.53	\$ 8,028.53				



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

## Change Order Request

School: Maybrook ES

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

Application No.: 03-119943

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

Prime Contractor MVC  
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)
<b>Subtotals</b>	<b>\$ (200.00)</b>	<b>\$</b>	<b>\$</b>	<b>\$ (200.00)</b>
		<b>Prime Contractor totals</b>		<b>\$ (200)</b>

**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]

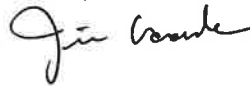
Date: 6/17/20

**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	GROUPS-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	GROUPS-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
			<b>\$ 71,530.05</b>

Respectfully Submitted,

Jim Coombs



Superintendent of Schools



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

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

<b>394,122.74</b>
-------------------

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/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 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
<b>8. Total Revenues/Other Financing Sources</b>					<b>\$ 67,319.00</b>

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
<b>13. Total Expenditures/Other Financing Uses</b>				<b>\$ (441,952.00)</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ 509,271.00</b>
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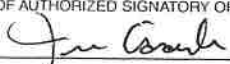
**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		509,271.00
<b>Total Unassigned/Unappropriated Amounts</b>			509,271.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ 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		TELEPHONE NUMBER OF CONTACT PERSON	EMAIL ADDRESS OF CONTACT PERSON
Andrea Reynolds		( 562 ) 943-0211	areynoids@ijds.org
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED
06/22/2020		Jim Coombs, Superintendent	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 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)
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ (20,518.00)</b>

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
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ (80,517.00)</b>

<b>C. Subtotal A8 - B13 [This amount will increase (decrease) ending fund balance]</b>	<b>\$ 59,999.00</b>
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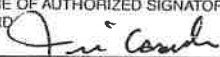
**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$ 59,999.00
<b>Total Restricted Amounts</b>			59,999.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ 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@ijdsd.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 checked="" 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
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 86,575.00</b>

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
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ (168,191.00)</b>

<b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b>	<b>\$ 254,766.00</b>
--	----------------------

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.

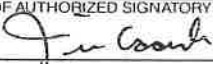


D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b> Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b> Restricted	9740		\$ 254,766.00
<b>Total Restricted Amounts</b>			254,766.00
3. <b>Committed Amounts</b> Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b> Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b> Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ 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@ijdsd.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:	
<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 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
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 43,663.00</b>

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
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 500.00</b>

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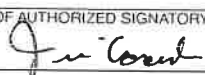
NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

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

**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:

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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 checked="" 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
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 107,215.00</b>

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
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 27,900.00</b>

<b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b>	<b>\$ 79,315.00</b>
--	---------------------


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

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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



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

## Budget Adjustment Summary K-12/ROPs/JPAs

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input checked="" 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
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ (845.00)</b>

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
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ (198,890.00)</b>

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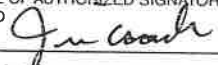
**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
 Line A7 - Contributions must net to zero at the total fund level.  
 If Section C is not zero, you must complete Section D on Page 2.

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

**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
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 33,957.00</b>

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
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 45,472.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (11,515.00)</b>
--	-----------------------

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

**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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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**

**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 22<sup>nd</sup> 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 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 22<sup>nd</sup> day of June 2020.



Jim Coombs,  
Secretary to the Board of Trustees

**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 30<sup>th</sup> 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 22<sup>nd</sup> day of June 2020, by the following vote:

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

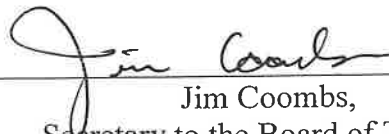
**NOES:** None

**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 resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on 22<sup>nd</sup> day of June 2020.

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



---

Jim Coombs,  
Secretary to the Board of Trustees

Phone: 1,888.912.3151  
 Fax: 1,601,399,5077  
 Online: www.howardcomputers.com



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

Fund 21  
 Cathy Sor-budger

**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

*21.0-4440-0-0110-85000-6410-0000015*

**Item 1**

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	<b>Accessories</b>			
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
<b>Sub-Total:</b>				<b>\$22,260.00</b>
<b>Parts &amp; Accessories Shipping:</b>				<b>\$200.00</b>
<b>Taxes:</b>				<b>\$ 2,133.70</b>
<b>Enviromental Fee:</b>				<b>\$140.00</b>
<b>Total for Item 1:</b>				<b>\$24,733.70</b>

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**

<b>Sub-Total:</b>	<b>\$22,260.00</b>
<b>Parts &amp; Accessories Shipping:</b>	<b>\$200.00</b>
<b>Taxes:</b>	<b>\$ 2,133.70</b>
<b>Enviromental Fee:</b>	<b>\$140.00</b>
<b>Total:</b>	<b>\$24,733.70</b>

**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.

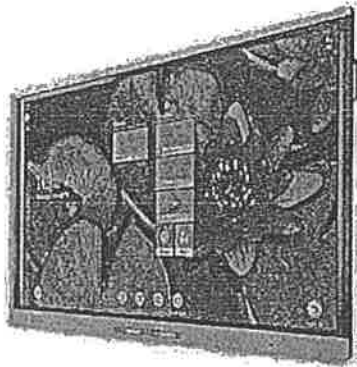
Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full 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



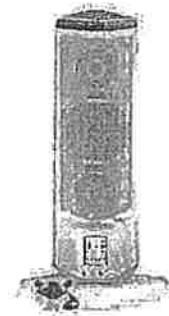
### SMART

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

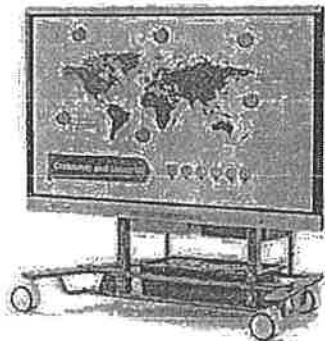


### LG

75UT640S0UA - \$1,600.00  
 65UT640S0UA - \$810.00  
 55UT640S0UA - \$670.00



**FrontRow**  
 1000-00078  
 \$1,150.00



**Copernicus**  
 FPE100  
 \$711.90



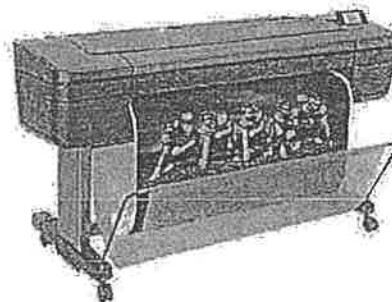
**Copernicus**  
 FTT700  
 \$156.00



**Copernicus**  
 RS200  
 \$302.50



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



**Large Format**  
 Varsity Poster Printer Package  
 \$3,295.00



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- Purchase VR Solution & receive a FREE license of Tilt Brush by Google.

800.933.7337  
 info@tierneybros.com  
 www.tierneybrothers.com

1771 Energy Park Dr. #100  
 St. Paul, MN 55108

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	05/29/2020		MG	Retirement
Stephenson, Rebecca	05/29/2020		EP	Correction of EER 2019-20 #11 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



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 # 5488

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**

*A Tradition of Excellence Since 1906*

### Change Order Request

School: Maybrook ES

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

Application No.: 03-119943

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

Prime Contractor: Seldana  
COR No.: 1  
Date: 6/17/2020  
Reference RFIs /RFP / Bulletin No.:

DESCRIPTION: No cost acknowledgment that the allowance was not included in the bid provided and contract total.

*Prime Contractor Costs (used when work is subcontracted)*

Scope Item	Material	Labor	Equipment	Totals
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TOTAL COSTS FOR COR No. 1 \$ -

*Prime Contractor Time*

TOTAL TIME FOR COR No. 1 0 days

Prime Contractor:  
Submitted by [Signature]

Date: 6/17/2020

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

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustee:

From: Jim Coombs, Superintendent of Schools

Subject: Approval to Amend the Schedule of Regular Meetings of the Board Of Trustees of the Lowell Joint School District, 2020 Organizational Year, Adding September 28, 2020, as a Regular Board Meeting ACTION

There is a need to amend the schedule of Regular Meeting of the Board of Trustees of the Lowell Joint School District, 2020 Organizational Year by adding September 28, 2020, as a Regular Board Meeting to conduct Provisional Appointment interviews.

It is recommended that the addition of September 28, 2020 Regular Board Meeting to the Lowell Joint School District 2020 Organizational Year 2020/2021 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Attachment

---

Superintendent's Comment:

APPROVAL RECOMMENDED.



# Lowell Joint School District

Tradition of Excellence Since 1906  
Home of Scholars and Champions



## SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT 2020 ORGANIZATIONAL YEAR

Unless otherwise specified, all meetings are held at 7:30 p.m. in the Board Room of the District Office, located at 11019 Valley Home, Whittier, California.

First and Only Regular Meeting in January, 2020	Monday, January 13 (2 <sup>nd</sup> Monday)
First and Only Regular Meeting in February, 2020	Tuesday, February 11 (2 <sup>nd</sup> Tuesday)
First and Only Regular Meeting in March, 2020	Monday, March 2
First and Only Regular Meeting in April, 2020	Monday, April 6
First and Only Regular Meeting in May, 2020	Monday, May 4
First Regular Meeting in June, 2020	Monday, June 8 (2 <sup>nd</sup> Monday)
Second Regular Meeting in June, 2020	Thursday, June 22 (4 <sup>th</sup> Monday)
<b>JULY – DARK</b>	
First and Only Regular Meeting in August, 2020	Monday, August 10 (2 <sup>nd</sup> Monday)
First Regular Meeting in September, 2020	Monday, September 14 (2 <sup>nd</sup> Monday)
Second Regular Meeting in September, 2020	Monday, September 28 (4 <sup>th</sup> Monday)
First and Only Regular Meeting in October, 2020	Monday, October 5
First and Only Regular Meeting in November, 2020	Monday, November 2
First and Only Regular Meeting in December, 2020 (Organizational Meeting)	Monday, December 14 (2 <sup>nd</sup> Monday)

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: 2020/21 Budget Update

INFORMATION

Education Code Section 42147(h) states: “Not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act.” While this language does not specifically require that districts revise their budgets at this time, it does require making the revisions public if the district decides to make revisions based on the Enacted State Budget.

The Governor signed the 2020-21 State Budget into law on June 29, 2020, beginning the 45-day period, which ends on August 13, 2020. The Board adopted the district budget on June 22, 2020. Due to significant differences between the State Enacted Budget and the proposed budget in the May Revision, which was used to present the 2020/21 Adopted Budget, updates to the district’s operating budget to reflect these changes are advisable.

Major Changes:

May Revise	State Adopted Budget
LCFF Funding – 10% Reduction	LCFF Funding – 0% Reduction (NO COLA)
Federal Relief Funds - \$0 (LJSD)	Federal Relief Funds - \$1.8 million (LJSD)
Cashflow – Deferrals - \$5.3 billion (statewide)	Cashflow – Deferrals – \$11 billion (statewide, approximately 30% of funding)

See updated MYP for impact of these major changes to Lowell Joint School District’s budget.

AR/md

---

Superintendent’s Comment:

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees:

From: Jim Coombs, Superintendent of Schools

Subject: Public Hearing and Adoption of Resolution 2020/21 No. 802 Authorizing Inter-fund Cash Transfers for the 2020/21 and 2021/22 Fiscal Years  
PUBLIC HEARING/  
ACTION/  
(RESOLUTION)

The 2020/21 State Budget deal added Section 42603.1 to the Education Code, which provides additional flexibility related to interfund borrowing. A public hearing is now required to be held before adopting the inter-fund cash transfer resolution for the 2020/21 and 2021/22 fiscal years.

During the course of normal operations, it is sometimes necessary to make cash transfers between funds. There is a need to authorize the Assistant Superintendent of Administrative Services to make inter-fund cash transfers whenever such transfers are needed to permit payment of obligations for the fiscal years 2020/21 and 2021/22.

It is recommended that the Board approve Resolution 2020/21 No. 802, Authorizing Inter-fund Cash Transfers for the 2020/21 and 2021/22 Fiscal Years 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 2020/21 No. 802**

**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 10<sup>th</sup> day of August 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 10<sup>th</sup> day of August 2020, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 10<sup>th</sup> day of August 2020.

---

Jim Coombs  
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

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

ACTION/  
(RATIFICATION)

The Board of Trustees approved a Master Architectural Services Agreement with PBK Architects on October 3, 2019 to provide architectural and engineering services to assist with maintenance and/or modernization projects at various sites as it administers the facility upgrades identified as part of the Measure LL approved bond campaign. A separate Scope Amendment form for each site and/or project is required in this master agreement. PBK has worked with the District to generate plans and obtain approval with the Division of State Architect (DSA) for Olita Elementary School.

The architect's fee was originally negotiated in 2016 when the plans were drawn and approved by DSA. The fee paid to PBK for the work in 2016 under a different agreement is \$145,730.81. A new Scope Amendment was presented for Board approval on May 4, 2020. This amendment includes a fee for the remaining portion of the architects work for construction administration and DSA close out. Subsequent discussion with the architect resulted in an increase to the final 25% of the fee that could be paid from \$109,747 to \$122,247. The final amount paid to PBK representing the remaining 25% will be adjusted based upon the final Guaranteed Maximum Price (GMP) paid to the contractor, and also subject to a reduction through negotiation when Olita has been completed and receives DSA approval, based upon several performance factors.

Financial Impact: \$12,500

Funding Source: Measure LL General Obligation Fund – 21.0

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

---

Superintendent's Comment:

APPROVAL RECOMMENDED.



LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Revised Scope Amendment to Provide Architectural/Engineering Services for Jordan Elementary School with Ghataode Bannon Architects (GBA) for Anticipated Maintenance/ Modernization Projects

ACTION/  
(RATIFICATION)

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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

On October 7, 2019, the Board of Trustees approved a Master Architectural Services Agreement with Ghataode Bannon (GBA) Architects to provide Architectural/Engineering services related to the Districts Maintenance and Bond Modernizations projects. Part of that Master Architectural Services Agreement included services for Jordon Elementary, Roofing HVAC and Fire Alarm project. As part of the Districtwide facilities and Bond master plan, it has been decided to move forward with GBA and staff has asked GBA to provide the District with an amended proposal to include architectural drawings and engineering for the expanded Portables to Permanent Buildings 2.0 project at Jordan Elementary School. This Scope Amendment and additional Architectural fee's is the result of an increase in the construction costs due to the addition of the permanent buildings design and required site work.

GBA has provided the District with a proposal dated June 19, 2020 for \$560,100 which does not include the estimated not-to-exceed reimbursable fee of \$15,000.

Financial Impact: \$575,100  
Funding Source: Measure LL General Obligation Fund – Fund 21.0

It is recommended that the revised Scope Amendment to Provide Architectural/Engineering Services for Jordan Elementary School with Ghataode Bannon Architects (GBA) for Anticipated Maintenance/ Modernization Projects Amendment No. 2, Ghataode Bannon (GBA) Architects, Portables to Permanent Buildings Project 2.0, Jordan Elementary School effective August 11, 2020, through August 11, 2022, not to exceed \$575,100 (21.0-00000-0-00000-85000-6210-000004) Measure LL ( 21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Board of Trustees Take Official Action to ACTION  
Either Reaffirm Their Approval of the April 6  
Developer Fee Increases, or Direct Staff to Work With  
Legal Counsel to Rescind These Fee Increases to be  
Brought Back to a Future Board Meeting

At the April 6, 2020 Board of Trustees meeting, the Board unanimously approved an increase to the developer fees levied for residential and commercial construction. The fee increases were as follows: The residential fee increase was 19 cents per square foot. The commercial fee increase was 3 cents per square foot.

At the May 4, 2020 Board of Trustees meeting, a board member asked for the board to reconsider the fee increases. Staff gathered additional information to provide to the Board members regarding the potential impacts of reversing this increase. Lowell Joint is a party to a multi-agency agreement to allow Fullerton Joint Union High School District to collect the full amount of these fees allowed by the state on behalf of both affected school districts. This means that if an elementary district were to lower their developer fee rates, the high school district can increase their rate to collect the full amount. Therefore, fee payers would not see a reduction in the amount they would pay for developer fees.

This topic was discussed again at the June 22, 2020 Board of Trustees meeting, and it was agreed that it would be placed on the next school board agenda for the Board to take official action to either reaffirm their approval of the April 6 increases, or direct staff to work with legal counsel to rescind these fee increases to be brought back to a future board meeting.

As a point of reference, developer fees collected for the Lowell Joint School District for this year (through May 15) total \$42,989. This is comprised of commercial fees for 2 projects and 7 residential projects. This would have resulted in increased payments of \$3,207 for all 7 projects. The increased fees would range from \$127 for the smallest project to \$1,250 for the largest project.

It is recommended that the Board of Trustees take official action to either reaffirm their approval of the April 6 developer fee increases, or direct staff to work with legal counsel to rescind these fee increases to be brought back to a future board meeting, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the 2020/21 Consolidated Application

ACTION

**Consolidated Application  
Executive Summary for Board Approval**

The Consolidated Application must be submitted to the California Department of Education (CDE) for the district to receive funds for categorical programs. The application will be submitted in several parts during each school year. Following Board approval, the current submission will be certified according to CDE requirements, indicating which programs will be implemented at eligible schools. This submission of the application indicates the District's request for participation in federal programs including: Title I Part A, Basic Grant (Low Income/Low Achieving Students), Title II, Part A (Teacher and Principal Training and Recruiting), Title III, Part A (Limited English Proficient Students [LEP]) and Immigrant Funds and Title IV. Federal guidelines also allow local non-profit private schools to participate with the public school district in Federal programs. Those participating private schools would be identified in Part I of the application. We do not currently have any eligible schools.

Additional submissions will be submitted to CDE throughout the year, after District funding entitlements are known following adoption of the State budget. The next submission, expected sometime in September/October, will indicate the number of student participants and funding allocations for each program and school site.

It is recommended that the 2020/21 Consolidated Application, and its submission to the California Department of Education, be approved and that the Superintendent or designee be authorized to execute all necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, RMA Group, Geological Investigation and Reporting, Jordan Elementary School      ACTION

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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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the District.

In October 2018, the District issued an RFQ for Materials testing and Geotechnical firms. Based on the results of the scoring, RMA Group was one of the firms selected by the District to provide geological investigation and testing services. The District requested a proposal from RMA for a geotechnical engineering investigation for the Jordan Elementary School modernization and Portables to Permanent Buildings Project. RMA provided the District with a proposal dated July 16, 2020.

Financial Implications

Financial Impact:	\$14,485.00
Funding Source:	Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, RMA Group, Geotechnical Investigation and Reporting, Jordan Elementary School, effective August 11, 2020 through August 11, 2021, not to exceed \$14,485 (21.0-00000-0-00000-85000-6282-000004) Measure LL( 21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.



Proposal No: 20-1277-P

July 16, 2020

Lowell Joint School District  
11537 Grovedale Dr  
Whittier, CA 90604

Attention: David Bennett, Assistant Superintendent, Facilities and Operations

Subject: Proposal for a Geotechnical Investigation  
Jordan Elementary School  
10654 Jordan Rd  
Whittier, CA

In response to your request, we propose to perform a geotechnical engineering investigation for the Jordan Elementary School Additions project.

### **PROJECT UNDERSTANDING**

Based on our review of the campus master plan and information provided by Ghataode Bannon Architects, LLP, we understand that the project will consist of construction of modular Administration, Kindergarten and Classroom Buildings. Therefore we have prepared this proposal to outline the scope of work required to provide a geotechnical engineering investigation to support the planned development, in accordance with the project, the 2019 CBC and CGS Note 48 Checklist for the Review of Engineering Geology and Seismology Reports for California Public Schools, Hospitals, and Essential Services Buildings requirements.

### **SCOPE OF WORK**

Our services will consist of office research, field exploration, laboratory testing, review of the compiled data, and preparation of a written report containing recommendations developed in accordance to generally accepted engineering and geologic principles and practices.

### **OFFICE RESEARCH**

Our office research will consist of the following:

- Review of literature to obtain background information of regional geology, seismicity and groundwater.
- Review of State of California Alquist-Priolo Earthquake Fault Zone and Seismic Hazard Zone maps.
- Review of Safety Elements of city and county general plans.
- Examination of aerial photographs.



- Contacting of underground service alert to locate onsite utility lines.

## **FIELD INVESTIGATION**

The field exploration will consist of the following:

- Reconnaissance mapping of the site
- Marking proposed points of subsurface exploration with white paint or white stakes and contacting Underground Service Alert for mark-out of underground utilities. We will also scan the proposed boring locations with ground penetrating radar. We would also request any existing utility plans and request that maintenance personnel be present during our markout to reduce the chances of encountering underground utilities.
- Drilling of approximately 6 exploratory borings to a maximum depth of 50 feet.
- Logging of the borings and identification of the various earth materials encountered during the exploration.
- Samples of the major earth units will be obtained and the in-place density of the various strata encountered in the exploration will be determined.

## **LABORATORY TESTING**

Laboratory testing will be performed in accordance to the specifications of ASTM International. The following laboratory tests will be performed on the major soil and bedrock types encountered during the exploration.

- Atterberg limits
- Moisture and density of drive tube samples
- Direct shear test
- Expansion index test
- Laboratory moisture determination
- Maximum density - optimum moisture density
- R-value
- Sand equivalent
- Soluble sulfate analysis
- Corrosion analysis (pH and resistivity)

Laboratory testing of any hazardous materials or substances that may be encountered is not included within this scope of services.



**RMA Group**

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## **GEOTECHNICAL ENGINEERING ANALYSIS AND REPORT PREPARATION**

A written report will be prepared presenting the results of the office research, field exploration, laboratory testing and engineering analysis. It will include information on the nature, distribution and strength of the existing soils, and recommendations for grading procedures and design criteria for corrective measures, when necessary. The report will also include a description of the geology of the site and conclusions and recommendations regarding the effect of geologic conditions on the proposed development.

Specific items that will be addressed in our report will include:

- Regional geology and seismicity, groundwater, site soil and geologic conditions, and flooding potential.
- Recommendations regarding earthwork, grading and fill placement.
- Earthwork shrinkage and subsidence.
- Recommendations for removals and over-excavation.
- Anticipated excavation characteristics of earth units.
- Subdrain, drainage and moisture proofing recommendations.
- Stability of cut, fill and temporary slopes.
- Seismic design parameters and evaluation of secondary seismic hazards including the potential for soil liquefaction.
- Recommendations for design of foundations, slabs on grade, and concrete flatwork.
- Preliminary corrosion evaluation.
- Utility trench backfill recommendations.
- Preliminary structural pavement sections.
- Recommendations for grading and post grading geotechnical observation and testing.

The report will also include logs of <trenches and borings>, a geologic map showing the locations of points of subsurface exploration, and other attachments.

Our recommendations will be consistent with sound engineering and geologic practices and shall incorporate federal, state and local laws, codes, ordinances and regulations which, in our professional opinion, are applicable at the time that our professional services are rendered.



## TERMS

We propose to perform the previously described services on a fixed fee basis for the following amounts:

Geotechnical Office Research and Field Exploration	\$6,760.00
Geotechnical Laboratory Testing	\$2,725.00
Geotechnical Engineering Analysis and Report Preparation	\$5,000.00
<b>TOTAL</b>	<b>\$14,485.00</b>

Our estimate may vary due to circumstances that may develop during the course of the work or due to unanticipated or changed conditions. If a change in the scope of work becomes necessary due to unforeseen conditions, which will increase the charges, we will obtain your authorization before proceeding.

Invoices for our services will be rendered at the completion of the work and upon completion of the report. Invoices are due and payable upon presentation. Should the duration of the job exceed one month, monthly invoices will be presented for services performed.

Any amount not paid within 30 days of the date due will bear interest at a rate of 18% per annum. In the event legal action is instituted to enforce this agreement, the prevailing party will be entitled to reasonable attorney fees.

## PROFESSIONAL INSURANCE

We maintain the following insurance coverage. Certificates of insurance will be provided upon request. However, our professional liability insurance carrier (errors and omissions) will not name any additional insured.

General liability	\$1,000,000.00 limit
Professional Liability	\$1,000,000.00 limit
Workmen's Compensation	\$1,000,000.00 limit





**RMA Group**

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**CLOSURE**

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project and can begin our work upon receipt of your notice to proceed and receipt of a signed copy of this proposal authorizing us to perform these professional services. If you have any questions regarding this proposal please contact the undersigned Project Manager.

Authorized By:  
Lowell Joint School District

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Respectfully submitted,  
RMA Group, Inc.

\_\_\_\_\_  
Kenneth Dowell, PG, CEG  
Project Geologist

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, Adkan Engineers,  
Topographical Survey, Modernization Project, Macy Elementary  
School

ACTION

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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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

In preparation for the modernization at Macy Elementary School, it is necessary to do a Topographical Survey to accurately determine and locate all planimetric and topographic features including but not limited to buildings, curbs, gutters, swales, driveways, and drainage devices. On July 7, 2020, Adkan Engineers provided the District with a proposal for the work.

Financial Implications:

Financial Impact: \$14,920.00  
Funding Source: Measure LL General Obligation Bond Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, Adkan Engineering., Topographical Survey, Modernization Project, Macy Elementary School, effective August 11, 2020 through August 11, 2021, not to exceed \$14,920 (21.0-00000-0-00000-85000-6282-0000006) Measure LL( 21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

# adkan ENGINEERS

CIVIL ENGINEERING • SURVEYING • PLANNING  
6879 AIRPORT DRIVE, RIVERSIDE, CA 92504  
Tel: 951.688.0241 • Fax: 951.688.0599  
www.adkan.com

July 7, 2020

Lowell JSD  
11019 Valley Home Ave  
Whittier, CA 90603

Re: Macy Elementary School, 2301 Russel Sr, La Habra, CA 90631

Subject: Your Request for Civil Engineering and Land Surveying Services

Lowell JSD:

**adkan ENGINEERS** is pleased to present this proposal for the required Civil Engineering and Land Surveying Services on the above referenced project. We have prepared a detailed proposal for you to review. We have reviewed your planned outcome and believe that we are qualified to team up with you for the successful completion of this project. The outlined items within this proposal address the normal scope of services for related projects of equal size. However, if you feel there are additional items required, please contact me and I will amend this proposal to include those concerns.

If this proposal meets with your approval and you wish to proceed, please notify me and we can commence with work immediately upon execution of our standard client-consultant contract via DocuSign.

**adkan ENGINEERS** is committed to making your project a success. We appreciate the opportunity to offer this proposal and look forward to working with you on this project. If you should have any questions, please do not hesitate to contact me at 951.688.0241, [Eric@adkan.com](mailto:Eric@adkan.com)

Sincerely,

**adkan  
ENGINEERS**



Eric Karre P.L.S.

### Project Understanding

This proposal is submitted to Lowell JSD (the Client) by Adkan Engineers (Adkan) for Surveying Services associated with the property located at 2301 Russel Sr, La Habra, CA 90631.  
APN's 017-051-02 and 017-051-01

This proposal is based on an email received on July 6, 2020 from David Bannon with GB Architects requesting a site topography for the above referenced property. A detailed description of the included items is shown below in the Scope of Services.

This proposal excludes any costs for reproduction, map reductions (except as specified herein), agency fees, fees of any other consultants that may be required, and any special studies that are not explicitly described in the Scope of Services. The preparation of any special reports is not included within this proposal.

Client agrees to pay a late charge of 1.5% per month or an annual rate of 12 percent (12%) of any unpaid balance commencing thirty (30) days after the date of the original billing. Client agrees consultant shall have the right to consider such default in payment a material breach of this entire agreement and, upon written notice, the duties, obligations, and responsibilities of consultant under this agreement are terminated. In such event, client shall promptly pay consultant. In the event all or any portion of the work prepared or partially prepared by consultant be suspended, abandoned or terminated, client shall pay consultant for all fees, charges and services on an hourly basis of time provided on the project through termination inclusive of ten percent (10%) for all categories not billed against.

A Schedule of Hourly Fee Rates is provided for reference as Exhibit A herein.

## Scope of Services

### Site Topography

**\$ 14,920.00**

This category provides for the preparation of a site topography showing the following items.

- Topographic Survey with a contour interval of six inches (6"), mapping all existing improvements including concrete flatwork, buildings, parking lots, street improvements, above ground evidence of utilities, curbs, gutters, ramps, playgrounds.
- Streets will be measured at full width with 50' stationing and any above ground references of utilities will be shown. (School frontage of Russel St. and Macy St.)
- Property boundary will be drafted from record documents and will NOT be surveyed. Additional costs will apply if the property is to be surveyed and a Preliminary Title Report less than 30 days old will need to be provided in order to provide a quote.

### Project Total

**\$14,920.00**

### EXCLUSIONS

1. This contract does not include a boundary survey, the filing of corner record(s), the filing of record of survey(s) or the setting or preservation of survey monuments or any part of a contract specification that requires or gives a procedure of such item(s). Those items, if required by law and or requested by the contractor, shall be billed on an hourly basis at Adkan's current rates in addition to the fixed fee dollar amount(s) shown hereon.

*[Handwritten Signature]*  
7-27-20

### Appendix A

Schedule of Hourly Billing Rates  
Effective October 1, 2018 to July 31, 2020

#### ENGINEERING SERVICES

Principal in Charge	\$190.00/hr
Senior Project Manager	170.00/hr
Project Manager	150.00/hr
Senior Engineer	140.00/hr
Associate Engineer	130.00/hr
Staff Engineer	125.00/hr
Senior Civil Designer	120.00/hr
Associate Civil Designer	115.00/hr
Civil Designer	110.00/hr
Junior Civil Designer	105.00/hr
Engineering Technician II	100.00/hr
Engineering Technician I	95.00/hr
Engineering Aide	90.00/hr

#### REIMBURSABLE ITEMS

Clerical/Administrative/Courier	\$60.00/hr
B&W Plot	1.00/sheet
Color Plot	10.00/sheet
Mylars	15.00/sheet
Travel/Subsistence	
(Per Diem-Per Man)	\$150.00
Vehicle Use (Per Mile)	0.57
Other Expenses - including	
Special Consultants, Agency Fees, Outside Blueprints, Outside Delivery Service, etc.	Cost + 15%
Expert Witness or Litigation	
Consultation (4-hour min.)	\$300.00/hr

#### SURVEYING SERVICES

Principal in Charge	\$190.00/hr
Land Surveyor/Chief of Parties	170.00/hr
Senior Office Surveyor/Supervisor	150.00/hr
Office Surveyor/Supervisor	130.00/hr
Survey Project Mapper	115.00/hr
Survey Drafter	100.00/hr
Survey Technician	90.00/hr
Survey Aide	80.00/hr
*One Man Survey Crew	205.00/hr
*Two Man Survey Crew	285.00/hr
*Three Man Survey Crew	365.00/hr

\*Survey Crews are billed out at 2 hour increments with a minimum charge of 4 hours.

#### PLANNING SERVICES

Principal Planner	\$170.00/hr
Senior Planner	150.00/hr
Associate Planner	130.00/hr
Staff Planner	110.00/hr
Planning Drafter	100.00/hr
Planning Technician	90.00/hr
Planning Aide	80.00/hr

#### STORM WATER/SWPPP SERVICES

Senior Storm Water Engineer	\$140.00/hr
Storm Water Engineer	130.00/hr
Qualified SWPPP Developer (QSD)	120.00/hr
Storm Water Designer	110.00/hr
Qualified SWPPP Practitioner (QSP)	100.00/hr
Storm Water Technician	90.00/hr
Storm Water Aide	80.00/hr

## Appendix A (cont.)

### Schedule of Hourly Billing Rates

Effective October 1, 2018 to July 31, 2020

The following "Special Conditions" are to be considered a part of the "Provisions of Agreement" stated in the Agreement between Client and Consultant (contract).

1. Invoices are due and payable upon receipt. There will be a charge of 1% per month on any unpaid balances after 30 days of invoice date. Should the payment of invoices be in excess of 30 days, this office reserves the right to bill all overdue and future work on an hourly basis at our current rates and the fixed fee dollar amount shall become null & void.
2. Agency and client meetings, appeals, lobbying, processing, pick-up and deliveries by us and all other charges not specifically covered by the final contractual agreement will be billed as a reimbursable expense on a time and material basis.
3. Any and all modifications to the plans that are required as a result of local agency, client or title company review and are not due to omissions by the consultant are beyond the scope of this proposal, the client will be notified & billed on a "Time and Materials" Work Order or other negotiated basis.
4. Any and all projects which the client desires consultant to begin work on prior to the receipt of the final conditions of approval, will be subject to review and re-negotiation of fee schedule for any and all services that are required to comply with said conditions of approval.
5. All construction staking contracts shall be based upon final signed construction documents. All proposals based upon preliminary drawings are subject to review and adjustment upon receipt of approved plans.
6. Boundary surveys shall be performed on a "Time and Materials" basis unless otherwise stated in proposal. Unusual and/or unforeseen field circumstances will result in additional costs.
7. Field modifications to the plans may result in additional charges for survey services. In any case, the cost for those modifications shall be the responsibility of the client.
8. If any legal action needs to be taken to interpret the provisions of this agreement or to collect on any unpaid balances, the client agrees to pay all reasonable legal fees and costs of collection to the extent permitted by California law. Client agrees such payments shall be made immediately following entry of judgment.
9. Note that use and reliance of existing monuments of record are a requirement of a property survey. If monuments of record do not exist in the field, property surveys may be subject to additional costs to be borne by the Client.
10. Client understands that these rates are subject to change in accordance with organized labor wage increases.
11. This proposal does not include a Boundary Survey, the filing of a Record of Survey or the filing of Corner Records or the setting or preservations of Survey Monuments or any part of a contract specification that requires or gives a procedure of such items, unless it is specifically outlined as an item within the scope of services outlined hereon.
12. All hourly rates are based on general insurance limits of \$2,000,000 Commercial General Liability, \$1,000,000 Automobile Liability, \$4,000,000 Umbrella Liability, \$1,000,000 Workers Compensation Liability and \$2,000,000 Professional Liability claim/aggregate with a \$50,000 deductible. Any projects requiring excess limits will be subject to increases in hourly rates.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 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, Macy  
Elementary School

ACTION

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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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

In preparation for the modernization at Macy Elementary School, it is 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 July 7 2020, Util-Locate provided the District with a proposal for the work.

Financial Implications:

Financial Impact:	\$8,800.00
Funding Source:	Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve the Professional Services Agreement, Util-Locate, Sub-surfacing Imaging, Macy Elementary School, effective August 11, 2020 through August 11, 2021, not to exceed \$8,800 (21.0-00000-0-00000-85000-6282-000004) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

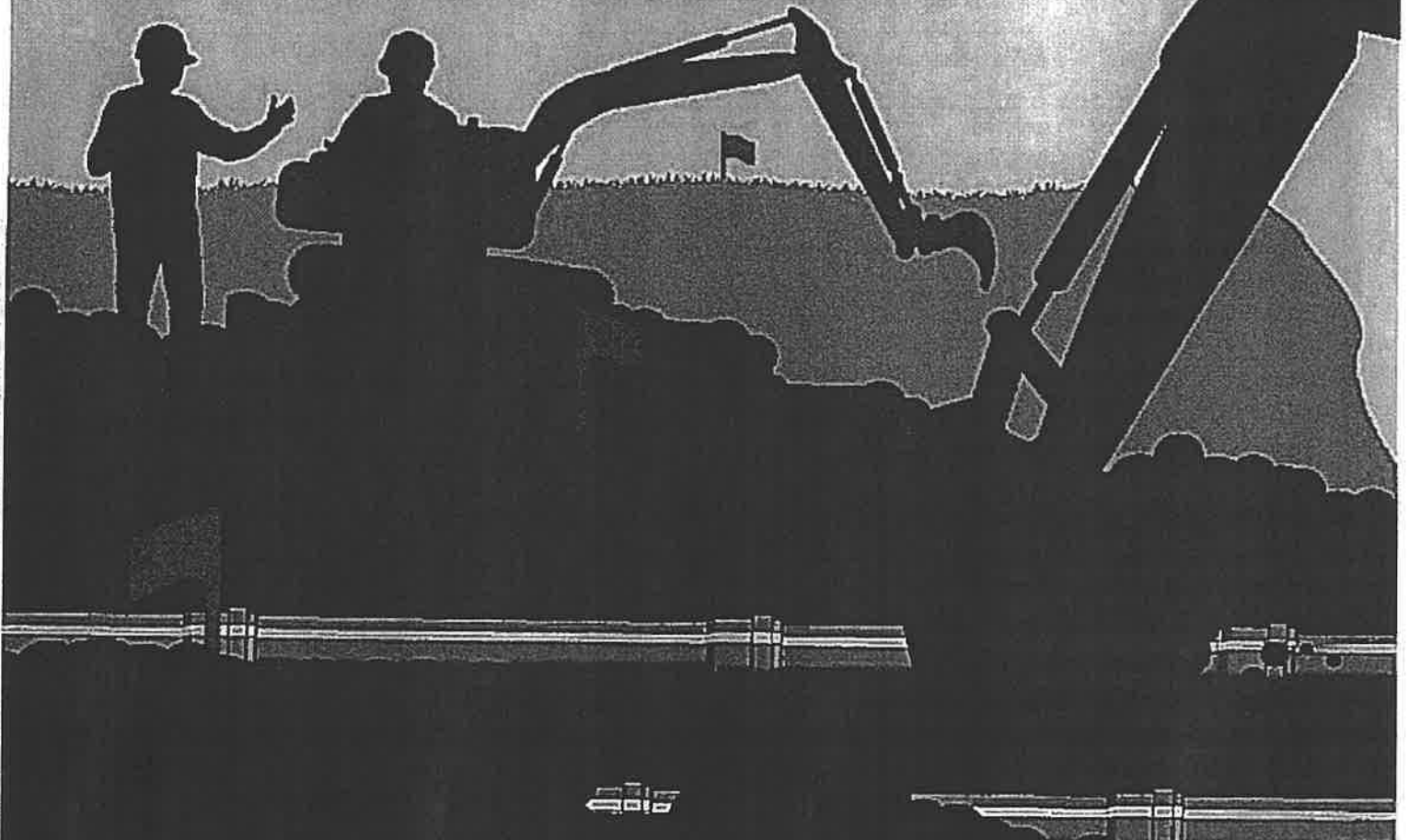
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Superintendent's Comment:

APPROVAL RECOMMENDED.



# UTIL LOCATE



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## 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*



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

DATE: 7/7/20

Private  Prevailing Wage

<b>OWNER/ AUTHORIZED REPRESENTATIVE</b>	<b>NAME:</b>	TBD
	<b>CLIENT:</b>	Lowell Joint School District
	<b>ADDRESS:</b>	11019 Valley Home Ave, Whittier, CA 90603
	<b>PHONE:</b>	Cell: 714-697-3836
	<b>EMAIL ADDRESS:</b>	dbannon@qbarchitects.net

**PROJECT NAME:** Macy Elementary Locating Survey

**PROJECT ADDRESS:** 2301 Russell St, La Habra, CA 90631, 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:** Macy Elementary Locating Survey  
**PROJECT ADDRESS:** 2301 Russell St, La Habra, CA 90631, 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 conduct 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 situations, 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 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,

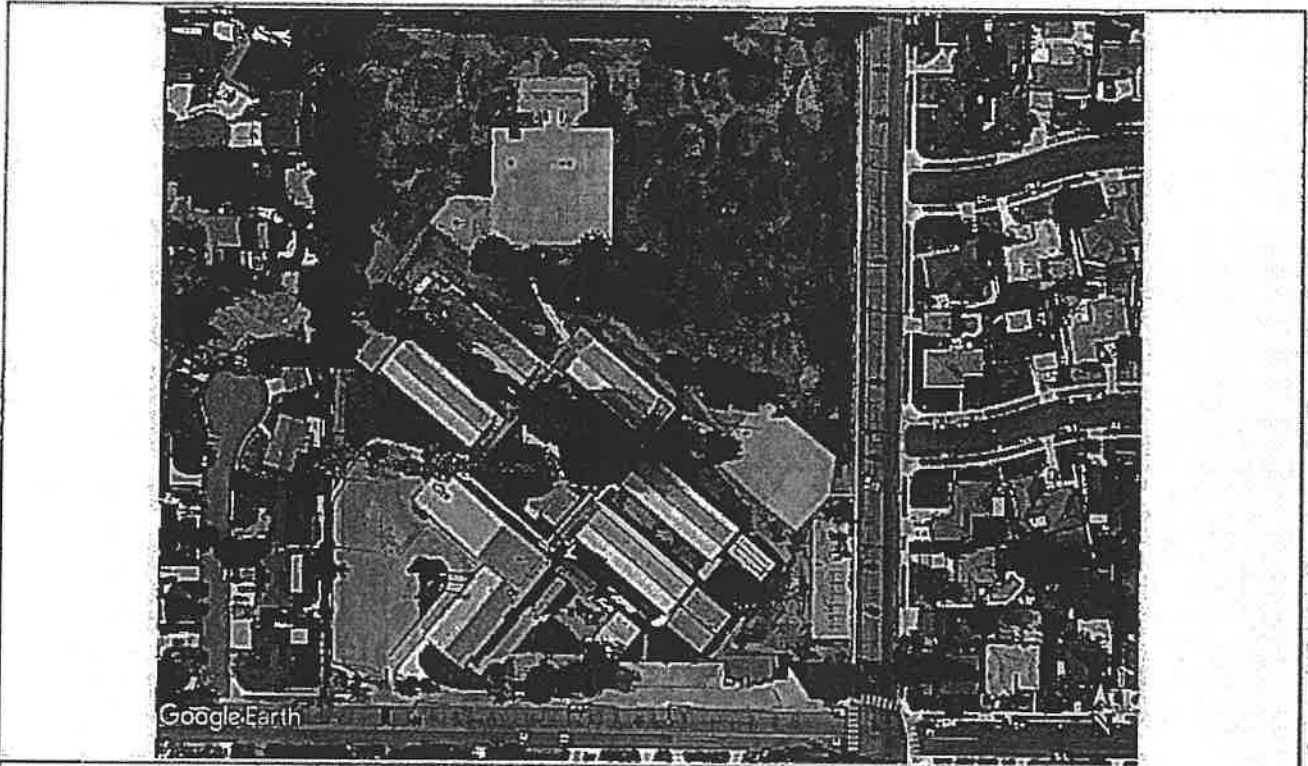
The Client waives all rights against Util-Locate, for damages caused by fire, water, wind, or any other perils to the extent covered by any type of property insurance applicable to the claimed damage or loss. This waiver of subrogation shall be effective even though that person or entity would otherwise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

CLIENT:  
PROJECT NAME:  
PROJECT ADDRESS:

Lowell Joint School District  
Macy Elementary Locating Survey  
2301 Russell St, La Habra, CA 90631, CA 90603



**Exhibit (Work Limits)  
Image Provided**



**CLIENT:**  
**PROJECT NAME:**  
**PROJECT ADDRESS:**

Lowell Joint School District  
Macy Elementary Locating Survey  
2301 Russell St, La Habra, CA 90631, CA 90603



**UTIL-LOCATE - BID PROPOSAL**

DATE: 7/7/20 Private  Prevailing Wage  (Please Indicate Type of Work)

CLIENT: Lowell Joint School District

PROJECT NAME: Macy Elementary Locating Survey

PROJECT ADDRESS: 2301 Russell St, La Habra, CA 90631, CA 90603

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

CONTRACT AMOUNT \$8,800.00

**\*\*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)

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Professional Services Agreement, CF Environmental,  
Hazardous Materials Survey, Testing, El Portal Elementary School

ACTION/  
(RATIFICATION)

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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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the District.

In March 2019, the District issued an RFQ for Hazardous Materials Surveying and Testing providers. Based on the results of the scoring, CF Environmental was selected to provide the District with environmental testing and identification services prior to the El Portal Maintenance and Fire Alarm project.

Financial Implications

Financial Impact: \$27,147.35  
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify the Professional Services Agreement, CF Environmental, Hazardous Materials Survey, Testing, El Portal Elementary School, effective February 24, 2020 through February 24, 2021, not to exceed \$27,147.35(21.0-00000-0-00000-85000-6282-000001) Measure LL( 21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Professional Services Agreement, Koury Engineering & Testing, Materials Testing, Soil Compaction, Maybrook Interim Housing Project

ACTION/  
(RATIFICATION)

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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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the Client.

In October 2018, the District issued an RFQ for Materials testing and Geotechnical firms. Based on the results of the scoring, Koury Engineering and Testing was selected to provide the District with a proposal for the Maybrook Interim Housing project to conduct soils and materials testing and soil compaction during the course of construction. As the Maybrook Interim Housing projects winds down, Koury Engineering has provided the District with their Final report and uploaded the DSA Final 293 form to the DSA Box to start the certification process.

Financial Implications

Financial Impact: \$38,637.25  
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify the Professional Services Agreement, Koury Engineering & Testing, Materials Testing, Soils Compaction, Maybrook Elementary School, effective October 1, 2019, through October 1, 2020, not to exceed \$38,637.25 (21.0-00000-0-00000-85000-6282-0000015) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.



LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Amended Professional Services Agreement, Ghataode Bannan Architects (GBA), Districtwide Master Plan ACTION

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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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

On October 7, 2019, the Board of Trustees approved a Master Architectural Services Agreement with Ghataode Bannan Architects (GBA), to provide Architectural/Engineering services related to the District's Maintenance and Bond Modernizations projects. In order to properly execute the Bond Program District Wide, the District seeks to engage GBA Architects to develop a District Wide Master Plan with needs assessments, forecasted schedules, costs, capacity analysis, current facility conditions, etc.

Ghataode Bannan (GBA) Architects has provided the District with a proposal dated July 14, 2020 for \$38,000 which does not include a reimbursable fee to be billed at cost plus 5%. For budget purposes, the District will add an additional \$1,900 to the purchase order

Financial Implications:

Financial Impact: \$39,900.00  
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, Ghataode Bannan (GBA) Architects, Districtwide Master Plan, effective August 11, 2020 through August 11, 2022, not to exceed \$39,900 (21.0-00000-0-00000-85000-6210-000004) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.



July 14, 2020

Mr. David Bennett  
Assistant Superintendent, Facilities and Operations  
Lowell Joint School District  
11019 Valley Home Ave,  
Whittier, CA 90603

Re: Architectural Services  
Districtwide Master Plan

Dear David,

Ghataode Bannon Architects (GBA) is pleased to submit this proposal to provide architectural services to prepare a Districtwide Master Plan. The proposed scope of service is as follows:

SCOPE OF SERVICE

- Planning Considerations
  - Capacity Analysis
    - Apply District standard student load factor to existing and proposed classroom counts.
  - Facility Condition Assessments using the following components:
    - School Aerial
      - The aerial is used to reference buildings, hardscape/landscape, and play fields areas. In the Site Masterplan the aerial is scaled to confirm location of existing and proposed facilities.
    - School Info
      - Includes information about the school facility such as address, year constructed/modernized. Square footage, site size, current enrollment, and grade levels served.
    - Greatest Needs
      - A summary of items that were discussed and noted as the highest need.
    - Facility Condition Assessment
      - Includes a description of building and grounds issues identified in the site walk survey, interviews with school site Principals and maintenance staff and meetings with the facility department staff.
    - Facility Condition Index (FCI). Assign a numerical value to the existing condition.
      - FCI 0 New or Recently Modernized

- o Deferred maintenance, carpet, paint touch-up, etc.
  - FCI 1 Minor Modernization
    - o Repairing or touching up the existing finishes and systems. New paint, carpet, ceiling tiles, casework repair, re-lamping light fixtures, etc.
  - FCI 2 Standard Modernization
    - o Remove and replace existing finishes down to the studs. New wall finishes, ceilings, flooring, casework, doors and hardware, plumbing, HVAC, electrical power and low voltage.
  - FCI 3 Major Modernization
    - o Includes scope of work defined in the Standard Modernization plus re-configuring or re-programming interior spaces. Repairing significant dry-rot or termite damage. Replacing exterior finishes. New windows.
  - FCI 4 Replacement
    - o Remove and Replace
- Scope Recommendations
  - o Phase 1.0
    - HVAC
    - Electrical Distribution and Service
    - Roofing
    - Fire Alarm
    - Sewer
  - o Phase 2.0
    - Portable to Permanent/New Construction
    - Resolve "Gray" Space Non-Certified Construction
  - o Phase 3.0
    - Modernization
  - o Prioritizations
- Program Costs
  - o Budget Estimates
  - o Projected Construction, Soft and Escalation Costs
- Master Plan Diagrams
  - o El Portal Elementary
  - o Jordan Elementary
  - o Macy Elementary
  - o Meadow Green Elementary
  - o Olita Elementary
  - o Rancho Starbuck Intermediate

**GHATRODE BANNON ARCHITECTS**

FEE

The proposed fee is \$38,000 with monthly billings on a percentage of completion basis.

REIMBURSABLE EXPENSES

GBA shall provide the District with three copies of the final report. Printing, at the request of the District, beyond the above-mentioned sets is a reimbursable expense. Travel and printing for GBA in-house coordination is at GBA's expense. Reimbursable expenses shall be billed at cost plus 5%.

Please call if you have any questions.

Sincerely,



David Bannon, AIA  
Partner

July 14, 2020

Accepted by:

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Lowell Joint School District  
Mr. David Bennett  
Assistant Superintendent, Facilities and Operations

Date:

R:\GBA Projects\Lowell Joint School District\Master Plan 2020\Districtwide Master Plan Proposal 200714.doc

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Award of Contract, Saldana Landscape for  
Additional Areas at the Maybrook Interim Housing Project

ACTION/  
(RATIFICATION)

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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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

In accordance with the Measure LL, the District installed new portable classrooms and rest room facilities at Maybrook Elementary, which will be used to house staff and students of Lowell Joint Schools during the execution of construction projects at various campuses in the coming years.

During the course of construction, it became necessary to install additional landscape and irrigation in an area that was not included in the original scope of work.

Financial Implications:

Financial Impact: \$10,707.00  
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify an Award of Contract, Saldana Landscape, Additional Area, Maybrook Elementary School, effective July 1, 2020 through July 1, 2021, not to exceed \$10,707 (21.0-00000-0-00000-85000-6230-0000015) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

SALDANA LANDSCAPE DESIGN INC  
 POBOX 23435  
 LOS ANGELES, CA 90023  
 (323) 447-2059  
 gsaldana21@yahoo.com



# Invoice 1012

**BILL TO**  
 David Bennet  
 Whittier School District  
 11537 GROVEDALE DR  
 WHITTIER, CA 90604

<b>DATE</b> 07/15/2020	<b>PLEASE PAY</b> \$10,707.00	<b>DUE DATE</b> 08/14/2020
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ACTIVITY	QTY	AMOUNT
<b>WORK DESCRIPTION</b>	1	0.00
THIS IS THE INVOICR FOR THE ADDITIONAL WORK BETWEEN BUNGALOWS A7 - A8 AND A2-A3. WE WILL INSTALL DG, IRRIGATION LINES AND INSTALL ONE VALVES TO WATER THE NEW SHRUBS WE ARE INSTALLING. PHASE 3 AND PHASE 4 ESTIMATE HAS CHANGE FROM ORIGINAL TO REFLECT THE CHANGES PER DAVID'S REQUEST.		
<b>IRRIGATION:IRRIGATION</b>	1	2,311.00
IRRIGATION AND SOD TOP SOIL, SPRINKLERS AND PIPING, DELIVERY COST OF GOODS, SHOP DRAWING, AND WATER CALCULATION.		
<b>SCH 40 PIPE</b>	10	230.00
SCHEDULE 40 PIPE 3/4"		
<b>PVC FITTINGS</b>	1	100.00
TEE, COUPLING, NIPPLES, ELLS, ECT...		
<b>VALVES</b>	1	200.00
SUPERIOR 1 "		
<b>BOX RECTANGULAR</b>	1	60.00
STANDARD RECTANGULAR VALVE BOX WITH GREEN LID		
<b>VALVE WIRE</b>	0.20	50.00
VALVE 12 AWG		
<b>WATER PROOF CONNECTORS</b>	0.20	9.00
WATER PROOF CONNECTORS		
<b>2X4 EDGING</b>	6	156.00
RED WOOD 2X4X16		
<b>DRIP HOSE</b>	1	250.00
DRIP HOSE		
<b>SHRUBS</b>	20	180.00
SHRUBS		
<b>DG</b>	20	2,600.00
DECOMPOSE GRANITE		
<b>EQUIPMENT RENTAL</b>	1	280.00
EQUIPMENT RENTAL		
<b>LABOR</b>	4	2,620.00
TRENCH FOR LATERAL LINE TO WATER SHRUBS AND INSTALL BUBBLERS		

ACTIVITY	QTY	AMOUNT
LABOR CLEAR ALL DRY WOODY MATERIAL AND ROUGH GRADE	0.50	340.00
LABOR INSTALLING DG AND COMPACTING	7	4,641.00
LABOR INSTALLING RED WOOD EDGING	0.50	340.00
LABOR PLANTING PLANT MATERIAL	0.50	340.00
DISCOUNT DISCOUNT	1	-4,000.00

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TOTAL DUE	<b>\$10,707.00</b>
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THANK YOU.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Award of Contract, Intercom Clock and  
Signal Service (ICS) for Technology Infrastructure in Existing  
Buildings at the Maybrook Interim Housing Project

ACTION/  
(RATIFICATION)

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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 includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

In accordance with the Measure LL, the District installed new portable classrooms and rest room facilities at Maybrook Elementary, which will be used to house staff and students of Lowell Joint Schools during the execution of modernization projects at various campuses' in the coming years.

In order to maintain District technology standards, it was necessary to upgrade the existing hard buildings to speed to accommodate 21<sup>st</sup> century internet and network capabilities.

The District received three proposals for this work as follows:

Digital Networks Group	\$32,806.18
Tiburon Telecommunications	\$24,709.47
Intercom Clock and Signal Service	\$19,890.00

Financial Implications

Financial Impact:	\$19,890.00
Funding Source:	Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify an Award of Contract, Intercom Clock and Signal Service, Technology Infrastructure, Existing Buildings, Maybrook Elementary School, effective February 2, 2020 through February 2, 2021, not to exceed \$19,890 (21.0-00000-0-00000-85000-6249-0000015) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.



ICS Service Company  
 PO Box 5255  
 Riverside, CA 92517

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

www.icsservice.net

# Invoice

Date	Invoice #
2/27/2020	33509

<b>Bill To</b>
Lowell Joint School District 11019 Valley Home Ave. Whittier, CA 90603

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

Quantity	Description	Rate	Amount
50	Cat-6 Inserts Blue	0.00	0.00T
12,500	Category 6 PVC Cable	0.00	0.00T
3	Extreme CAT6 24 Port Patch Panel	0.00	0.00T
1	Open Fram Rack	0.00	0.00T
2	Enclosed Frame	0.00	0.00T
1	Wiremold Lot	0.00	0.00T
1	Securing devices Lot	0.00	0.00T
1	Labor	19,890.00	19,890.00
	Maybrook-		
	We demmed 1 cabinet in main office and installed open frame rack.		
	We ran (2) sets of 4 data drops in back room area of office.		
	We installed (1) enclosed IDF in area of existing IDF in each of (2) buildings (to replace wall braeket type and for area for district to install switches)		
	We installed in each of 14 classrooms the following: (1) dual drop for teacher and (1) singular drop for WAP.		
	Sales Tax- Los Angeles		0.00

<i>Thank You for your Business!</i>		<b>Total</b>	\$19,890.00
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LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Piggyback Contract with Glasby Maintenance Supply, for Custodial Supplies (Placentia Yorba Linda Unified School District Bid #218-09) ACTION

Public Contract Code Section 20111 (a) provides that the governing board of any school district shall let any contracts involving an expenditure of more than \$95,200 for any of the following:

- (1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
- (2) Services, except construction services.
- (3) Repairs, including maintenance as defined in Section 20115, that are not a public project as defined in subdivision (c) of Section 22002.

Contracts shall be let to the lowest responsive responsible bidder or else reject all bids. Purchases of equipment, materials, supplies, services, and repairs/maintenance in amounts less than \$95,200 need not be bid.

The District requires custodial supplies at all sites throughout the school year. Placentia-Yorba Linda Unified School District (PYLUSD) in Orange County awarded a competitively-bid contract for custodial supplies to Glasby Maintenance Supply Company at its regularly-scheduled Board meeting on June 19, 2018. The original contract was effective July 1, 2018, through June 30, 2019. During the June 2, 2020 Board meeting, PYLUSD Trustees approved the extension of the Glasby agreement through October 10, 2020. PYLUSD will bid these services once again prior to October 10, 2020.

The special provisions of the PYLUSD bid/contract provide that the PYLUSD “and any other school or community college district will have the opportunity to order from this bid in quantities necessary to maintain its operations.” Pursuant to Public Contract Code Section 20118, the District can utilize contracts awarded by another school district for the purchase of equipment, materials, supplies, and other personal property under the same prices, terms, and conditions as the awarding school district’s contract when provided for in the awarding school district’s bid documents. This practice of utilizing another district’s competitively-bid contract is known as “piggybacking.”

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Superintendent’s Comment:

APPROVAL RECOMMENDED.

District staff members determined that the custodial supplies identified in the bid/contract awarded to Glasby Maintenance Supply Company met the needs of the District. District staff members reviewed the terms and conditions of the bid/contract, assessed the prices to be fair, reasonable, and competitive, and find that it is in the best interest of the District to approve a piggyback agreement with Glasby Maintenance Supply Company for the purchase of custodial supplies on an as-needed basis. The savings to the District are significant and the use of this agreement would expedite delivery of supplies.

The District estimates approximately \$100,000 in custodial supplies in the 2020-21 school year.

This agenda item seeks approval of a piggyback agreement with Glasby Maintenance Supply Company for the purchase of custodial supplies. Glasby Maintenance Supply Company has proposed to provide these products under the same terms and conditions as the contract awarded to them by PYLUSD.

Upon acceptance and approval of the piggyback agreement with Glasby Maintenance Supply Company, by the Board of Trustees, the District will execute the necessary authorization and issue the requisite purchase order(s).

Printed copies of the bid documents are available for review at the Facilities & Operations office by contacting Denise Soto, Secretary Technician, Facilities & Operations at (562) 902-4290.

DB/ds

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Superintendent's Comment:

APPROVAL RECOMMENDED.

**STAFF PRESENTATIONS**

- Deputy Superintendent Candy Plahy presented information on the local indicators and the results pertaining to the California State Dashboard.

**CONSENT CALENDAR**

1. Approved/ratified purchase orders in the following amounts: **(2017/2018)** – General Fund (01), \$3,233,417.07; Child Development Fund (12), \$146,842.51; Cafeteria Fund (13), \$2,221,985.94; Deferred Maintenance Fund (14), \$16,340.00; Capital Facilities Fund (25), \$111,397.95; Schools Facilities Fund/Prop 47 Fund (39), \$5,834,883.47.
2. Approved warrant listings in the following amounts: Warrant Registers #802901 through 819712 and #598313 through 599313; current year expenditures (August 27, 2017 through September 23, 2017) \$11,052,407.05; total prior year expenditures, \$4,400,939.46 (2016-2017); and payroll registers 2A, \$1,362,041.37 and 2B, \$2,730,804.63.
3. Accepted as complete the project(s) listed and authorized filing Notice(s) of Completion. (See attached.)
4. Designated textbooks as obsolete and approve disposal.
5. Approved/ratified the Consultant Services Agreement(s) – Maintenance and Facilities – as listed in accordance with Board Policy No. 4124, Retention of Consultants. (See attached.)
6. Approved Change Order No. 1 to Bid No. 218-07, New Dimensions General Construction for the roof fascia repair project at Esperanza High School, Purchase Order # 801357.
7. Approved the District annual membership in the California School Funding Coalition for the 2017-18 school year.
8. Awarded Bid No. 218-08 to Glasby Maintenance Supply for janitorial supplies from October 11, 2017 through June 30, 2018.
9. Ratified Amendment No. 1 to Agreement No. 42965 with OCDE for Data Center Site Services from July 1, 2017 to June 30, 2018.
10. Approved amendment to the contract awarded to Blackboard, Inc. pursuant to RFP 2017-06, to provide Notification and App Systems, effective July 1, 2017 to June 30, 2020.
11. Ratified renewal of contract year 3 of 3 from July 1, 2017 through January 31, 2018, per Bid No. 215-02, Individualized Transportation Services, to Chapin Tolley Brown dba Child Shuttle.
12. Approved the annual renewal of the Seat Advisor Box Office License Agreement for the period commencing October 24, 2017 to October 23, 2018.
13. Approved/ratified Independent Contractor Agreements – Educational Services – as listed in accordance with Board Policy No. 4124, Retention of Consultants. (See attached.)
14. Approved/ratified special education master contracts, individual services contracts and related services. (Individual contracts on file.) (See attached.)



**CONSENT CALENDAR (Continued)**

22. Authorized contract renewal per Bid No. 216-02 for Plumbing Services with Wicketts International Plumbing Contractors, effective July 1, 2018 through June 30, 2019.
23. Authorized Professional Services Agreement renewal with Cooperative Strategies for Administration of Community Facilities District (CFD) No. 1 from July 1, 2018 to June 30, 2019.
24. Approved Resolution No. 33 to authorize the use of temporary Interfund borrowings for the 2018-19 fiscal year. (See attached.)
25. Authorized agreement renewal with North Orange County Regional Occupational Program for use of facilities for the 2018-19 school year.
26. Authorized contract renewal with Isite Software, effective July 1, 2018 through June 30, 2019.
27. Authorized annual agreement renewal with Education Management Systems for the Integrated Point of Sale and Free and Reduced Lunch Application Systems, effective July 1, 2018 through June 30, 2019.
28. Renewed the pest control agreement with Pest Options, effective July 1, 2018 to June 30, 2019.
29. Authorized renewal of RFP No. 2018-01 with Goldstar Foods for the purchase of fresh bread, effective July 1, 2018 through June 30, 2019.
30. Approved renewal of the lease agreement with Oliver Packaging for meal tray heat sealer equipment and supplies, effective July 1, 2018 through June 30, 2019.
31. Approved Bid No. 219-01 to Clearbrook Farms for the purchase and delivery of Dairy and Juice Products, effective July 1, 2018 through June 30, 2019.
32. Approved Request for Proposal No. 2019-01 for Purchase and Delivery of Pizza to Papa Johns, effective July 1, 2018 through June 30, 2019.
33. Authorized the purchase of new cafeteria service equipment from Arrow Restaurant Equipment for El Dorado High School.
34. Authorized contract renewal with Glasby Maintenance Supply for Janitorial Supplies, effective July 1, 2018 through June 30, 2019.
35. Approved the agreement with General Auction Company to conduct public auctions, effective July 1, 2018 through June 30, 2019.
36. Approved the agreement with Tycoon Materials for the removal and processing of district electronic waste, effective July 1, 2018 through June 30, 2019.
37. Approved the Joint Powers Agreement with Orange County Department of Education for Courier Service, effective July 1, 2018 through June 30, 2019.
38. Reclassified records listed as Class 1-permanent to Class 3-disposable and authorize the destruction of these Class 3 records in accordance with legal codes and administrative regulations.

**CONSENT CALENDAR**

1. Accepted as complete the project(s) listed and authorized filing Notice(s) of Completion. (See attached.)
2. Authorized Professional Services Agreement renewal for Administration of Community Facilities District (CFD) No. 1 with Cooperative Strategies, effective July 1, 2019 to June 30, 2020.
3. Reclassified records listed as Class 1-permanent to Class 3-disposable and authorized the destruction of these Class 3 records in accordance with legal codes and administrative regulations.
4. Authorized contract renewal for Janitorial Supplies with Glasby Maintenance Supply, effective July 1, 2019 through June 30, 2020.
5. Authorized contract renewal for Blanket Field Trip coverage with Myers-Stevens & Toohy & Co., Inc., effective July 1, 2019 through June 30, 2020.
6. Approved Participation Agreement No. 48075 for SMAA participation with Orange County Superintendent of Schools, effective July 1, 2019 through June 30, 2020.
7. Approved/ratified Independent Contractor Agreements – Educational Services – as listed in accordance with Board Policy No. 4124, Retention of Consultants. (See attached.)
8. Approved special education individual services contracts and related services. (Individual contract on file.) (See attached.)
9. Approved the APEX Learning price quote for the subscription purchase of a digital learning system for the 2019 – 2020 school year.
10. Approved the Pre-Order Acceptance Quote #Q-MM939193 with SmartMusic for the 2019 – 2020 school year.
11. Approved the Software License and Professional Development Agreement with BASE Education, LLC effective August 1, 2019, through July 31, 2020.
12. Approved the Canvas Services Order Form #Q-66388-1 with Instructure, Inc. for the 2019 – 2020 school year.
13. Approved the renewal quote for Educational Resources with Shmoop University, Inc. for all secondary and alternative education schools in the Placentia-Yorba Linda Unified School District effective September 11, 2019, through September 10, 2020.
14. Approved Agreement with FilmEd Academy of the Arts for Esperanza High School, El Dorado High School, and Yorba Linda High School for the 2019 – 2020 school year.
15. Approved the school-sponsored field trips as listed in accordance with Board Policy No. 6153, School-Sponsored Trip. (See attached.)
16. Accepted gifts as listed, such action being in compliance with Education Code Section 41032, and directed the Superintendent to send letters of appreciation. (See attached.)



**CONSENT CALENDAR (Continued)**

- 6. Approved contract renewal for janitorial supplies with Glasby Maintenance Supply, effective July 1, 2020 through October 10, 2020.
- 7. Reclassified records listed as Class 1-permanent to Class 3-disposable and approved the destruction of these Class 3 records in accordance with legal codes and administrative regulations.
- 8. Approved agreement renewal for Software Maintenance and Technical Support with Eagle Software, effective July 1, 2020 through June 30, 2021.
- 9. Approved renewal of the agreement with Follett, Inc. for the Destiny Library Management System for all schools, effective July 1, 2020 through June 30, 2021.
- 10. Approved Amendment No. 4 to the agreement with OCDE for Data Center Site Services, effective July 1, 2020 to June 30, 2021.
- 11. Approved renewal of the support services agreement for the Business Information, Human Resources, and Imaging Systems with OCDE, effective July 1, 2020, through June 30, 2021.
- 12. Approved renewal of the Virtual District Membership with SchoolStream, a division of Right Response, LLC, from July 1, 2020 through June 30, 2021.
- 13. Approved the Software License and Professional Development Agreement with BASE Education, LLC.
- 14. Approved the agreement with APEX Learning for a subscription purchase of a digital learning system for the 2020-2021 school year.
- 15. Ratified the agreement with Motif Motion for the creation of a virtual senior celebration video for the Class of 2020.
- 16. Approved the Agreement with Bell Educational Solutions for professional management and leadership services on an interim basis for the period of July 1, 2019, through June 30, 2020.
- 17. Approved 2020-2021 Consolidated Application for submission to the California Department of Education.
- 18. Approved Classified Human Resources Report. (See attached.)
- 19. Approved Certificated Human Resources Report. (See attached.)

Approved the above listed recommendations.

Action: Carried                      Motion: Mrs. Karin Freeman  
 Second: Mrs. Judi Carmona

Ayes: Eric Padget, Judi Carmona, Karin Freeman, Carol Downey, Carrie Buck (via roll call)  
 Noes: None  
 Abstained: None

**TO:** Dr. Greg Plutko, Superintendent  
**FROM:** David Giordano, Assistant Superintendent, Business Services  
**SUBJECT:** BID NO. 218-09, JANITORIAL SUPPLIES  
**DATE:** June 2, 2020

**BACKGROUND:** On October 10, 2017, the Board awarded Bid No. 218-09 for District janitorial supplies on an as needed basis to Glasby Maintenance Supply. The award of the bid was valid through June 30, 2020. The existing bid expires October 10, 2020. The District will send out a new bid in September 2020 and submit approval for award of the new bid at the Board of Education meeting in October 2020. Glasby Maintenance Supply has agreed to renew the agreement through October 10, 2020.

**RATIONALE:** Extension of the bid through October 10, 2020 will allow the District sites and departments to continue to purchase janitorial supplies on an as needed basis.

**FUNDING:** General Fund (0101) \$100,000

**BOARD FOCUS AREA:** This board agenda item supports Focus Area 5.0, *Optimized Resources* – “A critical measure of a school district’s performance is the effectiveness with which it utilizes and generates resources. We ensure that all fiscal and capital resources maximize educational opportunities.”

**RECOMMENDATION:** Approve contract renewal for janitorial supplies with Glasby Maintenance Supply, effective July 1, 2020 through October 10, 2020.

**PREPARED BY:** Don Rosales, Director, Purchasing

**TO:** Dr. Greg Plutko, Superintendent  
**FROM:** David Giordano, Assistant Superintendent, Business Services  
**SUBJECT:** BID NO. 218-09, JANITORIAL SUPPLIES  
**DATE:** June 4, 2019

**BACKGROUND:** On October 10, 2017, the Board awarded Bid No. 218-09 for District Janitorial Supplies on an as-needed basis to Glasby Maintenance Supply. The award of the bid was valid through June 30, 2019, with options to renew the bid for an additional two years. Glasby Maintenance Supply has agreed to renew the agreement through June 30, 2020, and has requested a 3% increase in pricing for all items in the bid. Glasby Maintenance Supply has provided documentation from their manufacturers showing industry increases in pricing for goods and supplies. Bid No. 218-09 includes language allowing for product price increases based on the Consumer Price Index of up to 3%, with documentation from the vendor proving such increases.

**RATIONALE:** Extension of the bid through June 30, 2020 will allow the District sites and departments to continue to purchase janitorial supplies during the fiscal year on an as-needed basis. This will be contract renewal year 3 of 3.

**FUNDING:** General Fund (0101) \$400,000

**BOARD FOCUS AREA:** This board agenda item supports Focus Area 5.0, *Optimized Resources* – "A critical measure of a school district's performance is the effectiveness with which it utilizes and generates resources. We ensure that all fiscal and capital resources maximize educational opportunities."

**RECOMMENDATION:** Authorize contract renewal for Janitorial Supplies with Glasby Maintenance Supply, effective July 1, 2019 through June 30, 2020.

**PREPARED BY:** Don Rosales, Director, Purchasing



# Placentia-Yorba Linda Unified School District

# MEMO

**TO:** Dr. Greg Plutko, Superintendent  
**FROM:** David Giordano, Assistant Superintendent, Business Services  
**SUBJECT:** BID NO. 218-09, GLASBY MAINTENANCE SUPPLY  
**DATE:** June 19, 2018

**BACKGROUND:** On October 10, 2017, the Board awarded Bid No. 218-09 for Janitorial Supplies on an as-needed basis to Glasby Maintenance Supply. The award of the bid was valid through June 30, 2018, with options to renew the bid for an additional two years. Glasby Maintenance Supply has agreed to renew the agreement through June 30, 2019, and has requested a 2.5% increase in pricing for all items in the bid. Glasby Maintenance Supply has provided documentation from their manufacturers showing industry increases in pricing for goods and supplies. Bid No. 218-09 includes language allowing for product price increases based on the Consumer Price Index of up to 3%, with documentation from the vendor proving such increases.

**RATIONALE:** Extension of the bid through June 30, 2019 will allow district sites and departments to continue to purchase janitorial supplies during the fiscal year on an as-needed basis. This will be contract renewal year two of three.

**FUNDING:** General Fund (01) \$400,000

**BOARD FOCUS AREA:** This board agenda item supports Focus Area 5.0, *Optimized Resources* – “A critical measure of a school district’s performance is the effectiveness with which it utilizes and generates resources. We ensure that all fiscal and capital resources maximize educational opportunities.”

**RECOMMENDATION:** Authorize contract renewal with Glasby Maintenance Supply for Janitorial Supplies, effective July 1, 2018 through June 30, 2019.

**PREPARED BY:** Don Rosales, Director, Purchasing

**TO:** Dr. Greg Plutko, Superintendent  
**FROM:** David Giordano, Assistant Superintendent, Business Services  
**SUBJECT:** **JANITORIAL SUPPLIES BID NO. 218-08 TO GLASBY MAINTENANCE SUPPLY**  
**DATE:** October 10, 2017

**BACKGROUND:** The District advertised and received bids for janitorial supplies needed during the fiscal year. The bid will be utilized on an as needed basis by sites and departments. The District received four bids against this solicitation. After review of all bids, staff determined that Glasby Maintenance Supply is the most responsive bidder to provide the lowest overall pricing for the items specified by the District. The term of the initial contract is through June 30, 2018, with two optional one-year extensions. Consideration will be given at each renewal for pricing increases and decreases based on the Consumer Pricing Index.

**RATIONALE:** Award of Bid No. 218-08 for various custodial supplies will enable the District to respond to the ongoing janitorial supply needs of school sites and departments and comply with legal bid mandates.

**FUNDING:** General Fund (01) \$400,000

**BOARD FOCUS AREA:** This board agenda item supports Focus Area 5.0, *Optimized Resources* – “A critical measure of a school district’s performance is the effectiveness with which it utilizes and generates resources. We ensure that all fiscal and capital resources maximize educational opportunities.”

**RECOMMENDATION:** Award Bid No. 218-08 to Glasby Maintenance Supply for janitorial supplies from October 11, 2017 through June 30, 2018.

**PREPARED BY:** Donald Rosales, Director, Purchasing

## AFFIDAVIT OF PUBLICATION

STATE OF CALIFORNIA, )  
 ) ss.  
County of Orange )

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of **The Orange County Register**, a newspaper of general circulation, published in the city of Santa Ana, County of Orange, and which newspaper has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, under the date of November 19, 1905, Case No. A-21046, that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

August 10, 17, 2017

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Executed at Santa Ana, Orange County, California, on

Date: August 17, 2017

  
\_\_\_\_\_  
Signature

The Orange County Register  
625 N. Grand Ave.  
Santa Ana, CA 92701  
(714) 796-2209

## PROOF OF PUBLICATION

**NOTICE CALLING FOR BIDS**  
PLACENTIA-YORBA LINDA UNIFIED  
SCHOOL DISTRICT  
1301 E. Orangewood Ave  
Placentia, CA 92870  
BID Number 216-09 - District Janitorial  
Supplies  
NOTICE IS HEREBY GIVEN that Placentia-Yorba Linda Unified School District of Orange County, California, will receive up to, but not later than 10:00:00 A.M., on August 29, 2017, sealed bids for the award of a contract for District Janitorial Supplies.  
Bid documents are available at the Placentia-Yorba Linda Unified School District Purchasing Department, or can be downloaded from the District's Purchasing Department webpage.  
Each bid must conform and be responsive to the bid and contract documents which are contained in the bid and on file in the Purchasing Department.  
No bidders may withdraw their bids for a period of Ninety (90) days after the date set for the opening of bids or after approval of the Placentia-Yorba Linda Unified School District Governing Board.  
The District reserves the right to accept or reject any and all bids and to waive any irregularities or informalities in the bids or the bid process.  
Donald Rosales  
Director of Purchasing  
Publish: August 10, 2017 and August 17, 2017  
Orange County Register: 10293062



**GLASBY Maintenance Supply Co.**  
116 E. Orangethorpe Ave.  
Anaheim, CA 92801



**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**

**BID 218-09**  
**District Janitorial Supplies**

**Notice Inviting Bids**

**BID DUE DATE**

**Tuesday, August 29, 2017 at 10:00:00 A.M.**

**SUBMIT PROPOSALS TO:**

**Purchasing Department**  
**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**  
**1301 E. Orangethorpe Avenue**  
**Warehouse Building, 2<sup>nd</sup> floor**  
**Placentia, California 92870**  
**Phone: 714-985-8470**  
**Fax: 714-985-8764**

**NOTICE CALLING FOR BIDS**

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
1301 E. Orangethorpe Ave  
Placentia, CA 92870**

**BID Number 218-09 – District Janitorial Supplies**

NOTICE IS HEREBY GIVEN that Placentia-Yorba Linda Unified School District of Orange County, California, will receive up to, but not later than 10:00:00 A.M., on August 29, 2017, sealed bids for the award of a contract for District Janitorial Supplies.

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The District reserves the right to accept or reject any and all bids and to waive any irregularities or informalities in the bids or the bid process.

Donald Rosales  
Director of Purchasing

Publish: August 10, 2017 and August 17, 2017

Placentia-Yorba Linda Unified School District  
Technology Department  
BID 2018-09 – District Janitorial Supplies



Attention Bidders: If you downloaded this request for proposal from the Purchasing Department webpage, please email this sheet to Donna Schumaker at dschumaker@pylud.org or fax to 714-985-8764.

Company Name: Glasby Maintenance Supply  
Representative Name: Paul Edwards  
Title: Sales Manager  
Address: 116 E. Orangethorpe Ave  
City: Anaheim  
State/Zip Code: Ca 92801  
Phone Number: 714-738-5121 cell 714-801-8913  
Fax Number: 714-447-8854  
Email Address: paul.edwards@sbcglobal.net

Please contact Donald Rosales, Director of Purchasing at [drosales@pylud.org](mailto:drosales@pylud.org) or Donna Schumaker at [dschumaker@pylud.org](mailto:dschumaker@pylud.org) if you have any questions regarding this RFP. The above information will be used to send addendums for this request for proposal to all potential bidders who received the proposal from the District.

**TABLE OF CONTENTS**

	Page #
Notice Inviting Bids.....	2
Bidder Notice of Receipt.....	3
Table of Contents.....	4
Special Provisions.....	5
Instruction To Bidders.....	13
Specifications.....	19
Bid Page.....	21
Bid Form.....	23
Non-Collusion Declaration.....	26
Worker's Compensation Certification.....	27
Information Required of Bidders.....	32
Notice Regarding Criminal Records Check and Forms.....	31
Sample Agreement.....	35

## SPECIAL PROVISIONS

### **Bid # 218-09 – District Janitorial Supplies**

#### **1. SCOPE**

This bid is for the furnishing and delivery of items considered District janitorial supplies. The supplies listed in this bid will be on an as needed basis. The quantities of each item will vary based on orders from the District's school sites, Maintenance and Facilities Department and District departments. The District and any other school or community college district will have the opportunity to order from this bid in quantities necessary to maintain its operations. Timing, and quantity needed, will be determined solely by each district choosing to use this bid for their own supplies, and not by the Supplier. Supplier must have a minimum of five (5) years' experience in furnishing and delivery of such supplies.

#### **2. AWARD/EVALUATION**

The District intends to award to the responsible bidder submitting the lowest responsive bid. The District reserves the right to award one or more contracts per category as set forth in the Bid Form Price Sheet if it is determined to be in its best interest to do so. The District reserves the right to reject any or all bids, or to waive any irregularities in the bids or in the bidding process.

#### **3. CONTRACT PERIOD**

The term of this agreement for the delivery of the District Janitorial Supplies described in this bid is for one year with the option to renew for two additional years after the expiration of the first year. The initial term of the bid is from Governing Board approval through June 30, 2018. If the District desires to renew the term of the agreement, the District and vendor will agree to the additional term, and the term will commence only after Board approval is received.

#### **4. PRICES**

Pricing shall be bid as set forth in the Bid Form Price Sheet. Do not include applicable state and federal taxes and fees. The District's Accounts Payable Department will pay applicable state and federal taxes after auditing invoices.

No price changes are permitted during the first year of the contract after which prices quoted may be subject to adjustment (increase or decrease) in accordance with corresponding changes in the Consumers Price Index. The total price shall not be increased more than the Consumers Price Index for the greater Los Angeles/Riverside/Orange County metropolitan area or three percent (3%), whichever is less, as published by the U.S. Dept. of Labor, Bureau of Labor Statistics at: <http://www.bls.gov/cpi/>. In the event of a price decline, or should Supplier sell the same supplies under similar quantity and delivery conditions to the State of California, or any other public agency in the State of California, at prices below those specified herein, such lower prices are to be immediately extended to the District. In addition, within 24 hours of any price decrease, the District shall be notified in writing of such changes and pending orders shall reflect the newer price.



5. ORDERING PROCESS

- a) The District's Purchasing Department shall place orders on an as needed basis, primarily on-line, but also with the options to place orders by fax, by phone, or via email.
- b) Deadline to place orders shall be 4 p.m. for second business day delivery.
- c) An order confirmation must be sent on-line, via fax or email once order has been placed.
- d) On-line access to Supplier website must have password security.
- e) No item is to be substituted without District's prior written approval.
- f) During Bidding NO contact is to be made by Supplier to any District site except the Purchasing Department.
- g) Orders placed must be delivered by the Supplier in the units of issuance as specified on the Bid Form Price Sheet. There shall be no restrictions as to minimum or maximum quantities placed.
- h) The District and any other school or community college district using this contract will place orders in its own name and will schedule deliveries to its facilities. Each order will reference this bid. Each district will place orders through the purchase order process.

6. ONLINE ORDERING SYSTEM

- a) As a condition of award, the successful bidder must have an electronic ordering system capable of XML interface with eSchoolMall, the districts electronic order aggregator. All fees and/or charges associated with such interface shall be the sole responsibility of the successful bidder. Contacted at: Eschool Mall 877-969-7246 (toll free) [info@esmsolutions.com](mailto:info@esmsolutions.com)
- b) Ordering system shall operate during normal District business hours and shall allow 24 hour access.
- c) Supplier shall grant access to individual users by validating unique usernames and passwords.
- d) Supplier shall provide contract prices whenever costs are shown.
- e) Supplier shall allow users to check on the delivery status of a previously placed order.
- f) Supplier shall provide on-line, e-mail or fax confirmation when an order is successfully placed.
- g) Supplier shall have the ability to have internal account management in order to create, update, and maintain ship-to information.
- h) At any time after the submittal of bids, Supplier must be able to demonstrate its web based

on-line capabilities at the District's designated locations. Failure to provide this requirement will be cause for rejection of the Supplier's bid.

7. DISCREPANCIES

- a) All discrepancies are to be submitted to Supplier via fax, on-line, or by email.
- b) All order discrepancies shall be handled between the Purchasing Department and Supplier, and not the individual sites.
- c) Discrepancy items are to be picked up within 3 to 5 business days from time of notification or submittal of discrepancy.
- d) Hard copies of credit memos on discrepancy items shall be issued within thirty (30) days of receipt of return and mailed to the District, attention Accounts Payable.
- e) Items received incorrectly by District due to Supplier error are to be replaced by Supplier.
- f) Items received incorrectly by District due to District error will be re-ordered by District.

8. DELIVERY AND PERFORMANCE

- a) Delivery and performance shall be made as authorized by purchase order and referencing this bid. The Supplier shall furnish products specified in the bid during the period of the contract at the contract prices allowed and in effect at time of the order.
- b) Supplier will be required to make deliveries at the time specified in vehicles suitable for the purpose intended and said vehicles shall be equipped as required by applicable laws, rules, regulations, with all components necessary to successfully complete delivery.
- c) Supplier awarded this contract, or any portion thereof, shall deliver supplies within forty-eight (48) hours from the time the order is placed. The District reserves the right to order from a Supplier of choice for those items which cannot be delivered F.O.B. to the District within forty-eight (48) hours by the Supplier, and Supplier shall be responsible for any additional costs that result due to its failure to deliver in a timely manner.
- d) Supplier shall be liable for any damage or citations that may be incurred as a result of any accidents. In addition, the District reserves the right to cancel the contract for delivery in a negligent manner while delivering.
- e) The Supplier shall be responsible for all damages to persons or property that occur as a result of its fault or negligence in connection with the performance under this contract and shall take all necessary measures and be responsible for the proper care and protection of supplies delivered.
- f) All items ordered shall be delivered to the "direct delivery" address of the authorized District location.

- g) Once order has been delivered, the ability to review and print proof of delivery must be available within 24 hours of delivery. The proof of delivery must include a signature of the person who signed for the delivery (if applicable), the Purchase Order number, the date of delivery, and the tracking number if order was not shipped via Supplier truck.
- h) All orders for in stock items must be delivered within 48 hours.
- i) Deliveries may not be left without obtaining signature of a school site, administrative site or Central Warehouse representative.
- j) All deliveries shall include off loading and inside delivery. Delivery vehicles must be equipped with a lift gate, hand truck, or other apparatus necessary to complete inside delivery.
- k) All orders must include packing slip in or on package number one (1). Packing slip shall include purchase order number.

9. F.O.B. DESTINATION

All quoted prices listed on the Bid Form Price Sheet shall be F.O.B. destination, freight prepaid, no charge.

10. NO GUARANTEE TO MINIMUM/MAXIMUM QUANTITY

The District does not guarantee that a minimum or maximum amount will be purchased. The District will not consider a bid to be responsive to this solicitation if a minimum quantity purchase is required by the Supplier.

11. ESTIMATED EXPENDITURE: Total expenditures under this contract are unknown as the contract will be based on purchases by school sites and departments as needed. Although no guarantee can be made on the total dollar amount purchased per year, the total dollar value of the contract is estimated to be \$300,000.00 per year. Vendor agrees to furnish more or less at the unit prices quoted in accordance with actual requirements throughout the contract period.

12. INVOICES

- 1. All invoices are to be mailed to the District in weekly batches only, attention Accounts Payable. Supplier may also be required to submit invoices via electronic transmission, i.e., email.
- 2. Statements are to be mailed or emailed to the District on a monthly basis only, attention Accounts Payable.
- 3. All invoices are to include the following:
  - a. Invoice number and date
  - b. Purchase Order Number
  - c. Requisition Number
  - d. Supplier Order Number
  - e. Date of order

- f. Date order was delivered
- g. Items and quantities ordered
- h. Ship to name and address
- i. Contract price of each item shipped
- j. Delivery charge (not to be combined with supply cost when computing tax)
- k. Tax rate
- l. Tax amount
- m. Total invoice amount

- 4. Under no circumstances shall the District be liable for any late fees or interest charges.
- 5. Serial numbers must be provided for all equipment if applicable.

### 13. TRAINING

In the event the District uses the on-line ordering system, the Supplier shall provide training to District staff who will be users of the web based on-line ordering system, at no additional cost to the District. Training is to be comprehensive of all aspects of the system and its full operational capabilities. Training shall be available to all users and shall be provided prior to the release of the custom on-line ordering system for District user access to begin ordering. The training dates shall be determined at a later date and the training sessions shall be conducted at one or more locations defined by the District. Training shall be provided on an as needed basis for the term of the contract.

The District will notify Supplier if additional training sessions are necessary during the term of the contract. The Supplier shall have dedicated customer service representatives available to the District Monday through Friday during normal business hours (8:00 a.m. – 3:30 p.m.) to coordinate training and all customer service needs. Phone support for all user training issues shall be available to the District during these hours. Training manuals shall be available for District users of the system at the training sessions. One training manual shall be provided by the Supplier to each DISTRICT employee participating in the training sessions. Throughout the term of the contract, the Supplier shall be required to provide, upon request by the District at no additional charge, printed user manuals detailing on-line ordering system operations, features, etc.

### 14. BILLINGS, DISCOUNTS AND PAYMENTS

Supplier will bill in accordance with the instructions noted in this bid. All delivery tickets for District's must be signed by a District representative. Payments will be made within sixty (60) days after receipt of product in acceptable condition, or receipt of an acceptable, correct invoice, whichever is later. All payments are subject to routine processing times or those indicated on the purchase order of the ordering agencies.

### 15. INDEMNITY

The Supplier will be required to indemnify and hold harmless the District, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Any injury to or death of any person(s) or damage to, loss or theft

of any property sustained by the Supplier or any person, firm or corporation employed by the Supplier, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the District.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the Supplier, or any person, firm, or corporation employed by the Supplier, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off District's property, if the liability arose due to the negligence or willful misconduct of anyone employed by the Supplier, either directly or by independent contract,

The Supplier, at Supplier's own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the District, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

#### 16. WARRANTIES AND GUARANTEES

Supplier expressly warrants that the supplies covered in the contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended.

#### 17. HAZARDOUS CHEMICAL/MSDS SHEETS

The Supplier shall have available, and shall furnish to the District, Material Safety Data Sheets (MSDS) for each hazardous substance and all chemical products provided in this bid and used in the performance of this contract. The provision of the MSDS must be in accordance with the requirements of California Labor Code Sections 6380 through 6399, General Industry Safety Order Section 5194, and Title 8, California Code of Regulations. The MSDS for each substance must be sent to the place of shipment or provision of goods and services; and a copy must also be sent to each District.

#### 18. SUBSTITUTIONS

(a) Should the Supplier wish to request prior to bid opening any substitution of an "equal" supply or equipment specified, the Supplier shall submit a written request and include their substituted item, with all literature, documentation and information proving equivalency. If the substituted item is acceptable, and a contract is awarded to the vendor requesting the substitution, the District will approve the product and notify the vendor. It is expressly understood and agreed to by the Supplier that the District reserves the right to reject any such proposed substituted item. It is further expressly understood and agreed by Supplier that in the event the District rejects a proposed "equal" product, the contracted Supplier must provide the originally specified item designated by brand name or trade name. With respect to all proposed substitutions of "equal" products, the Supplier shall submit all pertinent and appropriate data substantiating its request for substitutions. District shall only consider substitution requests from the Supplier submitting the

bid. The District is not responsible for locating or securing any information which is not included in such substantiating data. The burden of proof as to the quality or suitability of proposed substituted items shall be borne by the Supplier. The District shall be the sole judge as to the quality and suitability of proposed substituted items, and decisions of the District shall be final and conclusive. These time limitations shall be complied with strictly, and in no case will an extension of time for completion be granted because of the Supplier's failure to request the substitution of an item at the times and in the manner set forth herein.

(b) In the event Supplier furnishes a product other than what was specified by the District and which has been accepted by the District and which later is defective, then Supplier at its sole cost and expense shall furnish District the originally specified item or fully replace with new the defective product at District's discretion.

#### 19. CRIMINAL RECORDS CHECK

Education Code Section 45125.1 provides that if the employees of any entity that has a contract with a school District may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department for its costs incurred in processing the application. The Supplier shall not permit an employee to come in contact with District's pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent or serious felony. The Supplier shall certify in writing to the Governing Board of the District that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony. Criminal Records Check Certification by SUPPLIER is included in the bid documents.

#### 20. TOBACCO FREE POLICY

Supplier has been advised and is aware that the District has adopted a Board Policy which prohibits the use of tobacco products, including smokeless tobacco, anywhere on DISTRICT property. Supplier shall be responsible for the enforcement of District's tobacco-free policy among all Supplier's employees and subcontractors while on District property. Supplier understands and agrees that should any employee or subcontractor of Supplier violate the District's Board Policy after having already been warned once for violating District's tobacco-free policy, Supplier shall remove the individual for the duration of the Agreement. Supplier shall not be entitled to any additional compensation and/or time for such removal.

#### 21. GOVERNING LAW

The laws of the State of California and the County of Orange shall govern all aspects of the bid.

22. OWNERSHIP OF BIDS. All bids submitted become property of the Placentia-Yorba Linda Unified School District. The District reserves the right to make use of any and all information or ideas contained in the bids. These bids when submitted become public information and are subject to the Freedom of Information requests from the general public. Any ideas, trade secrets, or proprietary or confidential information submitted by the vendor must be stamped as such; however, this may not preclude the District from releasing such information if requested to do so. Entire bids designated as confidential may be rejected by the District.

23. TERMS AND CONDITIONS. The terms and conditions of this Bid are applicable and considered part of the agreement.

## INFORMATION FOR BIDDERS

### WARNING:

### READ THIS DOCUMENT CAREFULLY.

1. Preparation of Bid Form. Bids shall be submitted on the prescribed Bid Form, completed in full. All bid items and statements shall be properly and legibly filled out. Numbers shall be stated both in words and in figures where so indicated, and where there is a conflict in the words and the figures, the words shall control over the numbers. The signatures of all persons shall be in longhand and in ink. Prices, wording and notations must be in ink or typewritten.
2. Form and Delivery of Bids. The bid must conform and be responsive to all bid documents and shall be made on the Bid Form provided, and the complete bid, together with the Bid Form Price Sheet and any and all additional materials as required, shall be enclosed in a sealed envelope, addressed and hand delivered or mailed to **Placentia-Yorba Linda Unified School District, Purchasing Department, 1301 E. Orangethorpe Ave., Warehouse Building 2<sup>nd</sup> Floor, Placentia, CA 92870, Attn: Donald Rosales, Director of Purchasing**, and must be received on or before the bid deadline (Public Contract Code Section 20112). The envelope shall be plainly marked in the upper left hand corner with the bidder's name, the bid number and the date and time for the opening of bids. **It is the bidder's sole responsibility to ensure that its bid is received prior to the bid deadline.** In accordance with Government Code Section 53068, any bid received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened. At the time and place set forth for the opening of bids, the sealed bids will be opened and publicly read aloud.
3. Bid Security. Not required.
4. Signature. Any signature required on bid documents must be signed in the name of the bidder and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if bidder is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president or vice president and one from among the secretary, chief financial officer, or treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the bidder is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful bidder, who shall act in all matters relative to the joint venture or partnership. If bidder is an individual, his/her signature shall be placed on such documents.
5. Modifications. Changes in or additions to any of the bid documents, alternative proposals, or any other modifications which are not specifically called for in the bid documents may result in the rejection of the bid as being nonresponsive. No oral, telephonic, facsimile or electronic modification of any of the bid documents will be considered.



6. Erasures, Inconsistent or Illegible Bids. The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is authenticated by affixing the initials of the person(s) signing the bid in the margin immediately adjacent to the correction. In the event of inconsistency between words and numbers in the bid, words shall control numbers. In the event that any bid is unintelligible, illegible or ambiguous, the bid may be rejected as being nonresponsive.

7. Examination of Bid Documents. At its own expense and prior to submitting its bid, each bidder shall examine all bid documents; familiarize itself with all applicable federal, state and local laws, ordinances, rules, regulations and codes; determine the character, quality, and quantities of the supplies to be provided; and correlate its observations, investigations, and determinations with all requirements of the bid. The District shall not be liable for any loss sustained by the successful bidder resulting from any variance between the actual conditions and data given in the bid documents. Bidder agrees that the submission of a bid shall be incontrovertible evidence that the bidder has complied with all the requirements of this provision of the Information for Bidders.

8. Withdrawal of Bids. Any bid may be withdrawn, either personally or by written request signed by the bidder, at any time prior to the scheduled closing time for receipt of bids. The bid security for a bid withdrawn prior to the scheduled closing time for receipt of bids, in accordance with this paragraph, shall be returned. No bidder may withdraw any bid for a period of thirty (30) calendar days after the date set for the opening of bids.

9. Agreement. The Agreement which the successful bidder will be required to execute is included in the bid documents.

10. Interpretation of Bid Documents. If any bidder is in doubt as to the true meaning of any part of the bid documents, or finds discrepancies in, or omissions from the bid documents, a written request for an interpretation or correction thereof must be submitted to the Placentia-Yorba Linda Unified School District ten (10) days before bid deadline. No requests shall be considered after this time. The bidder submitting the written request shall be responsible for its prompt delivery. Any interpretation or correction of the bid documents will be made solely at District's discretion and only by written addendum duly issued by the District, and a copy of such addendum will be hand delivered or mailed or faxed to each bidder known to have received a set of the bid documents. No person is authorized to make any oral interpretation of any provision in the bid documents, nor shall any oral interpretation of bid documents be binding on the District. If there are discrepancies of any kind in the bid documents, the interpretation of the District shall prevail. SUBMITTAL OF A BID WITHOUT A REQUEST FOR CLARIFICATIONS SHALL BE INCONTROVERTIBLE EVIDENCE THAT THE BIDDER HAS DETERMINED THAT THE BID DOCUMENTS ARE ACCEPTABLE AND SUFFICIENT FOR BIDDING AND COMPLETING THE WORK; AND THAT BIDDER IS CAPABLE OF READING, FOLLOWING AND COMPLETING THE WORK IN ACCORDANCE WITH THE BID DOCUMENTS.

11. Bidders Interested in More Than One Bid. No person, firm or corporation shall be allowed to make, or file, or be interested in more than one bid for the same work unless alternate bids are specifically called for by the District. A person, firm, or corporation that has submitted a

sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a proposal or quoting prices to other bidders or submitting a bid.

12. Award of Contract. The District reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or in the bidding process. The award of the contract, if made by the DISTRICT, will be by action of the Governing Board and to the lowest responsive and responsible bidder per category as set forth in the Bid Form Price Sheet. Each bidder should carefully review and complete the Bid Form Price Sheet in order to be considered a responsive and responsible bidder. If two identical low bids are received from responsive and responsible bidders, the District will determine which bid will be accepted pursuant to Public Contract Code Section 20117. In the event an award of the contract is made to a bidder, and such bidder fails or refuses to execute the Agreement and provide the required documents within five (5) working days after the notice of award of the contract to bidder, the District may award the contract to the next lowest responsive and responsible bidder or reject all bidders.

13. Competency of Bidders. In selecting the lowest responsive and responsible bidder, consideration will be given not only to the financial standing but also to the general competency of the bidder for the performance of the work. By submitting a bid, each bidder agrees that the District, in determining the successful bidder and its eligibility for the award, may consider the bidder's experience and facilities, conduct and performance under other contracts, financial condition, reputation in the industry, and other factors which could affect the bidder's performance. To this end, each bid shall be supported by a statement of the bidder's experience on the form entitled "INFORMATION REQUIRED OF BIDDER."

The District may also consider the qualifications and experience of the manufacturers who are to furnish the principal items of supplies proposed under the bid. Operating costs, maintenance considerations, performance data and guarantees of supplies may also be considered by the District. In this regard, the District may conduct such investigations as the District deems necessary to assist in the evaluation of any bid. The District reserves the right to reject the bid of any bidder who does not pass any such evaluation to the satisfaction of the District.

14. Term of the Contract. The term of the contract awarded to the successful bidder shall be one year with two (2) one year options to renew by the District.

15. Termination. The District may terminate this contract at any time for any reason with 30 days' notice to the vendor. Because the Placentia-Yorba Linda Unified School District terminates the contract, this does not preclude the vendor from meeting obligations to other agencies that have entered into a contract with the vendor utilizing the piggyback clause.

16. Insurance and Workers' Compensation. The successful bidder shall be required to furnish certificates and endorsements evidencing that the required insurance is in effect. District may request that such certificates and endorsements are completed on District's provided forms. In accordance with the provisions of Section 3700 of the Labor Code, the successful bidder shall secure the payment of compensation to all employees. The successful bidder who has been awarded the contract shall sign and file with District prior to performing the work, the Workers' Compensation Certificate included as a part of the bid documents. Labor Code section 1861.

17. Licenses and Permits. Each bidder shall be required to have all valid licenses and permits at the time of the bid opening.

18. Anti-Discrimination. In connection with all work performed under this bid, there shall be no unlawful discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, physical disability, mental disability, or medical condition. The successful bidder agrees to comply with applicable Federal and State laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900 and Labor Code Section 1735. In addition, the successful bidder agrees to require like compliance by any subcontractors used by such bidder.

19. Hold Harmless/Indemnification and Insurance. The successful bidder awarded the contract will be required to indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees and provide the required insurance as set forth in the Special Provisions.

20. Drug-Free Workplace Certification. Pursuant to Government Code Sections 8350, et seq., the successful bidder will be required to execute a Drug-Free Workplace Certification upon execution of the Agreement. The bidder will be required to take positive measures outlined in the certification in order to ensure the presence of a drug-free workplace. Failure to abide with the conditions set forth in the Drug-Free Workplace Act could result in penalties including termination of the Agreement or suspension of payment thereunder.

21. Noncollusion Declaration. In accordance with the provisions of Section 7106 of the Public Contract Code, each bid must be accompanied by a noncollusion declaration.

22. Tobacco-Free Policy. The successful bidder shall agree to enforce a tobacco-free work site.

23. Criminal Records Check. The successful bidder will be required to comply with the applicable requirements of Education Code Section 45125.1 with respect to fingerprinting of employees and must complete the Criminal Records Check Certification.

24. Protests. Bidders may file a protest with the Director of Purchasing before award of contract to any vendor. The bidder must include in their protest a detailed explanation of the protest, proof that such protest is valid, supporting documentation as to why the protest should be reviewed, and the action that the vendor feels should be taken. Protests must be received no later than five (5) calendar days after the opening of proposals. The District will review all documentation received from the vendor filing the protest and make a decision on the validity of the protest. The District's decision shall be final.

Any bidder submitting a Proposal may file a protest of the district's intent to award the Contract provided that each and all of the following conditions are met:

1. The protest must be submitted in writing to the district (email is not acceptable), before 4 p.m. of the fifth business day following proposal opening.
2. The initial protest document must contain a complete statement of any and all basis for the protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the protest; any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence.
3. The protest must refer to the specific portions of all documents which form the basis for the protest.
4. The protest must include the name, address and telephone number of the person representing the protesting party.
5. Any protest not conforming to the foregoing shall be rejected by the district as invalid. Provided that a protest is filed in strict conformity with the foregoing, the district's Assistant Superintendent, Business Services, or such individual(s) as may be designated by him/her, shall review and evaluate the basis of the protest. Either the district's Assistant Superintendent, Business Services or other individual designated by him/her shall provide the bidder submitting the protest with a written statement concurring with or denying the protest within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.
6. The district's Board will render a final determination and disposition of a protest by taking action to adopt, modify or reject the disposition of an award as reflected in the written statement of the Assistant Superintendent, Business Services or his/her designee. Action by the district's Board relative to an award shall be final and not subject to appeal or reconsideration by the district, any employee or officer of the district or the district's Board.
7. The rendition of a written statement by the Assistant Superintendent, Business Services (or his/her designee) and action by the district's Board to adopt, modify or reject the disposition of the award reflected in such written statement shall be express conditions precedent to the institution of any legal or equitable proceedings relative to the bidding process, the district's intent to award the Contract, the district's disposition of any protest or the district's decision to reject all proposals received.
8. The procedure and time limits set forth in this paragraph are mandatory and are the Bidder's sole and exclusive remedy in the event of a protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings.

25. Cooperative Purchasing/Other Agencies Clause. The bidder must agree to supply Orange County school and community college districts pursuant to Sections 20118 and 20652 of the Public Contract Code with the products and pricing listed on the bid when submitted and awarded. Other public school districts, community college districts, and public agencies

throughout the State of California may also purchase identical items at the same unit price(s) subject to the same terms and conditions pursuant to Sections 20118 and 20652 of the Public Contract Code. Sales tax will be added by the District onto the purchase order as applicable. The Placentia-Yorba Linda Unified School District waives its right to require other districts/subsequent piggyback users to draw their warrants in favor of the District or make notification of the use of this bid, and authorizes each district/subsequent piggyback users to order directly from the successful bidder and make payment directly to the successful bidder.

Acceptance or rejection of this clause will not affect the outcome of this bid.

Piggyback option granted

Yes

Piggyback option not granted

\_\_\_\_\_

S P E C I F I C A T I O N S

## PROPOSAL SPECIFICATIONS AND REQUIREMENT

The listed specifications and manufacturer brands for the janitorial supplies are the type and brands currently used by the Placentia-Yorba Linda Unified School District school sites and departments. The specifications and manufacturer names are not meant to preclude any vendor from participating in this bid; however, the District will not consider pricing for brands that are not common to the industry. Vendors who bid their company brand products must designate the item as an alternate item and provide documentation showing equivalency of the product to the products listed in the product description. The District cannot guarantee if the purchase of the janitorial supplies will be more or less than what is stated in this bid, and quantities are based on the number of products the District purchased in previous school years.

The custodial supplies will be purchased on an as needed basis, in singular or multiple quantities, by District school sites and departments. Vendors must ensure that they have a working online ordering systems that sites have access to for ordering supplies. The District is considering a transition to a different ordering method beginning July 01, 2018 and vendors must have a system in place for district wide ordering. **All quantities must be shipped to the location designated on the purchase order from ESchoolMall.**

1. Each bidder will review the items on the listed page and bid as specified or offer an alternate product that meets or exceeds the listed product.
2. The District reserves the right to award a contract to one or multiple vendors. The award will be made to the vendor offering the lowest prices after considering the products offered and pricing. Notwithstanding, the District reserves the right to award the bid as deemed necessary and in best interest of the District.
3. Deliveries will be made to the District Warehouse or district school sites. The District will provide a listing of addresses to the vendor(s) receiving a contract against this bid.
4. All supplies will be purchased on an as needed basis, and may be in quantities of one or in multiple quantities. All items will be purchased with a District Purchase Order via the District Office or through ESchoolMall. **Vendors are to not accept verbal orders, orders from requisitions, or fax orders from any department or site.** The Purchasing Department will forward a District Purchase Order to the vendor once all approvals are received and a Purchase Order is generated.
5. The quantities listed on the bid page are estimates only and in no way guarantee the total number of items purchased in a given year.
6. The term of this base contract is for one year beginning after Board approval through June 30, 2018 and may be extended by mutual written agreement of both parties and upon Board approval, for a renewal term not to exceed two additional one year periods.
7. Pricing submitted by the vendors must include all delivery charges to the District.

Placentia - Yorba Linda Unified School District

Bid # 218-98 Bid Sheet

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
Super Coach Pro 6 Vacuum Filter Bags-10/Package	Pro Team	Pkg	137	\$ 6.88	\$
Super Coach Pro 10 Vacuum Filter Bags-10/Package	Pro Team	Pkg	264	\$ 8.49	\$
Super Coach Vacuum Filter Paper Bags- 10/Package	Pro Team	Pkg	141	\$ 8.49	\$
Super Quarter Vacuum Filter Paper Bags- 10/Package	Pro Team	Pkg	22	\$ 6.88	\$
Yellow Caddy Bag for 32 Gal Can	Continental	Ea.	3	\$ 22.95	\$
12" Angle Broom w/Handle	Supreme	Ea.	33	\$ 4.66	\$
Blue Flagged Duo Sweep Upright Broom 4108214	Carlisle	Ea.	26	\$ 14.49	\$
39" Lobby Corn Broom	Supreme	Ea.	167	\$ 2.33	\$
5' Milwaukee Broom Handle	Gordon Brush	Ea.	11	\$ 9.37	\$
24" Milwaukee Stiff Center/Soft Border Push Broom	Gordon Brush	Ea.	3	\$ 18.01	\$
24" Milwaukee Stiff Push Broom- Outdoors	Gordon Brush	Ea.	8	\$ 18.01	\$
Wood To Wood Premium Furniture Polish	Carroll Company/Tom Shirley	Qt.	9	\$ 10.98	\$
8" Black Bristle Counter Brush	Carlisle	Ea.	0	\$ 4.84	\$
CobWeb Dome Brush	Carlisle	Ea.	64	\$ 3.95	\$
Hi-Low Deck Brush	Carlisle	Ea.	0	\$ 9.90	\$
Cone Toilet Bowl Brush	Toico	Ea.	15	\$ 2.08	\$



Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
Acrylic Toilet Bowl Swab	Supreme	Ea.	174	\$ .65	\$
Nylon Toothbrush	Carlisle	Ea.	0	\$ 1.32	\$
Stainless Steel Toothbrush	Carlisle	Ea.	5	\$ 1.32	\$
Iron Hand Scrub Brush	Carlisle	Ea.	0	\$ 2.36	\$
Drain Brush for Waterless Urinal	Bobrick	Ea.	16	\$ 9.75	\$
Blue Window Washing Bucket	Continental	Ea.	1	\$ 19.85	\$
10 Quart Gray Plastic Pail with Handle	Continental	Ea.	21	\$ 5.93	\$
Off-Base 20oz Baseboard Stripping Gel	Bruhn	Ea./20oz	120	\$ 4.96	\$
Renue Encapsulation Carpet Cleaner	Glasby	Gal.	337	\$ 14.12	\$
Break Out Floor Stripper- 5 Gal Pail	Glasby	Pail	62	\$ 33.93	\$
Super Glas Sealer/Finish- 5 Gal Pail	Glasby	Pail	94	\$ 65.50	\$
Gel Vandalism 15oz Aero Graffiti Remover	Claire	Ea/15oz	108	\$ 3.81	\$
Claire 6oz Aerosol Gum Remover	Claire	Ea/6oz	183	\$ 2.17	\$
Ops Deodorant Absorbent- 24 Bags/Case	Mission Labs	Cs/24 Bags	4	\$ 47.74	\$
Barrier Impregnating Sealer	Glasby	Gal.	19	\$ 31.74	\$
Ajax 2'oz Scouring Powder	Glasby	Ea	72	\$ 1.60	\$
Stainless Steel 15oz Aerosol Clnr/Polish	Bruhn	Ea/15oz	165	\$ 4.68	\$
Terragreen Kick Toilet Bowl Cleaner Quart	Bruhn	Cs.	25	\$ 35.40	\$

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
16" x 16" Blue Microfiber Towels- 12/Pkg	Peerless	Pkg	188	\$ 7.18	\$
16" x 16" Green Microfiber Towels- 12/Pkg	Peerless	Pkg	154	\$ 7.18	\$
Yellow Treated 24"x24" Dust Cloths- 50/P	Atlantic Mills	Pkg	163	\$ 8.31	\$
Solo Pleated 3.5oz Water Cups- 50/Tub	Solo	Tube	354	\$ 2.42	\$
All Laundry Detergent 19lb Pail	Drackelt	Pail	12	\$ 36.16	\$
Joy Dishwashing Detergent 38oz Bottle	Proctor & Gamble	Ea.	42	\$ 4.81	\$
TC 400ml Black Spray Soap Dispenser	TC/Rubbermaid	Ea.	266	\$ .61	\$
TC 400ml Metallic Instant Hand Sanitizer Dispenser	TC/Rubbermaid	Ea.	57	\$ .01	\$
T850TBK Integra Roll Towel Dispenser	San Jamar	Ea.	150	\$ 34.44	\$
White Plastic Toilet Seat Cover Dispenser	Draco	Ea.	10	\$ 5.37	\$
GP Rollmaster Toilet Paper Dispenser 56759	Georgia Pacific	Ea.	42	\$ 17.22	\$
Large Black Long Handle Dust Pan-Jumbo	Delamo	Ea.	41	\$ 14.75	\$
RM#2531 Long Handle Dust Pan	Rubbermaid	Ea.	50	\$ 8.15	\$
12" Metal Dust Pan	Continental	Ea.	0	\$ 3.68	\$
Moldex Ear Plugs- Pair	Moldex	Set of 2	200	\$ .16	\$
Large Nitrile Unlined Gloves- Pair	Impact	Pair	15	\$ 2.12	\$
Large Powder Free Vinyl Exam Gloves- 100/Box	Lifeguard	Box	111	\$ 2.59	\$
Medium Powder Free Vinyl Exam Gloves- 100/Box	Lifeguard	Box	251	\$ 2.59	\$

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
Small Powder Free Vinyl Exam Gloves- 100/Box	Lifeguard	Box	50	\$ 2.59	\$
Large Yellow Rubber Gloves- Pair	Safety Zone	Pair	19	\$ 1.55	\$
Medium Yellow Rubber Gloves- Pair	Safety Zone	Pair	8	\$ 1.55	\$
X-Large Yellow Rubber Gloves- Pair	Safety Zone	Pair	13	\$ 1.55	\$
Medium Blue Nitrile Powder Free Gloves- 100/Box	Lifeguard	Box	122	\$ 4.24	\$
Large Blue Nitrile Powder Free Gloves- 100/Box	Lifeguard	Box	214	\$ 4.24	\$
X-Large Blue Nitrile Powder Free Gloves- 100/Box	Lifeguard	Box	204	\$ 4.24	\$
ANSI Approved Antifog Safety Goggles	Safety Zone	Ea.	14	\$ 1.90	\$
5' Metal Threaded Wood Handle	Supreme	Ea.	27	\$ 2.73	\$
5' Tapered Wood Handle	Supreme	Ea.	9	\$ 2.77	\$
Dust Mop Handle	Supreme	Ea.	25	\$ 5.37	\$
Extension Duster Handle for Cob Web Duster	Carlisle	Ea.	17	\$ 3.97	\$
Quick Change #770 Wood Wet Mop Handle	Supreme	Ea.	82	\$ 5.25	\$
Quick Change 60" Fiberglass Wet Mop Handle	Supreme	Ea.	42	\$ 8.27	\$
#184 Blue Janitors Cart w/Yellow Trash Bag	Continental	Ea.	0	\$ 124.96	\$
Putty Knife 1 1/2"	Teico	Ea.	0	\$ 2.38	\$
33" x 40" 19 mic Black Liners- 250/Case	Republic Bag-Domestic Only	Cs.	1620	\$ 17.50	\$
24" x 24" 8 mic Clear Liners- 1000/Case	Republic Bag-Domestic Only	Cs.	187	\$ 15.60	\$

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
43" x 47" 1.2 mil Black Liners- 100/Case	Republic Bag-Domestic Only	Cs.	37	\$ 18.27	\$
Kraft Waxed Sanitary Wall Liners- 500/CS	Rochester Midland	Cs.	12	\$ 18.25	\$
3M#8210 Dust/Respirator Mask- 20/Box	3M	Box	29	\$ 14.48	\$
Mat, Anderson #200 Waterhog Classic Charcoal 3'x5'	Anderson Mat	Ea.	19	\$ 59.77	\$
Mat, Anderson #200 Waterhog Classic Charcoal 4'x6'	Anderson Mat	Ea.	6	\$ 94.04	\$
16oz Cotton Rove Wet Mop	Supreme	Ea.	117	\$ 1.93	\$
24oz Cotton Rove Wet Mop	Supreme	Ea.	501	\$ 2.75	\$
Medium Blue Microfiber String Wet Mop Refill	Golden Star	Ea.	24	\$ 6.10	\$
Large Blue Microfiber String Wet Mop Refill	Golden Star	Ea.	67	\$ 7.92	\$
Large Blue / White Rayon Finish Mop Refill	Supreme	Ea.	10	\$ 6.05	\$
Tuway MMS-K18 Bucketless Finish Mop System	Tuway	Ea.	1	\$ 134.38	\$
Tuway MMS-18ZL Blue 18" Microfiber Mop Refill	Tuway	Ea.	30	\$ 3.18	\$
35 Quart Yellow Mop Bucket	Delamo	Ea.	0	\$ 37.04	\$
8026 Yellow Downpress Mop Wringer	Delamo	Ea.	4	\$ 46.66	\$
35 Quart Yellow Combo Mop Bucket w/Downpress Wringer	Delamo	Ea.	4	\$ 72.05	\$
35 Quart Blue Combo Mop Bucket w/Downpress Wringer	Delamo	Ea.	0	\$ 77.60	\$
35 Quart Red Dirty Water Bucket for Mop Buckets	Delamo	Ea.	1	\$ 21.15	\$
Once Over Water Spot Remover	Carroll Company	Qt.	16	\$ 9.56	\$

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
Paws Stripping Strap On Shoes	PAWS	Pair	22	\$ 11.78	\$
15" Stiff Poly Scrub Brush w/4101B Plate	Carlisle	Ea.	1	\$ 51.18	\$
16" Pad Holder w/ANP-92 Plate	Malish	Ea.	4	\$ 58.62	\$
Blue Microfiber Hand Pad	TuWay	Ea.	5	\$ 2.25	\$
Medium 3 Piece Yellow Rain Suit	Safety Zone	Ea.	4	\$ 9.31	\$
Large 3 Piece Yellow Rain Suit	Safety Zone	Ea.	6	\$ 9.31	\$
X-Large 3 Piece Yellow Rain Suit	Safety Zone	Ea.	6	\$ 9.31	\$
2X-Large 3 Piece Yellow Rain Suit	Safety Zone	Ea.	4	\$ 9.31	\$
Gillmore Insulated Plastic Pistol Grip Hose Nozzle	Gillmore	Ea.	14	\$ 10.95	\$
4-Way Metal Universal Water Key	Christy's	Ea.	31	\$ 4.84	\$
5" x 36" Microfiber Dust Mop Refill Green & White	C.P.I	Ea.	5	\$ 15.20	\$
5" x 60" Microfiber Dust Mop Refill Green & White	C.P.I	Ea.	4	\$ 24.68	\$
5" x 36" Metal Dust Mop Frame	Supreme	Ea.	3	\$ 4.41	\$
5" x 60" Metal Dust Mop Frame	Supreme	Ea.	2	\$ 6.90	\$
Jet-O-Cide Lemon Disinf/Deod. 15.5oz Aero	Brufln	Ea/15.5oz	92	\$ 4.18	\$
AirX66 Odor/Urine Digester	Bullen	Qt.	47	\$ 5.58	\$
AirX66 Odor/Urine Digester	Bullen	Gal.	54	\$ 17.92	\$
Niliium Odor Counteractant Quart	Nilodor	Cs.	110	\$ 37.52	\$

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
3M#6472 Doodlebug Pad Holder w/Pads	3M	Ea.	25	\$ 33.36	\$
17" Microfiber Carpet Yarn Pads	C.P.I.	Ea.	24	\$ 18.98	\$
3M #8541 Brown Doodlebug Pads	3M	Ea.	196	\$ 1.82	\$
AP#86 H.D. Green Hand Pad	Americo	Ea.	424	\$ .39	\$
3M# 8440 White Doodlebug Pads	3M	Ea.	35	\$ 1.82	\$
19" Heavy Duty Black Stripping Pads- 5 Box	Americo	Box	32	\$ 19.28	\$
17" Brown Strip Pads- 5/Box	Americo	Box	13	\$ 12.05	\$
17" Green Scrubbing Pads- 5/Box	Americo	Box	21	\$ 12.05	\$
17" White Polishing Pads- 5/Box	Americo	Box	2	\$ 12.05	\$
Toilet Bowl Plunger	Supreme	Ea.	9	\$ 3.02	\$
Poly Glass 19oz Aerosol Furniture Polish	Glasby	Ea/19oz	74	\$ 3.80	\$
Pro Team 107304 Super CoachPro 10 Hepa Vacuum w/Pro Team	Pro Team	Ea.	1	\$ 313.33	\$
Pro Team 107308 Super CoachPro 6 Hepa Vacuum w/Pro Team	Pro Team	Ea.	1	\$ 313.33	\$
Pro Team 2 Piece Aluminum Bend Wand	Pro Team	Ea.	5	\$ 39.18	\$
Pro Team 14" EZ Glide Floor Tool w/Brush	Pro Team	Ea.	11	\$ 37.29	\$
Pro Team 50' Yellow Extension Power Cord	Pro Team	Ea.	23	\$ 23.93	\$
Pro Team Gray Super Coach Micro Cloth Bag	Pro Team	Ea.	1	\$ 22.78	\$
Pro Team Gray Quarter Vacuum Micro Cloth Bag	Pro Team	Ea.	1	\$ 18.85	\$

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
Pro Team Double Swivel Elbow Cuff	Pro Team	Ea.	4	\$ 7.68	\$
Pro Team Swivel Cuff	Pro Team	Ea.	3	\$ 4.46	\$
Pro Team Vacuum Hose with Cuffs	Pro Team	Ea.	12	\$ 19.56	\$
Pro Team Super Coach Pro 6 Gray Micro Filter Bag	Pro Team	Ea.	2	\$ 18.85	\$
Pro Team Super Coach Pro 10 Gray Micro Filter Bag	Pro Team	Ea.	13	\$ 22.78	\$
Pro Team Hepa Replacement Filters for Pro 6 & 10 Vacs	Pro Team	Pkg.	47	\$ 8.50	\$
Pro Team Hepa Dome Filter For Super Coach Vacuum	Pro Team	Ea.	3	\$ 8.50	\$
Pro Team 17" Crevice Tool	Pro Team	Ea.	1	\$ 7.29	\$
Pro Team 3" Dust Brush	Pro Team	Ea.	4	\$ 6.52	\$
Razor Blade Scraper	Barber	Ea.	117	\$ 1.10	\$
Single Edge Razor Blades- 100/Box	Barber	Box	9	\$ 5.87	\$
Bobrick Stainless Steel Feminine Wall Disposal	Bobrick	Ea.	24	\$ 25.59	\$
#4 Sanitary Napkins- 250/Case	Rochester Midland	Cs.	10	\$ 38.58	\$
Hand Sanitizer Wipes- 300 Tub	PDI- Profes. Disposables Int	Tub	738	\$ 8.26	\$
Dial 4oz Hand Sanitizer Bottle	Dial	Ea.	1	\$ 1.80	\$
Dial 7.5oz Hand Sanitizer Desk Pump	Dial	Ea.	14	\$ 3.32	\$
TC 400ml Spray Hand Sanitizer- 12/Case	Rubbermaid	Cs.	10	\$ 92.84	\$
Yellow "Closed" Wet Floor Sign	Continental	Ea.	4	\$ 8.88	\$



Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
Yellow "Caution" Wet Floor Sign	Continental	Ea.	6	\$ 8.88	\$
Rubbermaid 9S1600YL Closed Hanning Sign	Rubbermaid	Ea.	4	\$ 25.87	\$
TC 400ml Antibacterial Spray Soap- 12/CS	Rubbermaid	Cs.	42	\$ 69.96	\$
TC 400ml Spray Lotion Soap- 12/Case	Rubbermaid	Cs.	417	\$ 60.24	\$
AP#63 Yellow/White Scrub Sponge	Americo	Ea.	20	\$ .78	\$
AP#74 Yellow/Green Scrub Sponge	Americo	Ea.	554	\$ .75	\$
W3PK Sponge 6" x 4" x 1 1/2"	Hydra Sponge	Ea.	123	\$ 1.09	\$
Soil Out Spot Remover- Gallon	Chemcor	Gal.	31	\$ 7.50	\$
24oz Plastic Spray Bottle	Tolco	Ea.	104	\$ .43	\$
24-32oz Red/White Plastic Trigger Sprayer	Tolco	Ea.	601	\$ .49	\$
32oz Plastic Spray Bottle	Tolco	Ea.	332	\$ .54	\$
Root Lowell 2 Gal Pressure Sprayer #1996	RL Flomaster/Root Lowell	Ea.	7	\$ 45.27	\$
Brass Squeegee Handle w/12 Chan & Rub	Ettore	Ea.	4	\$ 13.88	\$
Brass Squeegee Handle w/18 Chan & Rub	Ettore	Ea.	16	\$ 15.42	\$
12" Rubber Refill Blade Only	Ettore	Ea.	6	\$ 2.21	\$
16" Rubber Refill Blade Only	Ettore	Ea.	15	\$ 2.64	\$
Unger 22" Moss Floor Squeegee	Unger	Ea.	9	\$ 17.80	\$
Platinum II Facial 2-Ply Tissue- 30 Box/CS	Royal Paper	Cs.	227	\$ 15.45	\$



Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
1/2 Fold Toilet Seat Covers- 250/Package	Lifeguard	Pkg.	3	\$ 1.10	\$
1/2 Fold Toilet Seat Covers-250/Pkg 20/CS	Lifeguard	Cs.	235	\$ 22.00	\$
Optima #580 Split Core 2-Ply Toilet Paper	Allied Paper West	Cs.	1585	\$ 41.50	\$
22" x 44" Laundered Bordered Bath Towel	Wiper Central	DZ/Pkg.	1	\$ 22.74	\$
25# Carton White Recycled White Knit Rags	Wiper Central	Box	1	\$ 43.00	\$
Prep-all Blue Wiper Towel #95014	MDI	Cs.	49	\$ 35.30	\$
#434 Platinum I Natural Roll Towel- 12x600'	Royal Paper	Cs.	1893	\$ 26.56	\$
#405 Platinum II White M-Fold Towel- 4000	Royal Paper	Cs.	198	\$ 17.25	\$
Mouse Stick-Em Glue Boards- 2/Pkg	Eaton	Pkg.	34	\$ 1.61	\$
Rat Stick-Em Glue Boards- 2/Pkg	Eaton	Pkg.	12	\$ 3.83	\$
25 Gallon Beige Trash Can	Continental	Ea.	27	\$ 38.75	\$
28 Quart Beige Trash Can	Continental	Ea.	214	\$ 3.80	\$
32 Gallon Gray Huskee Trash Can	Continental	Ea.	156	\$ 19.90	\$
Huskee Trash Can Dolly with Wheel 3255	Continental	Ea.	4	\$ 24.50	\$
32" E-Z Reacher Trash Grabber	Arcoa Industry	Ea.	78	\$ 10.70	\$
Red Cherry Deod. Flat Urinal Screen	Impact	Ea.	42	\$ .95	\$
Wave 3D Mango Urinal Screens- 10/Case	Fresh	Cs.	87	\$ 16.34	\$
Wave 3D Cucumber Melon Urinal Screens- 10/Case	Fresh	Cs.	18	\$ 16.34	\$

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
White Vinegar	Hybco	Gal.	16	\$ 2.68	\$
Air Layed Wypall Wiper- 1008/Case	Legacy	Cs.	0	\$ 57.46	\$
Cat 74 Bobrick Universal Key	Bobrick	Ea.	49	\$ 1.85	\$
K-N16 Towel Dispenser Key	San Jamar	Ea.	12	\$ 1.60	\$
K-CR Crown Universal Key- Rollmaster Dispenser	Continental	Ea.	30	\$ 1.85	\$
P20B Premium Black 20" Ostrich Feather Duster	Lambskin Specialties	Ea.	7	\$ 10.75	\$
26" Lambswood Duster	Lambskin Specialties	Ea.	3	\$ 4.75	\$
#3 Maxima 256 Cleaner/Disinfectant Dilution System-4x1	Bruhin	Cs.	184	\$ 104.35	\$
#4 Terragreen Blue Glass Cleaner Dilution System-4x1/C	Bruhin	Cs.	32	\$ 110.10	\$
#7 815MX Cleaner/Degreaser Dilution System- 4x1 Gal/C	Bruhin	Cs.	124	\$ 72.05	\$
#3 Maxima 256 Cleaner/Disinfectant Spray Bottle Label	Bruhin	Ea.	113	\$ .61	\$
#4 Terragreen Blue Glass Cleaner Spray Bottle Label	Bruhin	Ea.	102	\$ .01	\$
#7 815MX Cleaner/Degreaser Spray Bottle Label	Bruhin	Ea.	128	\$ .01	\$
Ettore 14" Strip Washer w/T-Bar	Ettore	Ea.	3	\$ 13.51	\$
Ettore 18" Strip Washer w/T-Bar	Ettore	Ea.	4	\$ 14.82	\$
Ettore 14" Gold Glove Washer Sleeve Only	Ettore	Ea.	0	\$ 8.01	\$
Ettore 18" Gold Glove Washer Sleeve Only	Ettore	Ea.	0	\$ 9.58	\$
Ettore 4" Long Handle Floor Scraper	Ettore	Ea.	3	\$ 16.58	\$

Product Description	Manufacturer	Unit of Measure	Estimated Usage	Price (OEM)	Price (Sub)
Ettore 4" Refill Blades- 10/Package	Ettore	Pkg.	11	\$ 6.20	\$
Ettore 4'-8' Aluminum Telescoping Pole	Ettore	Ea.	8	\$ 26.70	\$
Glad Hand Pink Lotion Soap- Gallon	Glasby	Gal.	90	\$ 4.55	\$
Pumle Scouring Bar Sticks	US Pumice	Ea.	236	\$ 1.86	\$
Safeguard Encapsulating Carpet Spotter	Daley International	Qt.	233	\$ 4.44	\$
10" Truck Wash Brush	Carlisle	Ea.	0	\$ 10.64	\$

Other Fees	Price
Price for Delivery per order	Free
Minimum Order Price	None

Delivery	Days
Once order is placed how many days for delivery?	Same day or next day delivery

Same day or next day delivery  
*Paul Edwards*

## B I D P A G E

Vendors that submit a proposal against the items listed on the products page and in the proposal pages must be aware that Placentia-Yorba Linda Unified School District reserves the right to award this proposal to one vendor or multiple vendors.

BID FORM

Name of Bidder: GLASBY MAINTENANCE Supply Co.

To: Placentia-Yorba Linda Unified School District, acting by and through its Governing Board,  
herein called the "DISTRICT."

1. The undersigned bidder, having become familiarized with all the following documents including but not limited to the Notice Calling for Bids, Information for Bidders, Bid Form, Bid Form Price Sheet, Information Required of Bidder, Noncollusion Declaration, Workers' Compensation Certificate, Agreement, Drug-Free Workplace Certification, Criminal Records Check Certification, all insurance requirements, and Special Provisions, specifications, and all modifications, addenda and amendments, if any (hereinafter Bid Documents), the local conditions affecting performance and the cost of performance, hereby proposes and agrees to be bound by all the terms and conditions of the Bid Documents and agrees to perform, within the time stipulated, everything required to be performed, and to provide and furnish and pay for any and all of the labor, materials, supplies, tools, equipment, and all applicable taxes, utility and transportation services necessary to perform and complete in a good workmanlike manner everything required to be performed in accordance with all applicable laws, codes, regulations, ordinances and any other legal requirements in connection with the following:

Bid No. 218-09: JANITORIAL SUPPLIES

All in strict conformity with the Bid Documents, including Addenda Nos. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ on file at the office of the Placentia-Yorba Linda Unified School District for the sums as set forth in this Bid Form.

2. It is understood that the DISTRICT reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process. Bidder agrees that this bid shall remain open and not be withdrawn for the period specified in the Information for Bidders.

3. It is understood and agreed that if written notice of the award of a contract is mailed, faxed, or delivered to the bidder, the bidder will execute and deliver to the Placentia-Yorba Linda Unified School District the Agreement and will also furnish and deliver to the Placentia-Yorba Linda Unified School District certificates and endorsements of insurance, the Workers' Compensation Certificate, Drug-Free Work Place Certification, and the Criminal Records Check Certification, within five (5) working days of the notice of award of the contract.

4. Communications conveying notice of award of the contract, requests for additional information or other correspondence should be addressed to the bidder at the address stated below.

5. The name(s) of all persons interested in the bid as principals are as follows:

PAT GLASBY - PRESIDENT

Paul Edwards - Sales Manager

6. The bidder hereby warrants that the bidder has all appropriate licenses and permits to perform the work as specified in the Bid Documents and that such licenses and permits will be in force and effect throughout the contract.

7. In submitting this bid, the bidder offers and agrees that if the bid is accepted, it will assign to the DISTRICT all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Business & Professions Code Section 16700, et seq.) arising from purchases of goods, materials, or services by the bidder for sale to the DISTRICT pursuant to the bid. Such assignment shall be made and become effective at the time the DISTRICT tender final payment under the contract. (Public Contract Code Section 7103.5; Government Code Section 4450, 4451 and 4553).

8. The bidder hereby certifies that it is, and at all times during the performance of work hereunder shall be, in full compliance with the provisions of the Immigration Reform and Control Act of 1986 ("IRCA") in the hiring of its employees, and the bidder shall indemnify, hold harmless and defend the DISTRICT against any and all actions, proceedings, penalties or claims arising out of the bidder's failure to comply strictly with the IRCA.

9. It is understood and agreed that if requested by the DISTRICT, the bidder shall furnish a notarized financial statement, references, and other information required by the DISTRICT sufficiently comprehensive to permit an appraisal of bidder's ability to perform the work.

10. Time is of the essence.

11. The required noncollusion declaration properly notarized is attached as required by Public Contract Code Section 7106. Bidder understands and agrees that failure to submit a completed and signed affidavit will render the bidder automatically nonresponsive.

12. The Information Required of Bidder form has been fully completed and is attached hereto.

13. The Bid Form Price Sheet for all supplies is attached to the Bid Form and is part of the Bid Form. Failure to complete the Bid Form and the Bid Form Price Sheet per category in their entirety will render a bidder nonresponsive.

The undersigned hereby declares that all of the representations of this bid are made under penalty of perjury under the laws of the State of California.

Individual Name: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_



Partnership Name: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Other Partner(s): \_\_\_\_\_

Corporation Name: WARD A. GLASBY, INC

(a C Corporation<sup>1</sup>)

Business Address: 116 E. ORANGETHORPE AVE

ANAHEIM, CA 92801

Telephone: 714 738-5121

Signed by: W. Glasby, President, Date: 8/24/17

Print Name: PAT GLASBY, President

Signed by: Betty Glasby, Secretary, Date: 8-24-17

Print Name: Betty Glasby, Secretary

[Seal]

<sup>1</sup> A corporation awarded the contract shall furnish evidence of its corporate existence and evidence that the officer signing the Agreement and bonds is duly authorized to do so.

**NONCOLLUSION DECLARATION  
TO BE EXECUTED BY AND SUBMITTED WITH BID**

I, PAT GLASSBY, declare that I am the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proponent has not directly or indirectly induced or solicited any other proponent to put in a false or sham proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any proponent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the proponent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix any overhead, profit, or cost element of the proposal price, or of that of any other proponent, or to secure any advantage against the public body awarding the Contract of anyone interested in proposed Contract; that all statements contained in the proposal are true, and, further, that the proponent has not, directly or indirectly, submitted his or her proposal price of any breakdown thereof; or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

8-24-17

Date

GLASSBY MAINTENANCE Supply Co.

Name of Vendor

PAT GLASSBY

Printed name of Authorized Company Representative

W. Glasby

Signature of Authorized Company Representative



CONTRACTOR'S CERTIFICATE REGARDING  
WORKERS' COMPENSATION FORM

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to employees.
3. For any county, city, city and county, municipal corporation, public Owner, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the performance of the work of this Contract.

W. Glasby  
(Signature)

PAT GLASBY  
(Print)

8-24-17  
(Date)

In accordance with Article 5 (commencing at section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and submitted with the Supplier's bid.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Piggyback Contract with Silver Creek Industries, Inc. for the Purchase and Installation of Division of State Architect (DSA) Approved Portable Buildings (CEPU, #N15-2017/18) ACTION

Background:

Public Contract Code Section 20111 (a) provides that the governing board of any school district shall let any contracts involving an expenditure of more than \$95,200 for any of the following:

- (1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
- (2) Services, except construction services.
- (3) Repairs, including maintenance as defined in Section 20115, that are not a public project as defined in subdivision (c) of Section 22002.

Contracts shall be let to the lowest responsive responsible bidder or else reject all bids. Purchases of equipment, materials, supplies, services, and repairs/maintenance in amounts less than \$95,200 need not be bid.

Current Considerations:

Ghataode Bannon Architects is in the Design Development stage of planning the Jordan Elementary project. The programmatic needs at Jordan Elementary require additional classroom and administrative space. Current demand for modular buildings has created a backlog of orders for the modular and portable building manufacturers. This project will be submitted to DSA in the coming months.

The Centralia School District awarded a competitively-bid contract for the purchase and installation of DSA approved portable buildings with Silver Creek Industries at the regularly-scheduled Board meeting of October 11, 2017, effective through October 11, 2018 and has extended the agreement in subsequent years.

The special provisions of the Centralia School District bid/contract provide that the Centralia School District "and any other school or community college district will have the opportunity

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Superintendent's Comment:

APPROVAL RECOMMENDED.

to order from this bid in quantities necessary to maintain its operations.” Pursuant to Public Contract Code Section 20118, the District can utilize contracts awarded by another school district for the purchase of equipment, materials, supplies, and other personal property under the same prices, terms, and conditions as the awarding school district’s contract when provided for in the awarding school district’s bid documents. This practice of utilizing another district’s competitively-bid contract is known as “piggybacking.”

This agenda item seeks approval of a piggyback agreement with Silver Creek Industries purchase and installation of DSA approved portable buildings. Silver Creek has proposed to provide these buildings under the same terms and conditions as the contract awarded to them by Centralia School District.

Printed copies of the bid documents are available for review at the Facilities & Operations office by contacting Denise Soto, Secretary Technician, Facilities & Operations at (562) 902-4290.

Financial Implications:

Financial Impact: TBD

Funding Source: Measure LL General Obligation Fund - Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve the Piggyback Contract with Silver Creek Industries, Inc. for the Purchase and Installation of Division of State Architect (DSA) Approved Portable Buildings at Jordan Elementary School, and that the Superintendent or designee be authorized to execute the necessary documents.

DB/ds

“Hard copies are available and on file in the District Facilities and Operations Department”

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Superintendent’s Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

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

ACTION/  
(RATIFICATION)

There is a need to approve the Whittier Area Chamber of Commerce Annual Membership dues for the 2020/21 school year in the amount of \$450.00.

The Whittier Area Chamber of Commerce promotes and develops the economic, cultural, and civic welfare of Whittier.

It is recommended that the invoice for membership dues totaling \$450.00 for the 2020/21 school year for the Whittier Area Chamber of Commerce be ratified and approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Donations

ACTION/  
(RATIFICATION)

The following individual/company provided a gift/donation to the District:

Tru Form Plastics - 20,000 Face Shields	\$ 50,000.00
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It is recommended that the gift/donation mentioned above, which have been donated to the District, be accepted and letter of appreciation be written to the donor.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Supervised Internship Agreement with ACTION/  
California State University of Long Beach, Effective July (RATIFICATION)  
1, 2020

California State University of Long Beach is requesting Lowell Joint School District to enter into an internship agreement, effective July 1, 2020, and shall remain in effect until terminated earlier by either, at no cost to the district, to provide educational fieldwork experiences to students enrolled in education courses while serving under the supervision of experienced university and fieldwork site professional, during which time the intern shall hold an internship credential granted by the California Commission on Teaching Credentialing.

It is recommended that the supervised internship agreement with California State University of Long Beach, effective July 1, 2020, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Student Teaching Agreement with San  
Diego State University, Effective August 1, 2020,  
through June 30, 2025.

ACTION/  
(RATIFICATION)

San Diego State University is requesting Lowell Joint School District to enter into an education student teaching agreement, effective August 1, 2020, and shall remain in effect until terminated earlier by either party or through June 30, 2025, to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the state University, at no cost to the district.

It is recommended that the Student Teaching Agreement with San Diego State University, effective August 1, 2020, through June 30, 2025, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of 2020/21 Lowell Joint School District Reopening Continuum ACTION/  
(RATIFICATION)

On March 13, 2020 the Governing Board of the Buena Park School District authorized the Superintendent to take any and all necessary actions to prepare and respond effectively to the Novel Coronavirus COVID-19 global pandemic, which was also reaffirmed at the April 3, 2020 Board meeting. Upon approval, action was taken to temporarily dismiss in-school attendance out of an abundance of caution and care for our students, families, and staff, and in an effort to prevent the spread of the Novel Coronavirus COVID-19. Upon the closure of school buildings, distance learning was implemented in order for students to continue their educational experiences.

The temporary school dismissal was initially planned for two weeks, however on April 2, 2020, in conjunction with the other north Orange County school districts; the community was notified that the in-school dismissal would be extended through the end of the 2019-2020 school year.

While the global pandemic is still ongoing, the instructional leadership of the Lowell Joint School District recognizes the need to have all students return back to school as soon as practically possible. At the same time, the district also recognizes that while the majority of our families would like their students to return to school, some are still uncertain about their children returning to in-school attendance.

In response to the communities needs and expectations, the District Strategic Planning Team authored a 2020/21 Adaptable Reopening Continuum, outlining the district's overall goals and focus areas which include: health, safety, basic needs and wellness; community engagement, assessment and accountability and instructional delivery models. The District Strategic Planning Team served collaboratively throughout May and June to develop this Board of Trustees approved flexible plan, which allows for adjustment as conditions related to the global pandemic change. The District Strategic Planning Team included the following members: LJEA President, LJEA E-Board Representative, CSEA President, all School Principals, and District Instructional Cabinet. Additionally, with approval from the Board of Trustees, the district has launched the Virtual Academy, which will offer families an option to continue their child(ren)'s educational experience remotely through an online platform, should they not be ready to return to in-school attendance.

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Superintendent's Comment:

APPROVAL RECOMMENDED.



LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the 2020/21 Lowell Joint Distance Learning Plan Guide ACTION/  
(RATIFICATION)

On March 13, 2020 the Board of Trustees of the Lowell Joint School District authorized the Superintendent to take any and all necessary actions to prepare and respond effectively to the Novel Coronavirus COVID-19 global pandemic, which was also reaffirmed at the April 3, 2020 Board meeting. Upon approval, action was taken to temporarily dismiss in-school attendance out of an abundance of caution and care for our students, families, and staff, and in an effort to prevent the spread of the Novel Coronavirus COVID-19. Upon the closure of school buildings, distance learning was implemented in order for students to continue their educational experiences.

The temporary school dismissal was initially planned for two weeks, however on April 2, 2020, in conjunction with the other north Orange County school districts; the community was notified that the in-school dismissal would be extended through the end of the 2019-2020 school year.

While the global pandemic is still ongoing, the instructional leadership of the Lowell Joint School District recognizes the need to have all students return back to school as soon as practically possible. At the same time, the district also recognizes that while the majority of our families would like their students to return to school, some are still uncertain about their children returning to in-school attendance.

As part of the District Strategic Planning Team's 2020/21 Adaptable Reopening Continuum, the Educational Services Team developed the 2020/21 TK-6 & 7-8 Distance Learning Plan Guide outlining the district's overall goals and focus areas which include: health, safety, basic needs and wellness, community engagement, assessment and accountability, and instructional delivery models. The LJSD 2020/21 TK-6 & 7-8 Distance Learning Plan Guide was developed in response and in compliance with AB 77- Education Budget Trailer Bill-subdivision (b) listing the 6 requirements for distance learning in the advent that school would have to reopen in a 100% distance learning or hybrid learning format.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

**AB 77-Education Budget Trailer Bill -subdivision (b) 6 requirements**

*(a) (1) For the 2020–21 school year, a local educational agency that offers distance learning shall comply with the requirements of subdivision (b).*

*(b) Distance learning shall include all of the following:*

*(1) Confirmation or provision of access for all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work.*

*(2) Content aligned to grade level standards that are provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.*

*(3) Academic and other supports designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.*

*(4) Special education, related services, and any other services required by a pupil's individualized education program pursuant to Section 56341, including the requirements of subparagraph (A) of paragraph (9) of subdivision (a) of Section 56345, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment.*

*(5) Designated and integrated instruction in English language development pursuant to Section 11300 of Title 5 of the California Code of Regulations for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning.*

*(6) Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.*

The Educational Services Team worked throughout June and July to develop this Board of Trustees approved flexible Distance Learning Plan Guide which is in compliance with all aspect of AB 77 and seeks to meet the needs of Lowell Joint Students as we work together throughout this unprecedented pandemic.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Debra Lees to  
provide support for the Lowell Sustainable Science  
Literacy Garden at the Maybrook Campus during 2020-  
2021 School Year.

ACTION

Arrangements have been made with Mrs. Debra Lees to provide support for the Lowell Joint Sustainable Science Literacy Garden at the Maybrook Campus for the 2020-2021 school year. Mrs. Lees will be paid a total of \$1,400.00 a month, and will not exceed \$14,000.00 for the school year. Funding for this expenditure will be covered by Title IV Student Support and Academic Enrichment Funds.

It is recommended that the consultant agreement with Mrs. Debra Lees to provide support for the Lowell Joint Sustainable Science Literacy Garden at the Maybrook Campus for the 2020/2021 school year, at the not to exceed amount of \$14,000.00, to be paid from the Title IV Student Support and Academic Enrichment funds, and that the Superintendent or designee be authorized to execute the agreement.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Purchase Order Report 2020/21 #1

ACTION/  
(RATIFICATION)

In accordance with the law, Purchase Order Report 2020/21 #1 is recommended for approval. The report lists all purchase orders issued June 11, 2020, through July 28, 2020.

AR:md

Attachment

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Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B1-1

**PURCHASE ORDERS FOR BOARD APPROVAL**  
**August 10, 2020**

NO#	VENDOR	DESCRIPTION	AMOUNT
85898	COLLEGE BOARD	AP COMPUTER SCIENCE TESTS	\$850.00
85899	LA HABRA AREA CHAMBER OF COMMERCE	2020-21 MEMBERSHIP DUES	\$350.00
85900	TYNKER	TYNKER PREMIUM PLAN 20-21	\$17,010.00
85901	SENTRY SIGNS AND PRINTING	VINYL FLOOR STICKERS-SOCIAL DISTANCING	\$958.13
85902	ICS SERVICE COMPANY	MAYBROOK-MONITORING SERVICE	\$136.90
85903	BACKFLOW TESTING SERVICES	BACKFLOW TESTING	\$750.00
85904	SENTRY PRINTING	DESK SHIELD	\$250.00
85905	CAL SPORTS	BASKETBALL RIMS	\$636.02
85906	ALPHABET SIGNS, INC.	4" MARQUEE LETTERS-MAYBROOK	\$150.00
85907	ARAMARK	NEW EMPLOYEES-SHIRTS	\$268.86
85908	CALIFORNIA SCHOOL BOARD ASSOCIATION	2020-21 MEMBERSHIP DUES	\$7,777.00
85909	SPYGLASS	CONSULTANT SVCS-COST REDUCTION	\$24,433.52
85910	CDW-GOVERNMENT	WALL MOUNT BRACKETS FOR CISCO TELEPHONES	\$939.51
85911	SENTRY SIGNS AND PRINTING	OLITA, DO, M&O COMMUNITY THANK YOU BANNERS	\$551.88
85912	LEARNING OVATIONS, INC.	A2I TECHNOLOGY AND PRO DEV SUPPORT SYSTEM-MA, MG, OL	\$60,000.00
85913	ROCHESTER 100	NICKY'S FOLDERS-STUDENT COMMUNICATION FOLDERS	\$250.00
85914	GIGAKOM	CLOUD MANAGED INDOOR AP-SCHOOL SITES	\$27,408.92
85915	TIBURON TELECOMMUNICATION	FIBER OPTIC CABLE AND NETWORK-DISTRICT OFFICE	\$6,412.65
85916	MOSAIC NETWORK, INC.	COVITALITY UNIVERSAL SCREEN TO SUPPORT STUDENTS	\$4,717.00
85917	HOUGHTON MIFFLIN HARCOURT	READING COUNTS AND READING INVENTORY CURRICULUM	\$2,416.00
85918	HOUGHTON MIFFLIN HARCOURT	READING INVENTORY TRANSITION SUBSCRIPTION	\$2,400.00
85919	DATA IMPRESSIONS	LIGHTSPEED RELAY 1 YEAR SERVICE	\$10,811.59
85920	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -EL PORTAL	\$10,000.00
85921	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -JORDAN	\$10,000.00
85922	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -MACY	\$12,000.00
85923	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -MEADOW GREEN	\$13,000.00
85924	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -OLITA	\$10,000.00
85925	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -RANCHO STARBUCK	\$15,000.00
85926	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -MAINTENANCE	\$2,500.00
85927	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -CURRICULUM	\$1,000.00
85928	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -SPECIAL EDUC	\$3,000.00
85929	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -SUPERINTENDENT	\$1,000.00
85930	SOUTHWEST SCHOOL SUPPLY	20/21 OPEN PURCHASE ORDER ASSIGNED -FISCAL	\$2,500.00
85931	CSM CONSULTING	E-RATE SERVICES CATEGORY 2 BILLING	\$1,691.44
85932	FM THOMAS	AC UNIT REPAIR FOR RANCHO MULTI USE ROOM	\$1,768.47
85933	IMPEX TECHNOLOGIES	2020-21 NUTANIX 2 YEAR SUBSCRIPTION	\$17,936.42
85934	JIVE COMMUNICATIONS	TECHNOLOGY-ALGO ADAPTOR	\$417.06
85935	CLINT'S REFRIGERATION	MAYBROOK-SUPPLIES, HEATERS	\$4,200.00
85936	SOUTHWEST SCHOOL SUPPLY	2020/21 OPEN PURCHASE ORDER	\$2,000.00
85937	SOUTHWEST SCHOOL SUPPLY	2020/21 OPEN PURCHASE ORDER	\$500.00
85938	A-1	2020/21 OPEN PURCHASE ORDER-Maintenance	\$12,000.00
85939	AAA ELECTRIC MOTOR	2020/21 OPEN PURCHASE ORDER-Maintenance	\$5,000.00
85940	AUTOZONE	2020/21 OPEN PURCHASE ORDER-Maintenance	\$500.00
85941	BEE GONE	2020/21 OPEN PURCHASE ORDER-Maintenance	\$2,000.00
85942	BEST LAWNMOWERS	2020/21 OPEN PURCHASE ORDER-Maintenance	\$8,000.00
85943	BUG FLIP	2020/21 OPEN PURCHASE ORDER-Maintenance	\$10,000.00
85944	CANNING'S HARDWARE	2020/21 OPEN PURCHASE ORDER-Maintenance	\$2,500.00
85945	CINTAS	2020/21 OPEN PURCHASE ORDER-Maintenance	\$14,000.00
85946	CITY OF LA HABRA	2020/21 OPEN PURCHASE ORDER-Maintenance	\$18,000.00
85947	DANIEL'S TIRE SERVICES	2020/21 OPEN PURCHASE ORDER-Maintenance	\$4,000.00
85948	DECKER EQUIPMENT	2020/21 OPEN PURCHASE ORDER-Maintenance	\$1,000.00
85949	EAST WHITTIER GLASS	2020/21 OPEN PURCHASE ORDER-Maintenance	\$5,000.00
85950	GANAHL LUMBER	2020/21 OPEN PURCHASE ORDER-Maintenance	\$5,000.00
85951	GLASBY MAINTENANCE SUPPLY	2020/21 OPEN PURCHASE ORDER-Maintenance	\$110,000.00
85952	GREEN'S SECURITY	2020/21 OPEN PURCHASE ORDER-Maintenance	\$2,500.00
85953	HOME DEPOT CREDIT CARD	2020/21 OPEN PURCHASE ORDER-Maintenance	\$10,000.00
85954	HOME DEPOT PRO/SUPPLY WORKS	2020/21 OPEN PURCHASE ORDER-Maintenance	\$75,000.00
85955	HUNTINGTON HARDWARE CO.	2020/21 OPEN PURCHASE ORDER-Maintenance	\$7,500.00
85956	ICS	2020/21 OPEN PURCHASE ORDER-Maintenance	\$2,000.00
85957	IMPERIAL SPRINKLER SUPPLY	2020/21 OPEN PURCHASE ORDER-Maintenance	\$12,000.00
85958	JAMES HARDWARE	2020/21 OPEN PURCHASE ORDER-Maintenance	\$5,000.00
85959	LOWE'S	2020/21 OPEN PURCHASE ORDER-Maintenance	\$5,000.00
85960	PDQ RENTAL CENTER	2020/21 OPEN PURCHASE ORDER-Maintenance	\$5,000.00
85961	PEST OPTIONS	2020/21 OPEN PURCHASE ORDER-Maintenance	\$5,000.00
85962	PLUMBING WHOLESALE OUTLET	2020/21 OPEN PURCHASE ORDER-Maintenance	\$8,000.00
85963	SHERWIN WILLIAMS COMPANY	2020/21 OPEN PURCHASE ORDER-Maintenance	\$10,000.00

85964	SOUTHEAST CONSTRUCTION	2020/21 OPEN PURCHASE ORDER-Maintenance	\$5,000.00
85965	TARGET	2020/21 OPEN PURCHASE ORDER-Maintenance	\$4,000.00
85966	UNITED REFRIGERATION	2020/21 OPEN PURCHASE ORDER-Maintenance	\$12,000.00
85967	US AIR CONDITIONING	2020/21 OPEN PURCHASE ORDER-Maintenance	\$2,000.00
85968	WALTERS WHOLESALE ELECTRIC	2020/21 OPEN PURCHASE ORDER-Maintenance	\$12,500.00
85969	MONOPRICE	TECHNOLOGY-HDMI CABLES	\$256.16
85970	CSM CONSULTING	2020-21 OPEN PURCHASE ORDER, E-RATE CONSULTING	\$8,500.00
85971	DECISION INSITE	2020-21 OPEN PURCHASE ORDER	\$3,000.00
85972	INCIDENT IQ	2020-21 OPEN PURCHASE ORDER	\$8,000.00
85973	MONOPRICE	2020-21 OPEN PURCHASE ORDER	\$5,000.00
85974	RAPTOR TECHNOLOGIES	2020-21 OPEN PURCHASE ORDER	\$3,300.00
85975	VIG SOLUTIONS	2020-21 OPEN PURCHASE ORDER	\$10,000.00
85976	XCELL	2020-21 OPEN PURCHASE ORDER-IPAD REPAIR	\$1,000.00
85977	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	2020-21 OPEN PURCHASE ORDER-LEGAL SERVICES	\$65,000.00
85978	AMERICAN EXPRESS	2020-21 OPEN PURCHASE ORDER	\$120,000.00
85979	ICS SERVICE COMPANY	2020-21 OPEN PURCHASE ORDER-MONITORING AT MAYBROOK	\$1,680.00
85980	2ND GEAR	MONITORS-A. MALM	\$292.36
		<i>Respectfully Submitted,</i>	<b>\$ 883,519.89</b>

*Jim Coombs*

Superintendent of Schools

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Warrant Listing Report 2020/21 #1

ACTION/  
(RATIFICATION)

The Warrant Listing Report 2020/21 #1 is recommended for approval. The report lists all warrants issued June 12, 2020, through July 28, 2020.

AR:md

Attachment

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Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B2-1

**"B" WARRANTS FOR BOARD APPROVAL ON:  
August 10, 2020**

"B" WARRANT DOCUMENTS : 100 - 152, 1790 - 2074, 3000 - 3143

**1,489,147.86**

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. THE 100s INDICATE NEW FISCAL YEAR 2020-2021 PAYABLES.

NO.	VENDOR	AMOUNT
100	CALPERS-MEDICAL PREMIUMS- JULY 2020	298,483.71
101	CALPERS-NON PERS-MEDICAL PREMIUMS- JULY 2020	8,539.39
102	DELTA DENTAL- RETIREE PREMIUMS -JULY 2020	1,753.72
103	LA HABRA AREA CHAMBER OF COMMERCE-MEMBERSHIP DUES	350.00
104	MOBYMAX-MG, SOFTWARE LICENSES	6,990.00
105	NIC PARTNERS-TECH SUPPLIES	4,864.68
106	ORANGE CO SCHOOL BOARD ASSOC.-MEMBERSHIP	250.00
107	AERIES SOFTWARE-DISTRICT, CONTRACT SVCS	11,392.14
108	CSBA-VOLUNTARY DEDUCTIONS-JULY 2020	7,777.00
109	CODESP-BUS SVCS, SUPPLIES	2,200.00
110	DATA IMPRESSIONS - TECHNOLOGY SERVICE	9,873.60
111	CSEA-VOLUNTARY DEDUCTIONS-JULY 2020	1,352.00
112	MONOPRICE, INC.-TECH, SUPPLIES	310.07
113	TYNKER-DISTRICT SITES, SOFTWARE LICENSES	17,010.00
114	WARE DISPOSAL-DISTRICT SITES, WASTE DISPOSAL	1,393.63
115	FRONTIER-DISTRICT COMMUNICATIONS, UTILITIES/FAX	61.21
116	SO CAL GAS CO.-OLITA-UTILITIES, JUNE 2020	14.79
117	SO CAL EDISON-MAYBROOK, UTILITIES, JUNE 2020	1,951.57
118	TIME WARNER CABLE-TECH, UTILITIES, JUNE 2020	492.16
119	SUBURBAN WATER CO-JORDAN, UTILITIES, JUN-JUL 2020	6,296.86
120	READY REFRESH NESTLE-DO, SUPPLIES	64.47
121	QUADIENT LEASING-DO-MAILING POSTAGE	1,999.15
122	RAPTOR-SITES, ANNUAL ACCESS SERVICES	3,390.00
123	SPARKLETTS WATER-RS, SUPPLIES	2.99
124	THE HARTFORD-PREMIUM-8/2020-10/2020	142.32
126	FRONTIER-DISTRICT COMMUNICATIONS, UTILITIES/FAX	1,069.74
127	SO CAL GAS-MG, RS, M&O- UTILITIES, JUNE 2020	93.48
128	SO CAL EDISON-EP, MA, RS-UTILITIES JUNE 2020	12,490.13
129	TIME WARNER CABLE-TECH, UTILITIES, JULY 2020	5,143.08
130	BUG FLIP-NUTRITION SVCS, SERVICE CALLS	75.00
131	DANIELS TIRE SVC-MAINT, SERVICES	184.15
132	GALLAGHER THERAPY-CONTRACT SVCS	1,483.50
133	OCDE - SPECIAL ED. CONTRACT SERVICES	3,399.86
	<b>EARLY RETIREE REIMBURSEMENTS</b>	
134	DAWN AANDAHL	525.39
135	BRENT ALLSMAN	506.24
136	ELIZABETH KANESHIRO	948.67
137	SHELLEY MARKER	525.39
138	PENNY MAYERCHECK	1,189.78



139	RONALD RANDOLPH	630.56
140	GAYLE ROGERS	245.78
141	CLAUDIA SCHALCHLIN	525.39
142	REBECCA STEPHENSON	525.39
143	EMILY WAKEFIELD	525.39
144	HOLLY WOLFE	525.39
145	THE HOME DEPOT - MAINTENANCE SUPPLIES	13,463.15
150	BEARCOM - SUPPLIES/ MEADOW GREEN	1,611.43
151	CAL SCHOOL & SPORT - SUPPLIES	636.02
152	BRUCE PATILLO - EARLY RETIREE REIMBURSEMENT	506.24
1790	DECKER EQUIPMENT-MAINT-SUPPLIES	244.56
1856	DEBRA LEES-MAYBROOK, CONTRACT SVCS	1,400.00
1879	BEST LAWNMOWER-GROUNDS, SUPPLIES	624.64
1895	APPLIED BEST PRACTICES - MAYBROOK/ CONTRACT	2,400.00
1896	ERICKSON-HALL CONSTRUCTION-OLITA, CONTRACT SVCS	96,913.30
1897	PACIFIC PREMIER BANK-OLITA, BOND ESCROW ACCT	7,895.00
1901	GALLAGHER PEDIATRIC-SPEC ED, CONTRACT SVCS	2,816.50
1902	ICS SERVICE CO-MAYBROOK, CONTRACT SVCS	6,451.31
1906	NIGRO & NIGRO - FINAL BILLING 2018-19 AUDIT	2,200.00
1907	ERICKSON-HALL CONSTRUCTION-OLITA, CONTRACT SVCS	53,095.50
1908	DIVISION OF STATE ARCHITECT-OLITA, CLOSEOUT FEE	806.25
1909	ATKINSON ANDELSON LOYA-DISTRICT CONTRACT SVCS	5,726.25
1910	BUG FLIP - SERVICES/ MAINTENANCE, ALL SITES	1,440.00
1911	GLASBY MAINTENANCE-MATERIALS, SUPPLIES	13,848.67
1912	HOME DEPOT PRO-M&O, SUPPLIES, MATERIALS	3,484.86
1913	MCI VERIZON-DISTRICT, UTILITIES	20.80
1914	MONOPRICE, INC.-TECH, SUPPLIES	368.45
1915	ORANGE CO DEPT ED-SPEC ED, TUITION SVCS	9,121.26
1916	LA HABRA ROTARY CLUB-SUPT. -MEMBERSHIP	100.00
1917	QUADIENT LEASING USA-DISTRICT, POSTAGE METER	481.72
1918	SPARKLETTS-RS, SUPPLIES	2.99
1919	SCHOOL SERVICES OF CA-BUS SVCS, JUNE 2020 SVC	305.00
1921	FRONTIER - MONTHLY UTILITIES/ SERVICE	58.36
1922	HOME DEPOT PRO-M&O, SUPPLIES, MATERIALS	282.72
1923	THE SHERWIN-WILLIAMS CO. - MAINTENANCE/ SUPPLIES	36.66
1924	UNITED REFRIGERATION INC. - MAINTENANCE/ SUPPLIES	23.71
1925	COUNTY OF ORANGE - MARCH PRIMARY ELECTION	15,759.84
1926	AUDRA SCHAAP-OLITA, PURCHASE REIMBURSEMENT	74.60
1927	LEADER SERVICES-SPEC ED, CONTRACT SVCS	1,270.99
1928	ANYWHERE CART-TECH, SUPPLIES	613.20
1929	APPLE-TECH, SUPPLIES	197.05
1930	CITY OF LA HABRA-FUEL SUPPLIES	1,150.83
1931	ELITE MODULAR LEASING-MAYBROOK, CONTRACT SVC	10,279.00
1932	ERICKSON-HALL CONSTRUCTION-MAYBROOK, CONTRACT SVCS	18,254.08
1933	HAUFFE CO.-CAPITAL OUTLAY, CONTRACT SVCS	10,416.00
1934	HAUFFE CO.-MAYBROOK, CONTRACT SVCS	7,056.00
1935	THE STANDARD-VOLUNTARY DEDUCTIONS-JUNE 2020	5,274.00

1936	AMERICAN FIDELITY ASSURANCE-JUNE 2020	18,072.59
1937	QUADIENT LEASING USA-DISTRICT, POSTAGE METER	3,000.00
1938	UNUM LIFE INSURANCE-Q3 2020 PREMIUM	542.73
1939	HANCOCK PARK & DELONG, INC.-CAP OUTLAY-CONTRACT SVC	250.00
1940	READYREFRESH NESTLE-DO-WATER, SUPPLIES	24.04
1941	SCHOOL SERVICES OF CA-BUS SVCS, CONF ATTENDANCE	660.00
1942	TARGET SPECIALTY PRODUCTS-GROUNDS, SUPPLIES	209.34
1948	PEST OPTIONS-MACY, RS-SERVICE CALLS	240.00
1949	SO CAL EDISON-EP, MA-UTILITIES, MAY 2020	3,652.25
1950	SO CAL GAS-EP, OLITA-UTILITIES, MAY 2020	109.15
1951	ABE'S PLUMBING-MACY, SUPPLIES	7,000.00
1953	COLLEGE BOARD-RS, SUPPLIES	850.00
1954	KAMI NOTABLE, INC.-SPEC ED, CONTRACT SVCS	1,000.00
1955	CITY OF LA HABRA-FUEL SUPPLIES	767.62
1956	FRONTIER - MONTHLY UTILITIES/ SERVICE-MAY 2020	800.61
1957	SO CAL GAS-JO, MG, RS, MAINT-UTILITIES, MAY 2020	120.73
1958	SO CAL EDISON-RS, UTILITIES, MAY 2020	3,659.19
1959	TIME WARNER CABLE-DISTRICT, UTILITIES/SVC	2,087.25
1960	WALTERS WHOLESALE ELECTRIC - BOND/ CONTRACT	1,777.44
1961	SOUTHWEST SCHOOL SUPPLY - RANCHO STARBUCK SUPPLIES	2,439.54
1962	SOUTHWEST SCHOOL SUPPLY - M&O OFFICE SUPPLIES	1,401.34
1963	SOUTHWEST SCHOOL SUPPLY - MAYBROOK SUPPLIES	204.70
1964	SOUTHWEST SCHOOL SUPPLY - OLITA SUPPLIES	82.13
1965	SOUTHWEST SCHOOL SUPPLY - MACY SUPPLIES	1,726.87
1966	SOUTHWEST SCHOOL SUPPLY - JORDAN SUPPLIES	436.23
1967	SOUTHWEST SCHOOL SUPPLY - EL PORTAL SUPPLIES	128.81
1968	SOUTHWEST SCHOOL SUPPLY - MEADOW GREEN SUPPLIES	954.16
1969	SOUTHWEST SCHOOL SUPPLY - CURRICULUM SUPPLIES	829.89
1970	SOUTHWEST SCHOOL SUPPLY - DISTRICT OFFICE SUPPLIES	38.54
1971	SOUTHWEST SCHOOL SUPPLY - FISCAL SUPPLIES	696.08
1973	SENTRY SIGNS AND PRINTING - FACILITIES/ FLOOR	958.13
1974	THE SPYGLASS GROUP - TECHNOLOGY SERVICES	24,433.52
1986	SCHOOLS FIRST FED. CREDIT UNION- VOL. DEDUCTIONS	20,280.00
1987	ATKINSON, ANDELSON, LOYA, RUUD & ROMO - LEGAL SERVICE	3,427.50
1988	FULLERTON SCHOOL DISTRICT - SUPPLIES	90.00
	<b>EARLY RETIREE REIMBURSEMENTS</b>	
1976	DAWN AANDAHL	525.39
1977	BRENT ALLSMAN	506.24
1978	ELIZABETH KANESHIRO	948.67
1979	SHELLEY MARKER	525.39
1980	PENNY MAYERCHECK	1,189.78
1981	RONALD RANDOLPH	630.56
1982	GAYLE ROGERS	245.78
1983	CLAUDIA SCHALCHLIN	525.39
1984	REBECCA STEPHENSON	525.39
1985	EMILY WAKEFIELD	525.39
1989	HOLLY WOLFE	525.39

1990	KING OFFICE SERVICES-MAYBROOK, CONTRACT SVC	6,760.00
1991	SO CAL GAS CO.-UTILITIES, JUNE 2020	65.68
1991	ORANGE CO DEPT OF ED-SPEC ED, CONTRACT SVCS	4,622.50
1992	VERIZON WIRELESS-DISTRICT UTILITIES JUNE 2020	524.41
1992	BEHAVIOR & EDUCATION-SPEC ED, CONTRACT SVCS	110.00
1993	CITY OF LA HABRA-OLITA, UTILITIES, JUNE 2020	2,558.76
1994	SO CAL EDISON-JOR, M&O-UTILITIES, JUNE 2020	5,049.79
1995	SUBURBAN WATER-MG, RS, UTILITIES, JUNE 2020	15,309.52
1996	LEARNING OVATIONS, INC.-DISTRICT WIDE, LICENSES	60,000.00
1997	BEHAVIOR & EDUCATION-SPEC ED, CONTRACT SVCS	12,026.66
1998	NMK CORPORATION-TECH, SUPPLIES	821.25
1999	ICS SERVICE CO-JORDAN, SUPPLIES	196.90
2002	TARGET SPECIALTY PRODUCTS-GROUNDS, SUPPLIES	2,089.57
2004	BEE GONE BEE REMOVAL-OLITA, SERVICE CALL	75.00
2006	SO CAL GAS-MACY, UTILITIES, JUNE 2020	60.88
2007	SO CAL EDISON-MACY, MG, UTILITIES, JUNE 2020	1,983.11
2008	AMERICAN EXPRESS-DISTRICT, SUPPLIES PURCHASES	1,667.88
2009	CONSTRUCTION ELECTRIC-MAYBROOK-CONTRACT SVC	16,374.93
2010	CORE CONTRACTING-MAYBROOK-CONTRACT SVCS	174,458.01
2011	ERICKSON-HALL-MAYBROOK, CONTRACT SVCS	4,975.00
2012	GHATODE BANNON ARCHITECTS-CONTRACT SVCS	12,760.86
2013	GHATODE BANNON ARCHITECTS-CONTRACT SVCS	11,469.15
2014	HAUFEE CO.-M&O, CONTRACT SERVICES	10,416.00
2015	HOWARD TECH SOLUTIONS-MAYBROOK, SUPPLIES	24,733.70
2016	BACKFLOW TESTING-EP, MACY, OL-SUPPLIES	750.00
2017	CSM CONSULTING-TECH, SUPPLIES	3,816.44
2018	DAILY JOURNAL CORP.-NEWSPAPER AD	194.53
2019	F.M. THOMAS AIR CONDITIONING-M&O, SUPPLIES	1,768.47
2020	FULLERTON SCHOOL DISTRICT - PRINTING SUPPLIES	975.00
2021	CRISTIAN BOGDAN-MILEAGE REIMBURSEMENT	42.21
2022	WENDI RAPP-MILEAGE REIMBURSEMENT	69.60
2023	JOHN ZAPPULLA-TECH, MILEAGE REIMBURSEMENT	26.47
2026	ONYX PAVING CO-CAPITAL OUTLAY, MAYBROOK	22,670.00
2027	PROJECT SUPPORT SERVICES-CONTRACT SVCS	891.65
2028	SALDANA LANDSCAPE-MAYBROOK, CONTRACT SVCS	26,724.45
2029	SYLVIA LEE-CLASSROOM PURCHASE REIMBURSEMENT	800.92
2030	MICHELLE VALDEZ-MACY, CLASSROOM PURCH REIMBURSEMENT	418.00
2031	PEAP-EP, SUPPLIES	208.00
2032	FEEDING DREAMS-NUTRITION SVCS, CONTRACT SVCS	3,000.00
2034	D&D EDUCATION CONSULTANTS-CONTRACT SVCS	2,086.46
2036	SUBURBAN WATER-MACY, UTILITIES, JUNE 2020	3,351.94
2037	SO CAL GAS CO.-EP-UTILITIES, JUNE 2020	50.03
2038	SO CAL EDISON-OLITA, UTILITIES, JUNE 2020	1,205.28
2039	KATHRYN HAAS-SPEC ED, CONTRACT SERVICE	1,173.48
2040	ARAMARK - DISTRICT OFFICE/ TECH. SUPPLIES	269.42
2041	CDW GOVERNMENT-MAYBROOK, CONTRACT SVCS	939.51
2042	CONSTRUCTION ELECTRIC-MAYBROOK/ CONTRACT	16,374.93
2043	ERICKSON-HALL-MAYBROOK/ CONTRACT SERVICE	109,178.75

2044	GHATAODE BANNON ARCHITECTS-CONTRACT SERVICE	913.50
2045	HAUFEE CO.-M&O, CONTRACT SERVICES	1,008.00
2046	PACIFIC PREMIER BANK-OLITA, BOND-CONTRACT SVC	5,746.25
2047	LEADER SERVICES - SPECIAL ED. CONTRACT SERVICE	722.43
2048	MCI A VERIZON CO. - MONTHLY UTILITIES/ SERVICE	16.69
2049	EAST WHITTIER CITY SCHOOL DISTRICT - CONTRACT	22,805.00
2050	LUNA INK (PAUL LUNA)-RS, GRAPHIC DESIGN SERVICES	1,571.15
2051	UTIL-LOCATE-BOND, JORDAN- CONTRACT SVCS	12,800.00
2052	QUADIENT LEASING-DO-MAIL MACHINE FINAL LEASE TAXES	82.48
2053	SENTRY SIGNS/PRINTING-DO-BANNERS	551.88
2054	JILLIAN JACOBSEN - CONSULTANT/ SERVICES	375.00
2055	SO CAL NEWS GROUP-BOND-OLITA NOTICE OF: AD	848.00
2056	SOUTHWEST SCHOOL SUPPLY-RS, SUPPLIES	121.85
2057	BUG FLIP-DISTRICT WIDE-SERVICE CALLS	45.00
2058	CANNINGS HARDWARE LA HABRA-RS, MO-SUPPLIES	113.02
2060	SOUTHWEST SCHOOL SUPPLY-MACY, SUPPLIES	58.63
2062	CA. DEPT OF TAX & FEE-Q2 2020 SALES/USE TAX	262.00
2063	SOUTHEAST CONSTRUCTION - MAINTENANCE SUPPLIES	88.07
2064	WARE DISPOSAL - MONTHLY TRASH SERVICE	280.64
2065	THE HOME DEPOT PRO INST. - MAINTENANCE SUPPLIES	1,904.78
2066	GLASBY MAINTENANCE SUPPLY CO. - SUPPLIES	19,075.60
2067	KATHERINE ATKINSON - PURCHASE REIMBURSEMENT	16.00
2069	FED EX - MAIL SERVICES	145.00
2070	FULLERTON SCHOOL DISTRICT - SUPPLIES	450.00
2074	CINTAS CORPORATION - SUPPLIES	3,041.50
3000	EMS LINQ INC-NUTRITION SVCS, SUPPLIES	1,175.00
3001	SAN MATEO-FOSTER CITY SCHOOL DIST-NUTRITION SVCS	244.75
3118	CHRIS HAMABE - NUTRITION SERVICES/ MEAL REFUND	26.38
3128	NORMA SALAZAR - NUTRITION SERVICES/ MEAL REFUND	30.50
3130	CAROL STYX - NUTRITION SERVICES/ MEAL REFUND	49.25
3131	MAGDALENA ROSAS - NUTRITION SERVICES/ MEAL REFUND	250.75
3132	CHRIS FRIEBUS-NUTRITION SVCS REFUND	7.75
3133	CHARLENE MARSHALL-NUTRITION SVCS REFUND	10.20
3134	NANCY RODRIGUEZ-NUTRITION SVCS REFUND	7.08
3135	ELMA ZUNIGA - NUTRITION SERVICES/ MEAL REFUND	34.00
3136	BUG FLIP-NUTRITION SVCS, SERVICE CALLS	180.00
3137	BERNIER REFRIGERATION-NUTRITION, SERVICE CALL	1,197.19
3138	DRIFTWOOD DAIRY-NUTRITION SVCS, JUNE 2020	5,991.18
3139	GOLD STAR FOODS-NUTRITION, SUPPLIES	10,552.37
3140	P&R PAPER SUPPLY CO-NUTRITION SVCS, SUPPLIES	362.92
3141	VALPRO, INC.-NUTRITION, SUPPLIES	5,736.51
3142	LADY BUGS ENVIRONMENTAL-NUTRITION SVCS, SVC CALL	55.00
3143	CO OF LOS ANGELES-NUTRITION SVCS, FEES	197.00

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees  
From: Jim Coombs, Superintendent of Schools  
Subject: Approval of with Agreement, Hauffe Company Inc., (HCI) for Program Management Services, District Wide (Capital Outlay Projects Fund) ACTION

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". On September 9, 2019, the Board of Trustees approved a Professional Services Agreement with Hauffe Company Inc. (HCI) for his team to provide consulting services to assist the District with the planning and execution of various Maintenance projects and Measure LL Bond Projects.

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the Client.

As the Bond Measure LL continues and the Districtwide program is developed, the District would like to engage the services of Hauffe Company Inc. (HCI) to continue to provide their expertise in schedule development, site visits, costs controls, and construction management oversight. Hauffe Company Inc. has been serving the Lowell Joint School District in this capacity since 2019.

Hauffe Company Inc. has provided the District with a proposal to provide specialized services and advice in financial, economic, accounting, engineering, legal, and administrative and construction oversight matters.

Financial Impact: \$125,000 (40.0) Capital Outlay Projects Fund  
Funding Source: Capital Outlay Projects – Fund 40.0

It is recommended that the Agreement with Hauffe Company Inc., (HCI), for Program Management Services, Districtwide, effective September 1, 2020, through August 31, 2021, be approved not to exceed \$125,000 (40.0-00000-0-00000-85000-6282-0000012) Capital Outlay Projects Fund, (40.0) and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Colleen R. Patterson, for ACTION  
Specialized Consulting Services

The District is in need of specialized consulting services in the area of business services and related areas. Colleen Patterson is a retired Assistant Superintendent of Business Services from the Fullerton Joint Union High School District where she worked for twelve years. Ms. Patterson has been consulting in school districts throughout California since her retirement. As such, she is well suited to assist the District in the identified areas of need. The hourly rate for these services will be \$85. One hundred (100) hours are estimated at this time to assist in these areas. The term of this agreement will be September 1, 2020, through August 31, 2021.

It is recommended that the agreement with Colleen R. Patterson be approved, not to exceed one hundred (100) hours, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report 2020/2021 #1  
Which Includes Hiring, Resignations, Contract Adjustments,  
and Retirements for Certificated, Classified, and Confidential  
Employees

ACTION/  
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2020/2021 #1, 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 2020/2021 #1, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees, be ratified.

Attachment

JC/me

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
EMPLOYER-EMPLOYEE RELATIONS PERSONNEL REPORT 2020/2021 #1

August 10, 2020

I. CERTIFICATED EMPLOYEES

A. 2020/2021 CONTRACTS

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>CLASS/COL/STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Andres, Paolo	08/10/20	C5/S2	RS	7/8 grade science teacher. Temporary Contract.
Brander, Holly	08/10/20	C4/S7	DO	Early Literacy Coach. Probationary Year 2
Carrillo, Valerie	08/10/20	C2/S4	JO	3rd grade teacher. Probationary Year 2
Carty, Lyn	08/10/20	C5/S1	EP	4/5 grade teacher Temporary Contract
Casey, Kaleen	08/10/20	C4/S3	MA	Kindergarten teacher. Probationary Year 2.
CdeBaca, Denise	08/10/20	C5/S7	OL	Speech Language Pathologist. Probationary year 2
Cheng, Allison	08/10/20	C5/S1	DO	Choral Teacher. Probationary year 1.
Evenson, Amanda	08/10/20	C3/S3	MG	Kindergarten grade teacher. Probationary Year 2
Galang, Bianca	08/10/20	C5/S4	EP	ABA Classroom Teacher. Probationary year 2 contract.
Galli, Jessica	08/10/20	C5/S4	RS	7/8 grade science teacher. Probationary year 2.
Garduno, Adam	08/10/20	C4/S2	RS	7/8 grade math teacher. Temporary Contract.
Gonzalez, Trisha	08/10/20	C1/S6	DO	District Nurse Probationary Year 1
Goss, Brittany	08/10/20	C3/S2	RS	7/8 grade English Teacher. Temporary contract.
Hammond, Maddison	08/10/20	C4/S3	OL	TK-2 Moderate Special Education Teacher. Probationary year 2
Jacobs, Diana	08/10/20	C4/S4	JO	1 <sup>st</sup> grade teacher. Temporary Contract
Kosareff, Breana	08/10/20	C3/S3	JO	4 <sup>th</sup> grade teacher. Probationary Year 2
Kuitems, Naomi	08/10/20	C3/S2	MG	1 <sup>st</sup> grade teacher Temporary Contract
Kuitems, Naomi	08/10/20	C3/S2	MG	1 <sup>st</sup> grade teacher. Temporary Contract
Langer, Garrick	08/10/20	C4/S3	RS	7/8 grade science teacher. Temporary Contract.
Lou, Charlene	08/10/20	C5/S7	RS	7/8 grade science teacher. Temporary contract.
McNeff, Michelle	08/10/20	C5/S3	EP1	4 <sup>th</sup> grade teacher. Probationary Year 2.
Mgrdichian, Jennifer	08/10/20	C4/S2	EP	20% 6 <sup>th</sup> grade teacher. Temporary contract.
Miller, Cameron	08/10/20	C3/S4	RS	Band Teacher. 100% Temporary Contract.
Montiel, Shaina	08/10/20	C3/S2	JO	Resource Specialist Teacher. Probationary Year 1.
Montoya, Maya	08/10/20	C5/S3	OL	4 <sup>th</sup> grade teacher. Temporary Contract.
Moreno, Rebecca	08/10/20	C4/S3	OL	RSP teacher. Probationary year 1
Pagano, Breanne	08/10/20	C5/S6	RS	7/8 grade English/ Drama Teacher. Temporary contract.
Palmas, Victoria	08/10/20	C4/S4	JO	1/2 Dual Language Teacher. Temporary Contract
Pfaff, Heather	08/10/20	C4/S5	JO	1/2 grade teacher. Temporary contract.
Praefke, Amie	08/10/20	C4/S3	EP	20% 6 <sup>th</sup> grade teacher. Temporary assignment ending December 11, 2020
Rivera, Yovanna	08/10/20	C1/S1	JO	TK/K Dual Language Teacher Temporary Contract
Rodriguez, Brenda	08/10/20	C4/S2	JO	K Dual Immersion Teacher. Temporary Contract
Shun-Hernandez, Tiffany	08/10/20	C3/S2	JO	2 <sup>nd</sup> grade teacher. Temporary contract.
Valdez, Michelle	08/10/20	C4/S7	MA	5 <sup>th</sup> grade teacher. Probationary year 2
Yi, Cara	08/10/20	C5/S2	RS	7/8 grade Math Teacher. Temporary Contract.

B. MANAGEMENT

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

C. DISTRICT OFFICE

Johnson, Kelly	08/01/20	Column 7	DO	Psychologist
Heinrich, Kari	07/01/20	Column 7	DO	Program Specialist Longevity
Luna, Adam	08/01/20	Column 5	DO	Psychologist
Mack, Christopher	08/01/20	Column 2	DO	Psychologist. Probationary year 2
Mendoza, Jasmine	08/01/20	Column 2	DO	Psychologist. Probationary year 2

D. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENTS
EID: RR0478465	08/10/2020	09/04/2020		FFCRA Leave ( Mondays & Fridays)
Lavin, Lindsey	08/20/2020	10/01/2020	RS	(AB375) FMLA maternity
Simmons, Rebecca	08/10/2020	08/14/2020	MG	(AB375) FMLA maternity
Simmons, Rebecca	08/17/2020	09/28/2020	MG	(AB375) FMLA Baby bonding leave
Suzuki, Angela	08/10/2020	09/18/2020	EP	(AB375) FMLA Baby bonding leave

E. RETIREMENT

NAME	EFFECTIVE DATE	SITE	COMMENTS
Jacobsen, Susan	08/10/2020	MG	Retirement Option II

F. EXTRA DUTY PAY/STIPENDS

NAME/ EMPLOYEE ID	EFFECTIVE DATE	END DATE	SITE	COMMENTS
Champion, Rebecca	08/10/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.
Cheng, Allison	08/10/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend for Elementary School Choral Program. To be paid from General Fund.
Gonzalez, Tricia	08/10/20	05/28/21	DO	To be paid \$55.00 per month, not to exceed \$550.00, for mileage stipend. To be paid from General Fund.
Heinrich, Kari	08/01/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.

Hultberg, Darcie	08/10/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.
Igarta, Kaleo	08/01/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.
Miller, Cameron	08/10/20	05/28/21	RS	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend for Elementary School Band Program. To be paid from General Fund.
Takacs, Whitney	07/01/20	06/30/21	RS	To be paid 1/10 <sup>th</sup> of her salary (C5/S9) for additional work days for the 2020-21 school year. To be paid from Supplemental Grant Funding.
Ubeda-Kim, Maria	08/10/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.
White, Nancy	08/10/20	05/28/21	DO	To be paid \$55.00 per month, not to exceed \$550.00, for mileage stipend. To be paid from General Fund.
Malm, Amanda	08/10/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.
Brander, Holly	08/10/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.
Pagano, Breanna	08/10/20	05/28/21	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.
Takacs, Whitney	08/10/20	05/28/21	RS	To be paid a total of \$200.00 monthly, not to exceed \$2,000.00, for supervision of intern counselors. To be paid from Mental Health and out of Home Care funds.
Luna, Adam	08/10/20	05/28/21	DO	To be paid a total of \$200.00 monthly, not to exceed \$2,000.00, for supervision of intern psychologists. To be paid from Mental Health and out of Home Care funds.
Van Diest, Scott	08/10/20	05/28/21	RS	To be paid \$200.00 monthly, not to exceed \$2,000.00 for serving as Yearbook Coordinator. To be paid from the Rancho-Starbuck Yearbook Account
Miller, Camerson	08/10/20	05/28/21	RS	To be paid \$200.00 monthly, not to exceed \$2,000.00 for serving as Yearbook Coordinator. To be paid from the Rancho-Starbuck Yearbook Account
Irving, Tamara	08/10/20	05/28/21	RS	To be paid \$5000.00 per month, not to exceed \$5,000, for serving as ASB Coordinator. To be paid from the Rancho-Starbuck General Site Account.
Irving, Tamara	08/10/20	05/28/21	RS	To be paid \$150.00 per month, not to exceed \$1,500.00 for serving as an Intervention Coordinator. To be paid from Supplemental Funds.
Anderson, Ryan	08/10/20	05/28/21	RS	To be paid \$450.00 per month, not to exceed \$4500.00 for assisting the Technology Director as a Technology Lead to Administer and Support District-wide Educational Technology. To Be Paid From General Fund Technology Budget.

G.

CERTIFICATED SALARIES FOR 2020-2021\*\*

<u>NAME</u>	<u>SITE</u>	<u>CLASS</u>	<u>STEP</u>	<u>COMMENTS</u>
Abell, Amy	El Portal	5	20	
Aguilar, Barbara	Rancho Starbuck	5	15	
Aldecoa, Kelly	Macy	5	24	

Allsman, Kathryn Iiams	Olita	5	26	
Anderson, Ryan	Rancho Starbuck	5	20	
Andres, Paolo	Rancho Starbuck	5	2	
Arreguin, Barbara	Rancho Starbuck	4	15	
Austin, Stephanie	Rancho Starbuck	5	14	
Ayers, La Reina Weaver	Olita	5	26	
Ballard, Nicole	Macy	5	14	
Behura, Sylvia Lucia	Rancho Starbuck	5	24	
Bernhard, Carol	Macy	5	24	
Blackler, Samantha	District Office	5	11	
Borsari, Julie	Olita	5	13	
Brander, Holly	District Office	4	7	
Brimmage, Mary	El Portal	5	15	
Brooks, Kimberly	El Portal	5	21	
Campbell, Kaitlyn	El Portal	5	10	50% (50% Tenured, 50% Leave of Absence – Tenured at 100%).
Carrillo, Valerie	Jordan	2	4	
Carty, Lyn	El Portal	5	1	
Casey, Kaleen	Macy	4	3	
Castillo, Barbara	El Portal	4	16	
Cazares, Ariana	Rancho Starbuck	5	8	
Cdebaca, Denise	District Office	5	7	
Champion ,Rebecca	District Office	5	18	
Chavez, Karen	Olita	5	24	
Cheng, Allison	District Office	5	1	
Chittum, Eric	Rancho Starbuck	5	26	
Christerson ,Carin	Rancho Starbuck	4	8	60% (30% tenured / 30% temporary)
Coleman, Deborah	Olita	5	20	
Coleman, Rachel	Macy	5	16	
Cooke, Kristen	Jordan	5	15	
Crabtree, Gail	Meadow Green	5	16	
Daniel, Kari	El Portal	5	26	
De La Haye, Melissa	El Portal	5	9	
Desmond ,Andrea	Jordan	5	26	
Dinnen, Dyanna	Olita	5	10	40% (40% Tenured, 60% Leave of Absence – Tenured at 100%).
Evenson, Amanda	Meadow Green	3	3	
Farrens, Sylvia	District Office	5	15	
Felton, Leslie	Jordan	5	26	
Fonti, Allison	Macy	5	25	
Galang, Bianca	El Portal	5	4	
Galli, David	Rancho Starbuck	5	8	
Galli, Jessica	Rancho Starbuck	5	4	
Garduno, Adam	Rancho Starbuck	4	2	
Ghabour, Kylee	Meadow Green	3	10	
Gober, Kristen	Meadow Green	5	23	
Gonzalez, Tricia	District Office	1	6	
Goss ,Brittany	Rancho Starbuck	3	2	
Guerrero, Rachel	El Portal	5	14	

Gunsalus, Lecia	Jordan	5	10	
Hammond, Maddison	Olita	4	3	
Haworth, Gracia Marie	Olita	5	26	
Herman, Teresa	El Portal	5	20	80% (80% Tenured, 20% Leave of Absence – Tenured at 100%).
Hernandez, Javier	Jordan	4	12	
Higgins, Kelly	Macy	5	16	
Huff, Kenneth	Rancho Starbuck	5	17	
Hultberg, Darcie	District Office	5	13	80% (80% Tenured, 20% Leave of Absence – Tenured at 100%).
Ilinsky, Christina	El Portal	5	18	
Irving, Tamara	Rancho Starbuck	5	22	
Jacobs, Diana	Jordan	4	4	
Jacobsen, Susan Royer	Meadow Green	4	26	
Jeffrey, Kimberlee	El Portal	4	20	
Kane, Carolyn	El Portal	5	20	
Karr, Krista	Meadow Green	5	26	
Kosareff, Breana	Jordan	3	3	
Kudler, Laurie	Macy	5	26	
Kuitems, Naomi	Meadow Green	3	2	
Langer, Garrick	Rancho Starbuck	4	3	
Lauprecht, Robert	Jordan	5	12	
Lavin, Lindsey	Rancho Starbuck	5	10	
Lee, Sylvia	Macy	4	6	
Lickfelt, Robert	Olita	4	12	
Liles, Amy	Jordan	5	21	
Lisowski Martinez, Paula	Meadow Green	5	26	
Lou, Charlene	Rancho Starbuck	5	7	
Malm, Amanda	District	4	8	
Mangold ,Leslie	Meadow Green	5	25	
Mangold, Christian	Macy	5	25	
Mayhew, Julie	Rancho Starbuck	5	26	
McNeff, Michelle	El Portal	5	3	
McTeggart, Amy	Macy	4	25	
Mgrdichian, Jennifer	El Portal	4	2	20% Contract
Michael-Bohen, Michelle	Olita	5	22	60% (60% Tenured, 40% Leave of Absence – Tenured at 100%).
Milazzo, Angela	Macy	5	20	
Miller, Cameron	Rancho Starbuck	3	4	
Miller, Stefanie	Meadow Green	5	12	
Montes, Emily	Rancho Starbuck	5	8	
Montiel, Shaina	Jordan	3	2	
Montoya, Maya	Olita	5	3	
Moreno, Rebecca	Olita	4	3	
Morrison, Deanna	Meadow Green	5	25	
Naples, Deborah	Olita	5	13	
Navarro-Diaz, Yolanda	Meadow Green	5	22	
Needham, Deborah	Macy	5	26	
Nichols, Jean	El Portal	4	20	
Nunez, Sarah	Rancho Starbuck	5	11	

Oke, Melissa A	Rancho Starbuck	4	9	
Ospital, Jeffrey	Rancho Starbuck	5	10	
Pagano, Breanne	Rancho Starbuck	5	6	
Paine, Jennifer	Olita	5	18	
Palmas, Victoria	Jordan	4	4	
Palmer, Margaret	Olita	5	25	
Peloquin, Karen	Olita	5	22	
Perez, Susannah M	Meadow Green	4	14	
Perumean, Stacy D	Meadow Green	5	11	
Petrakis, Kerri Lynn	Macy	5	19	
Pfaff, Heather	Jordan	4	5	
Pimper, Shelly	Macy	5	24	
Pinney, Marci	El Portal	5	22	
Praefke, Amy	El Portal	4	3	20% Contract
Remme, Laura	El Portal	5	23	
Rivera, Yovanna	Jordan	1	1	
Robertson, Vicki	Meadow Green	5	24	
Rodriguez, Brenda	Jordan	4	2	
Rodriguez, Mayra	Meadow Green	5	14	
Roshan, Rita Kathleen	Rancho Starbuck	5	25	
Roth, Julie	Macy	5	19	
Russell, Anne E	Olita	5	14	
Rutledge, Stephanie Martin	Macy	5	25	
Ryan, Tara	Rancho Starbuck	5	26	
Sachs, Theadora	Rancho Starbuck	5	23	
Saieva, Alyson	Olita	5	20	
Sandoval, Cheri	Olita	5	21	
Shaw, Mary Elizabeth	Macy	4	26	
Shun-Hernandez, Tiffany	Jordan	3	2	
Simons, Rebecca	Meadow Green	5	15	
Smith, Rebecca Lynn	El Portal	5	26	
Stark Padilla, Brooke	Olita	5	19	
Suzuki, Angela Kim	El Portal	5	16	80% (80% Tenured, 20% Leave of Absence – Tenured at 100%).
Takacs, Whitney	Rancho Starbuck	5	9	
Telarico, Valerie Susan	El Portal	5	23	
Toice, Susan	Meadow Green	5	23	
Tolmasoff, Susan F	Meadow Green	4	6	
Tyner, Bonnie	Macy	5	26	
Ubeda-Kim, Maria L	District Office	5	10	
Ulloa, Nicole M	Jordan	4	12	
Valdez, Michelle	Macy	4	7	
Van Diest, Scott	Rancho Starbuck	5	22	
Van Vliet, Ronita	Meadow Green	5	21	
Vanderlee, Michelle J	Meadow Green	4	6	
Wartian, Lillian Elaine	Meadow Green	5	26	
White, Nancy	District Office	3	21	
Wilkens, Melissa	Meadow Green	4	5	

Wood, Carrie	El Portal	5	16	50% (50% Tenured, 50% Leave of Absence – Tenured at 100%).
Yi, Cara	Rancho Starbuck	5	2	

\*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 2020-2021 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 2020-2021 serve as home school teachers, if needed, for the 2020-2021 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 2020-2021 school year.

H.

Employment of substitutes effective 08/12/2020 for the 2020-2021 school year @ 131 per day and \$65.50 per half day rate and \$35.00 per hour\* (not to exceed six hours) as applicable and to include: professional development, Saturday school, and site support duties, and \$170 long term sub rate.

Allsman, Brent	Childress, Whittany	Hung, Eugene	Ocanas, David	Silva, Kathie
Anderson, Tammy	Cortes, Samantha	Jacobsen, Brennan	Ochoa, Raquel	Tari, Debi
Ashdown, Daniel	Conforti, Tammy	Jarvis, Melanie	O'Neil, Mary	Thompson, Kelsie
Aulet-Leon, Dominique	Dankert, Marian	Kimes, Betty	Opfer, Debbie	Vega, Sandy
Beiderwell, Elizabeth	Davila, Alexandra	Kushi, Yumi	Park, Kristine	Watkins, Kyli
Belk-Dumont, Juliette	Davis, Summer	Lees, Debra	Penuelas, Christian	Windust, Julie
Bishop, Davette C	DeBruijn, Lisa	Lopez, James	Perez, Jennifer	Wybaczynsky, Neely
Brooks, Edward	Dunsmore, Clay	Lowden, Casie	Peterson, Monica	Yoder, Tyler
Browning, Erin	Fuller, Duke	Maruyama, Ryan	Pilkington, Felicia	Young, Joanne
Brunier, Robert	Garcia, Patricia	McCoy, Stacey	Praefke, Amy	Zarate, Laurie
Buckner, Iris	Gonzales, Ilene	McCullough, Jennifer	Preciado, Rosana	Sauceda, Antoinette
Carr, Candice	Gonzalez, Carolyn	Mrgdichian, Jennifer	Prentiss, Joey	Saunders, Juliette
Cerda, Erin	Green, Georgia	Milton, Lisa	Quezada, Joshua	Scott, Susan
Charman, Lauren	Halte, Kristin	Montemayor, Kathleen	Quinlan, Dyana	Marin, Claudia
Chen, Marcia	Haworth, Acacia	Morrison, Dana	Reza, Isabel	
Cheng, Katlyn	Haworth, Raenicia	Mosqueda, Journey	Serrano, Christine	

I.

SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Amie Praefke	08/10/2020	09/18/2020	EP	To be paid special long term rate of \$170.00 for El Portal Elementary School for Sixth grade classroom (Monday – Thursdays)
Davilla, Alexandra	08/10/2020	05/29/2020	MG	To be paid special long term rate of \$170.00 for Meadow Green Elementary School for TK grade teaching position
Hung, Eugene	08/20/2020	10/01/2020	RS	To be paid special long term rate of \$170.00 for Rancho Starbuck Intermediate School for Math teaching position

Krisitine Park	08/10/2020	08/14/2020	MG	To be paid special long term rate of \$170.00 for Meadow Green Elementary School for Sixth grade teaching position
Krisitine Park	08/17/2020	09/28/2020	MG	To be paid special long term rate of \$170.00 for Meadow Green Elementary School for Sixth grade teaching
Serrano, Christine	08/10/2020	09/04/2020	OL	To be paid special long term rate of \$170.00 for Olita Elementary School for Fourth grade teaching position (Mondays & Fridays)

\*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 2020-2021 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 2020-2021 serve as home school teachers, if needed, for the 2020-2021 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 2020-2021 school year.

II. CLASSIFIED EMPLOYEES 8/10/2020

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>
EID # YE2248190	07/07/20	12/31/20			FFCRA Leave/Tuesdays and Wednesdays
EID # BG7397987	07/31/20	12/31/20			FFCRA Leave/Fridays
Arcega, Aida	04/09/21		R23/S4	MA	Office Manager/Step Increase
Armijo, Jessica	08/07/20		R21/S5	RS	Day Custodian/Step Increase/Correction to EER #12
Cardenas, Roberto	10/22/20		R18/S4	JO	Night Custodian/Step Increase
Garcia, Hector	12/07/20		R20/S5	MNT	Groundskeeper/Step Increase
Lord, Dixie	07/06/20	07/24/20	R27/S1	RS	Systems Aide/Temporary Summer Assignment
Lord, Dixie	07/28/20		R23/S3	RS	Office Manager/Temporary Increase of Hours
Mao, Alan	01/22/21		MGT R2/S8	DO	Director of Educational and Information Technology/Step Increase
Martin, Jordan	08/12/20		MGT R6/S4	DO	Occupational Therapist/Step Increase
Pattillo, Bruce	06/30/20			MNT	Maintenance General/Resignation due to Retirement
Reynolds, Andrea	07/17/20		MGT R1/S7	DO	Assistant Superintendent of Administrative Services/Correction to EER #11
Rivera, Ismael	10/09/20		R18/S4	RS	Night Custodian/Step Increase
Schaap, Audra	09/07/20		R23/S8 +7.5%	OL	Office Manager/Longevity Increase
Weissman, Catherine	02/03/21		MGT R8/S2	DO	Bond Contracts and Accounting Manager/Step Increase
Zappulla, John M.	03/23/21		R22/S4	DO	Systems Technician/Step Increase

III. 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>
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Allen, Pauline	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Allsman, Marcella	08/13/20		R14/S2	OL	Special Education Support Aide/Step Increase
Argueta, Cindy	10/09/20		R16/S4	OL	Instructional Assistant - ABA/Step Increase
Ayers, Becca	08/13/20		R14/S2	OL	Instructional Assistant/Step Increase
Bonilla, Carmen	08/14/20		R16/S4	OL	Instructional Assistant - ABA/Step Increase
Border, Barbara	08/15/20		R14/S5	OL	Instructional Assistant/Step Increase
Bullard, April	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Bullard, April	07/28/20	06/30/21	R16/S3	RS	Clerk Typist/Temporary Increase of Hours
Bullard, April	04/16/21		R16/S4	RS	Clerk Typist/Step Increase
Cacioppo, Alexis	08/15/20		R16/S4	EP	Instructional Assistant - ABA/Step Increase
Castro, Jenny	01/06/21		R16/S2	EP	Instructional Assistant - ABA/Step Increase
Cobb, Zachary	07/01/20		R28/S1	DO	Maintenance General - Painter/ Substitute
Davis, Christina	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Estrada, Elizabeth	12/03/20		R14/S5	OL	Bilingual Instructional Assistant/Step Increase
Fiscus, Regina	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Flores, Maria	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Francis, Annalisa	08/08/20		R20/S7	DO	Nurse's Assistant/Performance Recognition Increase
Garcia, Lisa	05/16/21		R16/S4	OL	Clerk Typist/Step Increase
Garcia, Olivia	08/13/20		R15/S3	MG	Instructional Assistant/Step Increase
Hanenburg, Cindy	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Hendrickson, Jill	09/05/20		R15/S8 +7.5%	MG	Instructional Assistant/Longevity Increase
Herman, Kathy	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Hutcherson, Janel	12/02/20		R16/S3	JO	Clerk Typist/Step Increase
Jan, Sarah	08/13/20		R14/S4	MA	Instructional Assistant - RSP/Step Increase
Johnson, Fleur	12/02/20		R14/S3	OL	Special Education Support Aide/Step Increase
Kennedy, Joelle	08/17/20		R16/S4	EP	Instructional Assistant - ABA/Step Increase
Leonguerrero, Robyn	03/21/21		R20/S5	MG	Library Media Technician/Step Increase
Leonguerrero, Robyn	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Lepe, Caroline	11/13/20		R14/S3	MG	Bilingual Instructional Assistant/Step Increase



Lickfelt, Rebecca	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Lord, Dixie	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Meza Soto, Katie	12/02/20		R15/S2	OL	Instructional Assistant/Step Increase
Mize, Kelly	08/13/20		R14/S5	EP	Instructional Assistant - RSP/Step Increase
Montanez, Laurie	05/01/21		R15/S3	OL	Special Education Support Aide/Step Increase
Munoz, Lauren	01/11/21		R14/S5	RS	Special Education Support Aide/Step Increase
Nava, Rudy	07/09/20		R18/S4	DO	Night Custodian/Step Increase
Rickenbacker, Kim	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Rickenbacker, Kimberly	04/16/21		R16/S4	EP	Clerk Typist/Step Increase
Scott, Susan	04/29/21		R14/S8 +5%	OL	Intervention Aide/Longevity Increase
Serrano, Tena	07/06/20	07/24/20	R17/S1	DO	Systems Aide/Temporary Summer Assignment
Serrano, Tena	07/28/20	06/30/21	R18/S8 +5%	RS	School Clerk-Intermediate/Temporary Increase of Hours
Smith, Grady	08/12/20		R16/S2	EP	Instructional Assistant - ABA/Step Increase
Valdez, Veronica	08/13/20		R15/S2	MG	Instructional Assistant/Step Increase
Van Hoogmoed, Danielle	01/06/21		R15/S2	OL	Instructional Assistant/Step Increase
Vasquez, Randi	07/01/20	06/30/21		DO	Systems Aide/Temporary Increase of Hours
Vasquez, Randi	09/21/20		R14/S4	DO	Systems Aide/Step Increase
Vazquez, Maricela	08/12/20		R14/S4	OL	Special Education Support Aide/Step Increase
Villarino, Kathleen P.	10/23/20		R14/S3	MA	Instructional Assistant/Step Increase
Williams, Andrea	08/14/20		R16/S4	OL	Instructional Assistant - ABA/Step Increase

IV. 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	08/14/20		R7/S4	JO	Cafeteria Worker/Step Increase
Alarid, Emily	05/01/21		R7/S4	EP	Cafeteria Worker/Step Increase
Castro, Nathan	01/07/21		R7/S3	JO	Cafeteria Worker/Step Increase
Garcia-Pompa, Nancy	10/28/20		R7/S3	RS	Cafeteria Worker/Step Increase/Correction to EER #12
Goodenow, Arlene	05/01/21		R7/S4	MA	Cafeteria Worker/Step Increase

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Franchise  
Consulting/Derek Francis to Provide Professional  
Development during 2020-2021 School Year

ACTION/  
(RATIFICATION)

Franchise Consulting/Derek Francis will provide a total of four sessions of Professional Development for Social Emotional Support to Eliminate Challenges. On August 10, 2020 he will present a session entitled "Reflecting on Values, Having Conversations on Race, and Building the District Community" to All District Staff. The second session to be presented on August 11, 2020 to Rancho Starbuck Staff entitled "Understanding Race, Privilege and Bias and Building Cross Cultural Relationships". The two remaining follow-up sessions will be presented during Fall 2020 and Spring 2021, dates yet to be determined. This Professional Development series will be provided at a cost not to exceed \$1,900.00. The cost will be covered by CARES funding.

It is recommended that the contract with Franchise Consulting/Derek Francis be approved, and the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

X-D1-1

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Notice of Completion, Saldana Landscape, Maybrook  
Interim Housing Project

ACTION

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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 October 7, 2019, the Board of Trustees approved a construction contract with Saldana Landscape, Maybrook Interim Housing Project.

This work is completed at Maybrook and has been accepted by the District for PO 85621.

Financial Implications

Financial Impact:	\$102,731.00
Funding Source:	Measure LL General Obligation Fund – Fund 21.0

Recommendation

It is recommended that the Board of Trustees accept a Notice of Completion, Saldana Landscape, Maybrook Elementary School, \$102,731 (PO 85621), Measure LL ( 21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Notice of Completion, Intercom Clock and Signal Service, ACTION  
(ICS) Maybrook Interim Housing Project

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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 October 7, 2019, the Board of Trustees approved a construction contract with Intercom Clock and Signal Service, (ICS) Maybrook Interim Housing Project.

This work is completed at Maybrook and has been accepted by the District for PO 85619.

Financial Implications

Financial Impact: \$149,000.00  
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation

It is recommended that the Board of Trustees accept a Notice of Completion, Intercom Clock and Signal Service, (ICS), Maybrook Elementary School, \$149,000.00 (PO 85619), Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees  
From: Jim Coombs, Superintendent of Schools  
Subject: Acceptance of Notice of Completion, Core Contracting, Maybrook Interim Housing Project      ACTION

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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 October 7, 2019, the Board of Trustees approved a construction contract with Core Contracting, Maybrook Interim Housing Project.

This work is completed at Maybrook and has been accepted by the District for PO 85617.

Financial Implications

Financial Impact:                   \$726,438.08  
Funding Source:                    Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees accept a Notice of Completion, Core Contracting, Maybrook Elementary School, \$726,438.08 (PO 85617), Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Notice of Completion, Moreno Valley Construction (MVC), Maybrook Interim Housing Project ACTION

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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 October 7, 2019, the Board of Trustees approved a construction contract with Moreno Valley Construction, (MVC), Maybrook Interim Housing Project.

This work is completed at Maybrook and has been accepted by the District for PO 85620.

Financial Implications

Financial Impact:	\$159,000.00
Funding Source:	Measure LL General Obligation Fund – Fund 21.0

Recommendation

It is recommended that the Board of Trustees accept a Notice of Completion, Moreno Valley Construction (MVC), Maybrook Elementary School, \$159,000.00 (PO 85620), Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees  
From: Jim Coombs, Superintendent of Schools  
Subject: Acceptance of Notice of Completion, Fairchild Plumbing and Mechanical, ACTION  
Maybrook Interim Housing Project

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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 October 7, 2019, the Board of Trustees approved a construction contract with Fairchild Plumbing and Mechanical, Maybrook Interim Housing Project.

This work is completed at Maybrook and has been accepted by the District for PO 85618.

Financial Implications:

Financial Impact: \$199,871.47  
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees accept a Notice of Completion, Construction Electric, Maybrook Elementary School, \$199,871.47 (PO 85618), Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
August 10, 2020

To: President Schambeck and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Notice of Completion, Construction Electric, Maybrook Interim Housing Project ACTION

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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 October 7, 2019, the Board of Trustees approved a construction contract with Construction Electric, Maybrook Interim Housing Project.

This work is completed at Maybrook and has been accepted by the District for PO 85616.

Financial Implications:

Financial Impact:	\$483,716.77
Funding Source:	Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees accept a Notice of Completion, Construction Electric, Maybrook Elementary School, \$483,716.77 (PO 85616), Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.