

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
February 1, 2021 – 7:30 p.m.

AGENDA

I. Call to Order

6:00 p.m.

In compliance with Government Code 54953, the Board will use zoom teleconference for closed session Zoom meeting ID: 873 9934 2293. To get the passwords to join the meetings please email: helpdesk@ljsd.org.

A. Comments from the Public

INFORMATION

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

B. Closed Session

6:00 p.m.

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

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

4. 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: 873 9934 2293. To get the password to join the meeting please email: helpdesk@ljsd.org.

II. Preliminary Procedural – Board President

A. Salute to the Flag

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

C. Introductions and Welcome of Guests

D. Comments from the Public

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

INFORMATION

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

E. Acknowledgement of Correspondence to the Board

INFORMATION

F. Approval of Agenda

ACTION

G. Approval of Minutes from the January 11, 2021, Regular Board Meetings

ACTION

- III. Topics Not on the Agenda
- IV. Reports INFORMATION
 - A. Timely Information from Board and Superintendent – Board President
 - B. Recognition of the John Greenleaf Whittier Chapter Daughters of the American Revolution Essay Contest Winners
- V. General – Jim Coombs
 - A. Presentation of Special Education CREW INFORMATION
 - B. Presentation of Blue Ribbon Special Education INFORMATION
 - C. Resolution 2020/21 No. 819, Recognizing February 1-5, 2021 as “School Counseling Week” ACTION/
(RESOLUTION)
- VI. Business Services – Andrea Reynolds
 - A. 2021/22 State Budget Update INFORMATION
- VII. Human Resources – Jim Coombs
 - No Items Except on Consent
- VIII. Educational Services – Sheri McDonald
 - No Items Except on Consent
- IX. Facilities & Operations – David Bennett
 - A. Ratification of Professional Services Agreement, Twining, Inc., Materials Testing, Soil Compaction, Macy Elementary Project ACTION/
(RATIFICATION)
- 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. Business Services – Andrea Reynolds

1. Purchase Order Report 2020/21 #7

ACTION/
(RATIFICATION)

2. Warrant Listing Report 2020/21 #7

ACTION/
(RATIFICATION)

B. Human Resources – Jim Coombs

1. Employer-Employee Relations/Personnel Report 2020/21 #7
Which Includes Hiring, Resignations, Contract Adjustments,
and Retirements for Certificated, Classified, and Confidential
Employees

ACTION/
(RATIFICATION)

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, March 1, 2021.

LOWELL JOINT SCHOOL DISTRICT
February 11, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2020/21 No. 819, Recognizing February 1-5,
2021 as "School Counseling Week" ACTION/
(RESOLUTION)

School Counseling Week will focus public attention on the unique contribution of school counselors. School Counseling Week, sponsored by ASCA, highlights the tremendous impact school counselors can have in helping students achieve school success and plan for a career.

It is recommended that Resolution 2020/21 No. 819, recognizing February 1-5, 2021, as "School Counseling Week" be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2020/2021 NO. 819

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING FEBRUARY 1-5, 2021, AS
“SCHOOL COUNSELING WEEK”**

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that we, the Board of Trustees on behalf of the students, parents, and community at large, does hereby recognize February 1-5, 2021, as “School Counseling Week” and that all school counselors in the Lowell Joint School District be commended for the contributions they make to successful student achievement.

APPROVED AND ADOPTED this 1st day of February, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 1st day of February, 2021, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 1st day of February, 2021.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
February 1, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: 2021/22 State Budget Update

INFORMATION

On January 15, 2021, District staff attended the Governor's Budget Workshop to hear the 2021/22 proposed educational budget. Highlights are included in the attached presentation.

AR/md

Superintendent's Comment:

LOWELL JOINT SCHOOL DISTRICT
February 1, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Professional Services Agreement, Twining, Inc., Materials
Testing, Soil Compaction, Macy Elementary Project

ACTION/
(RATIFICATION)

Background:

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure LL. A part of Measure LL 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, several companies were short-listed as potential vendors for necessary work. Proposals were provided from several vendors for the Macy specific work. Twining Inc., was selected to provide the District for the Macy Elementary project to conduct soils and materials testing and soil compaction during the course of construction.

Financial Implications

Financial Impact:	\$15,007.00
Funding Source:	Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify the Professional Services Agreement, Twining Inc., for Engineering & Testing, Materials Testing, Soils Compaction, Macy Elementary School, effective February 1, 2021, through January 31, 2022, not to exceed \$15,007.00 (21.0-00000-0-00000-85000-6282-0060000) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.



18011 Sky Park Circle Suite J
Irvine CA 92614

Tel 949.553.0370
Fax 949.553.0371

January 12, 2021
Proposal No.: 21-0055

David Bennett
Director of Facilities
Lowell Joint School District
11537 Grovedale Drive
Whittier, California 90604

Reference: Macy Elementary School

Subject: Proposal to Provide Geotechnical Site Soil Compaction Testing Services

Dear Mr. Bennett:

Twining Consulting, Inc. (Twining) is pleased to present this proposal for your consideration. The following scope of work entails quality control oversight during backfill and compaction operations as performed by the subcontractor. Twining will be present as requested by the Districts designated representative on an as-needed basis. This proposal is based upon conversations with District representatives, review of the plans and specifications and DSA 103 sheet provided.

Preliminary Budgetary Cost Analysis

Service	Duration/Inspection Manpower	Hours/ Units	Rates/Fees	Cost
Soil Backfill Compaction Testing: Technician oversight during backfill operations	15 Days/1.0 Technician, assumes 4 hours per day	120 Inspection Hours	\$95.00/hr	\$11,400.00
Equipment: Nuclear Density Gauge	--		\$6.00/hr	\$720.00
Laboratory Testing: Soil Proctor(s)	Allowance	--	--	\$750.00
Project Supervision by a Licensed GE	--	10 Hours	\$170.00/hr	\$1,700.00
Administration	N/A	N/A	3% Invoice	\$437.00

Estimated Cost: \$ 15,007.00

Twining Provisions

Twining agrees to provide the necessary field personnel and office support, commensurate laboratory testing services, field and test reports and documentation, and will provide multi-licensed inspectors when and where possible. These services will be provided on a time and materials basis in accordance with the attached fee schedule, and terms and conditions.

Conclusion

We would like to thank you for inviting us to present this proposal. Our comprehensive laboratory capabilities, exceptional technical staff, and commitment to quality project management make us a valuable member of your project team. Should you have any questions related to this proposal, please contact me by phone at 562.522.1179 or by email at sschiffer@twininginc.com.

Warm Regards,



Steve Schiffer
Principal

Inclusions: Updated 2020-2021 Fee Schedule, Professional Services Agreement, Distribution Sheet



Non-Union Schedule of Fees 2018 - 2019

Prevailing Wage Rates

NOTE: Rates will be adjusted annually each July 1st to reflect increased costs.

Personnel Rates: Per Hour Unless Otherwise Noted

Task Code	Engineering and Consulting Personnel	Rate
10026	Senior Principal Advisor/Consultant	\$ 290.00
10001	Principal Engineer/Geologist	\$ 180.00
10017	Metallurgical Engineer	\$ 175.00
70000	Registered Geotechnical Engineer	\$ 170.00
10010	Technical Advisor	\$ 165.00
10011	Material Scientist, Welding/NDT Consultant	\$ 200.00
70003	Registered Geologist/Certified Engineering Geologist	\$ 180.00
10003	Senior Engineer/Geologist	\$ 160.00
10009	Registered Civil Engineer	\$ 155.00
60003	Roofing/Waterproofing Consultant	\$ 195.00
10013	Project Engineer/Manager	\$ 130.00
30000	Quality Control Manager	\$ 125.00
10005	Senior Staff Engineer/Geologist	\$ 125.00
10007	Staff Engineer/Geologist	\$ 120.00
10015	Quality Control Administrator	\$ 130.00
10019	Metallurgical Technician	\$ 105.00
90001	CADD Operator/Draftsperson	\$ 95.00
70107	Field Supervisor	\$ 115.00
91030	Safety Supervisor	\$ 115.00
20000	Laboratory Manager	\$ 105.00
98000	Laboratory Technician	\$ 95.00
90005	Expert Witness Testimony	\$ 505.00
91010	Qualified SWPPP Developer	\$ 140.00
91000	Qualified SWPPP Practitioner	\$ 130.00
30001	Vibration Engineer	\$ 170.00

Task Code	Field Inspection Personnel	Rate
10501	Lead Inspector	\$ 100.00
70109	L.A. Deputy Grading Inspector	\$ 103.00
75001	Asphalt Field and Plant Inspector/Technician	\$ 95.00
70103	Pile Driving Inspector	\$ 95.00
70101	Soils Technician	\$ 95.00
50003	Field Engineering Technician (GPR, Pull Testing)	\$ 95.00

Task Code	Equipment Usage (Daily Unless Otherwise Noted)	Rate
95343	Nuclear Gauge (Per Hour)	\$ 6.00
95347	Ground Penetrating Radar	\$ 350.00
95345	Impact Echo	\$ 290.00
95349	Inertial Profiler (Per Hour)	\$ 260.00
95357	Project Dedicated Vehicle	\$ 110.00

Task Code	Jobsite Trailer, Mobile or On-site Laboratory	Rate
95360	Mobile laboratory for rapid set concrete (per shift not exceeding 12 hours) All others by quotation	\$ 400.00

Task Code	Soils and Aggregate Tests	Rate
30503	Abrasion: LA Rattler (ASTM C131)	\$ 200.00
30505	Abrasion: LA Rattler (ASTM C535)	\$ 200.00
70301	Atterberg Limits/Plasticity Index (ASTM D4318, CTM204)	\$ 165.00
70303	California Bearing Ratio Excluding Maximum Density (ASTM D1883): Soil	\$ 690.00
70304	California Bearing Ratio Excluding Maximum Density (ASTM D1883): Cement-Treated Soil	\$ 650.00
70344	Cement-Treated Soil/Base Mix Design: includes three trial cement contents with three unconfined compressive strength specimens per cement content	\$ 3,000.00
70305	Chloride and Sulfate Content (CTM 417, CTM 422)	\$ 130.00
30403	Clay Lumps and Frangible Particles (ASTM C142)	\$ 175.00
30321	Cleanness Value: 1" x #4 (CTM 227)	\$ 175.00
30322	Cleanness Value: 1.5" x .75" (CTM 227)	\$ 275.00

Task Code	Soils and Aggregate Tests, Continued	Rate
70393	Collapse Potential/Index (ASTM D5333)	\$ 175.00
70396	Compressive Strength of Molded Soil-Cement Cylinders (ASTM D1633)	\$ 105.00
70309	Consolidation Test: Full Cycle (ASTM 2435, CTM 219)	\$ 195.00
70311	Consolidation Test: Time Rate per Load Increment (ASTM D2435, CTM 219)	\$ 45.00
70313	Corrosivity Series: Sulfate, Cl, pH, Resistivity (CTM 643, 417, and 422)	\$ 275.00
70315	Crushed/Fractured Particles (ASTM D5821, CTM 205)	\$ 175.00
70317	Direct Shear Test: Remolded and/or Residual (ASTM D3080)	\$ 245.00
70319	Direct Shear Test: Undisturbed - Slow [CD] (ASTM D3080)	\$ 225.00
70321	Direct Shear Test: Undisturbed - Fast [CU] (ASTM D3080)	\$ 195.00
70378	Durability Index: Per Method - A,B,C, or D (CTM 229, ASTM D3744)	\$ 210.00
70325	Expansion Index (ASTM D4829, UBC 18-2)	\$ 175.00
75004	Fine Aggregate Angularity (AASHTO T304, ASTM C1252, CTM 234)	\$ 190.00
30507	Flat or Elongated Particle (ASTM D4791)	\$ 225.00
30508	Flat or Elongated Particle (ASTM D4791)	\$ 195.00
70331	Maximum Density: Methods A/B/C (ASTM D1557, D698, CTM 216)	\$ 190.00
70333	Maximum Density: Check Point (ASTM D1557, D698)	\$ 65.00
70335	Maximum Density: AASHTO C [Modified] (AASHTO T-180)	\$ 195.00
70337	Moisture Content (ASTM D2216, CTM 226)	\$ 25.00
70339	Moisture and Density: Ring Sample (ASTM D2937)	\$ 35.00
70341	Moisture and Density: Shelby Tube Sample (ASTM D2937)	\$ 40.00
70340	Moisture-Density Relations of Soil-Cement Mixtures Premixed in the Field (ASTM D558)	\$ 275.00
70342	Moisture-Density Relations of Soil-Cement Mixtures Mixed in the Lab (ASTM D558)	\$ 350.00
30401	Organic Impurities (ASTM C40, CTM 213)	\$ 100.00
70343	Permeability (ASTM D5084)	Quotation
80001	Potential Reactivity: Chemical Method (ASTM C289 - Discontinued Method)	\$ 525.00
70394	Potential Reactivity: Mortar Bar Expansion Method, 14-Day Exposure (ASTM C1260)	\$ 800.00
70391	Potential Reactivity: Mortar Bar Expansion Method, 28-Day Exposure (ASTM C1260)	\$ 850.00
70398	Potential Reactivity: Concrete Bar Expansion, Method (ASTM C1293), 12 month	\$ 2,400.00
70399	Potential Reactivity: Concrete Bar Expansion, Method (ASTM C1293), 24 month	\$ 2,600.00
70397	Potential Reactivity of Aggregate Combination, 14-Day Exposure, Mortar (ASTM C1567)	\$ 950.00
70392	Potential Reactivity of Aggregate Combination, 28-Day Exposure, Mortar (ASTM C1567)	\$ 1,000.00
70345	R-Value: Soil (ASTM 2844, CTM 301)	\$ 410.00
70347	R-Value: Aggregate Base (ASTM D2844, CTM 301)	\$ 410.00
70349	Sand Equivalent (ASTM D2419, CTM 217)	\$ 160.00
70351	Sieve #200 Wash Only (ASTM D1140, CTM 202)	\$ 90.00
70353	Sieve with Hydrometer: 3/4" Gravel to Clay (ASTM D422, CTM 203)	\$ 250.00
70355	Sieve with Hydrometer: Sand to Clay (ASTM D422, CTM 203)	\$ 240.00
70357	Sieve Analysis Including Wash (ASTM C136, CTM 202)	\$ 175.00
70359	Sieve Analysis Without Wash (ASTM C136, CTM 202)	\$ 130.00
70360	Sieve Analysis: Split Sieve (ASTM C136, CTM 202)	\$ 250.00
70361	Sieve Analysis Without Wash: With Cobbles (ASTM C136, CTM 202)	\$ 235.00
70363	Soundness: Sodium or Magnesium Sulfate, 5 Cycles (ASTM C88)	\$ 450.00



TWINING CONSULTING

Task Code	Soils and Aggregate Tests, Continued	Rate
70365	Specific Gravity and Absorption: Coarse (ASTM C127, CTM 206)	\$ 100.00
70367	Specific Gravity and Absorption: Fine (ASTM C128, CTM 207)	\$ 165.00
70369	Swell/Settlement Potential: One Dimensional (ASTM D4546)	\$ 105.00
70371	Triaxial	Quotation
70373	Unconfined Compression (ASTM D2166, CTM 221)	\$ 135.00
30317	Unit Weight Per Cubic Foot (ASTM C29, CTM 212)	\$ 125.00
30319	Void in Aggregate with Known Specific Gravity (ASTM C29, CTM 212)	\$ 125.00

Task Code	Asphalt Concrete Tests	Rate
75031	HMA Mixing and Preparation	\$ 125.00
75032	HMA Mixing and Preparation with Aggregate Treatment	\$ 175.00
75033	Bulk Specific Gravity of Compacted Sample or Core: SSD (CTM 308C and ASTM D2726)	\$ 55.00
75036	Bulk Specific Gravity of Compacted Sample or Core: Paraffin Coated (CTM 308A and ASTM D1188)	\$ 80.00
75040	Emulsion Residue, Evaporation (ASTM D244)	\$ 150.00
75024	Extraction: % Bitumen (CTM 382, ASTM D6307)	\$ 160.00
75027	Extraction: % Bitumen and Gradation (CTM 382, CTM 202, ASTM D6307, ASTM D5444)	\$ 215.00
75028	Extraction: % Bitumen, Correction Factor (CTM 382, ASTM D6307)	\$ 350.00
75030	Chemical Extraction: % Bitumen and Sieve Analysis (ASTM D2172 Method A or B, ASTM D5444)	\$ 245.00
75042	Lab Tested Maximum Density: Hveem, 3 briquettes (CTM 304, CTM 308, ASTM D1561, ASTM D1188)	\$ 210.00
75057	Hveem Slabometer Test, Premixed, 3 briquettes (CTM 304, CTM 366, ASTM D1560, ASTM D1561)	\$ 210.00
75048	Lab Tested Maximum Density: Marshall, 3 briquettes (ASTM D6926, ASTM D2726)	\$ 210.00
75049	Lab Tested Maximum Density: Marshall 6" Specimen, 3 briquettes (ASTM D5581, ASTM D2726)	\$ 215.00
75050	Lab Tested Maximum Density: Superpave Gyrotory Compacted Briquette, SSD, 1 briquette (ASTM D6925, ASTM D2726)	\$ 80.00
75052	Lab Tested Maximum Density: Superpave Gyrotory Compacted Briquette, Paraffin, 1 briquette (ASTM D6925, ASTM D1188)	\$ 90.00
75051	Maximum Theoretical Specific Gravity [RICE] (CTM 309, ASTM D2041)	\$ 200.00

Task Code	Asphalt Concrete Tests, Continued	Rate
75066	Marshall Stability and Flow, Cored Sample, each (ASTM D6927)	\$ 80.00
75069	Marshall Stability and Flow, Premixed, 3 briquettes (ASTM D6926, ASTM D6927)	\$ 225.00
75106	Marshall Stability and Flow, Gyrotory Compacted Specimen Pre-Mixed, 3 briquettes (ASTM D6925, ASTM D5581)	\$ 230.00
75107	Marshall Stability and Flow 6" Specimen, Premixed, 3 briquettes (ASTM D5581)	\$ 220.00
75063	Moisture Content (CTM 370)	\$ 85.00
75005	Wet Track Abrasion Test (ASTM D3910)	\$ 155.00
75093	Hveem Mix Design (Excluding Aggregate Quality Tests)	\$ 3,100.00
75096	Hveem Mix Design, with RAP (Excluding Aggregate Quality Tests, RAP Qualification)	\$ 3,400.00
75099	Hveem Mix Design, with Lime (Excluding Aggregate Quality Tests)	\$ 3,600.00
75094	Hveem Mix Design Caltrans Untreated Mix (Including Aggregate Quality Tests)	\$ 4,350.00
75095	Hveem Mix Design Caltrans Lime Treated Mix (Including Aggregate Quality Tests)	\$ 4,450.00
75084	Marshall Mix Design (Excluding Aggregate Quality Tests)	\$ 3,200.00
75087	Marshall Mix Design with RAP (Excluding Aggregate Quality Tests)	\$ 3,500.00
75090	Marshall Mix Design with Lime (Excluding Aggregate Quality Tests)	\$ 3,550.00
75083	Open Grade Asphalt Concrete Mix Design (CTM 368, ASTM D7064)	\$ 1,350.00
75109	Superpave Mix Design (Excluding Aggregate Quality Tests)	\$ 4,770.00
75113	Superpave Mix Design, with RAP (Excluding Aggregate Quality Tests)	\$ 6,300.00
75114	Superpave Mix Design, with Rubber (Excluding Aggregate Quality Tests)	\$ 6,200.00
75115	Superpave Mix Design, with Additives (Excluding Aggregate Quality Tests)	\$ 5,590.00
75075	Effect of Moisture on Asphalt Paving Mixtures, Pre-Mixed (AASHTO T283, ASTM D4867)	\$ 900.00
75111	Hamburg Wheel Track Test, 20,000 passes, 4 briquettes (AASHTO T324)	\$ 1,000.00
75039	Raveling Test of Cold Mixed Emulsified Asphalt (ASTM D7196)	\$ 200.00
75067	Marshall Stability, wet set, 3 replicates (AASHTO T245)	\$ 325.00
75068	Marshall Stability, dry set, 3 replicates (AASHTO T245)	\$ 275.00
75070	Cold Recycled Asphalt Mix Design: 2 gradings each, 3 emulsion content (Caltrans LP-8)	\$ 9,500.00



General Conditions

NOTE: A minimum of 24 hours notice is required for testing and inspection services.
NOTE: Rates will be adjusted annually each July 1st to reflect increased costs.

Administrative Fees

All administrative costs including report distribution and Twining Construction-Hive system are billed at the following percentage of the monthly invoice total: 3%
Note that hard copies of reports will be sent only to governing jurisdictions that mandate them. All other parties will receive reports electronically. The administrative fee above will receive reports electronically. The administrative fee above will be increased by 1% if additional hard copies of reports are requested.

Minimum Charges (Inspection and Technician Personnel Only - Other Personnel Charged on Portal to Portal Basis)

2-Hour Minimum: Inspector arrives at jobsite, no work to perform.
4-Hour Minimum: 1 to 4 hours of inspection
8-Hour Minimum: Over 4 to 8 hours of inspection

Regular Time

The first 8 hours worked Monday through Friday between 5:00 a.m. and 5:00 p.m.

Time and One-Half (All Types of Inspection)

All shifts will be billed based on the time and date of their start. Any increment past 8 hours through 12 hours worked Monday through Friday and the first 12 hours on Saturday. Time and one-half will also be charged for any time before 5:00 a.m. and after 5:00 p.m.

Double Time (All Types of Inspection)

All shifts will be billed based on the time and date of their start. After the first 12 hours worked Monday through Saturday, all day Sunday, holidays, and the first Saturday following the first Friday in June and December. Holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

Meal Period

When personnel are required by their duties to work more than five consecutive hours without a one-half hour uninterrupted meal period, one half hour at double time rate will be charged in addition to any applicable overtime for actual hours worked.

Travel Time and Mileage

For projects outside a 50-mile radius from the nearest Twining facility, \$0.70 per excess mile to and from the project will be charged for inspectors and technicians. Other than small tools, whenever project related equipment is required to be transported to and from the project site, time and mileage for inspectors and field technicians will be billed on a portal to portal basis. For all projects, \$0.70 per mile rate and applicable travel time will be charged portal to portal for engineers, consultants, supervisors, and laboratory technicians from the laboratory to the project site and return.
For work locations located 100 miles or more from Twining, travel time will be charged at the relevant rate for inspectors and technicians in addition to a subsistence allowance.

Saturday Sample Pick-Ups

In order to be in strict conformance with testing standards, it may be required that Saturday pick-ups be performed (e.g. concrete specimens cast on Friday must be picked up on Saturday in order to be in conformance with ASTM C31 requiring specimens to be moved to their final curing location within 48 hours of casting.) Applicable charges for Saturday work will apply when this is required. Should these charges not be authorized then Twining will not be responsible for any negative consequences.

Reimbursable Expenses

Parking, air fare, car rental, food and lodging, etc. will be charged at cost plus 20% per processed invoice, unless provided by client.

Project Specific Documents

Costs presented assume that client will provide project specific documents (plans, specifications, submittals, RFIs, etc.) for all inspection personnel. Should project specific documents be provided electronically through a for fee service, the client will be responsible for providing access and paying any fees for the service.

Project Site Facilities

Prices quoted assume that initial curing facilities for test samples that comply with relevant test standards and project requirements are provided by others. In addition, prices quoted assume that work/desk space for inspection staff are provided by others. Additional costs will apply should Twining be required to provide such facilities.

Subsistence

Subsistence on remote jobs will be charged per quotation.

Laboratory Testing Hours

Please note that laboratory testing will be billed on an hourly basis for non-standard tests. If testing is required to be performed on Saturdays, Sundays, holidays, or before 5:30 a.m. or after 4:00 p.m. on weekdays, an additional hourly charge with a minimum of one hour will be applied for the laboratory technician. 1.5 x regular test rate will be charged for rush testing.

Charges for Subcontracted Services

Material sent to outside laboratory for testing:	Cost plus 20%
Material sent to outside fabricator or machine shop:	Cost plus 20%
Glu-Lam beam inspection:	Cost plus 20%
Other subcontractors:	Cost plus 20%
Project exclusive equipment purchase:	Cost plus 20%

Limit of Liability

Client agrees to limit Twining's aggregate liability to all entities for alleged or actual errors and omissions in the performance of its professional services under this agreement to \$50,000.00 or the fees actually paid to Twining, whichever amount is greater. Higher limits may be available by quotation.

Certified Payroll

Certified payroll will be provided, upon request, at an additional charge of \$150.00/month. Fee applies to every month that certified payroll must be submitted regardless of whether or not services were provided for any given month.

Prevailing Wages

Prevailing wages will be adjusted annually in accordance with the changes dictated by the Prevailing Wage Law of the State of California, Department of Labor.



General Conditions, continued

Final Reports Required by Jurisdiction

If a final report or affidavit is required, we must first review all inspection and testing reports and clear up any unresolved issues on these reports. These issues will typically require approval by the engineer or architect of record. This process can take several weeks or just a day, depending on the number and complexity of the issues. Cost for final reports will be billed hourly.

Terms of Payment

Fees charged are for professional and technical services and are due upon presentation. If not paid within 30 days from date of invoice, they are considered past due and a finance charge of 1½% per month will be added to the unpaid balance (APR 18%).

A 3% fee will be applied for payments processed by credit card.

All invoice errors or necessary corrections shall be brought to the attention of Twining within 15 days of receipt of invoice. Thereafter, customer acknowledges invoices are correct and valid. Twining reserves the right to terminate its services to a customer without notice if all invoices are not current. Upon such termination of services, the entire amount accrued for all services performed shall immediately become due and payable. Customer waives any and all claims against Twining, its subsidiaries, affiliates, servants and agents for termination of work on account of these terms.

In the event of any litigation arising from or related to any agreement to provide services whether verbal or written, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorney's fees and all other related expenses in such litigation. Additionally, in the event of a non-adjudicative settlement of litigation between the parties or a resolution of dispute by arbitration, that same process shall determine the prevailing party.

Specimen Disposal

Specimens will be discarded after testing unless Twining has been notified prior to testing that the customer wishes to retrieve the specimens or storage arrangements are made.

Oversize Specimens

An extra charge will be made when test specimens require more than one person to handle because of size or weight.

Elevated Work Platforms

In the event an elevated work platform is required to safely complete our inspections, the client must provide safe access, including a trained and certified operator, to Twining, Inc. inspection and testing personnel.



2020-2021 PROFESSIONAL SERVICES AGREEMENT

Date: January 12, 2021

Client: Lowell Joint Unified School District

Project: Macy Elementary School

Twining Proposal No: 21-0055

Scope of Services: Geotechnical Site Soil Compaction Testing Services

Client desires to engage Twining Consulting, Inc. ("Twining") to perform the above-described Scope of Services for the subject Project. Twining agrees to perform the Scope of Services in accordance with the terms and conditions of this Professional Services Agreement ("Agreement") and the attached Schedule of Fees. Acceptance of this Agreement shall be effective upon Client returning a signed copy of this Agreement to Twining, or upon Client's request for Twining to perform any portion of the Scope of Services, or upon Client's issuance of a purchase order covering any portion of the Scope of Services. In the event that Client issues a purchase order, Client agrees that any terms and conditions accompanying such purchase order, with the exception of the fees owed to Twining, shall be replaced in their entirety by the terms and conditions provided herein, irrespective of any language within the purchase order to the contrary. Assembly Bill 5 (AB-5) is a new California Law that governs certain employers and their Independent Contractors. Twining field inspection personnel are Independent Contractors and not considered employees of Twining. Should it be determined by the State of California that licensed Special/Deputy Inspectors are not exempt from the Employer/IC waiver, it will be necessary to increase the quoted hourly rates by \$30.00/hour.

SERVICES

Twining will provide only those services that fall within the professional expertise of Twining. Where required by the governing agency, Twining's services will be provided under the general direction of a California Registered Civil Engineer and in accordance with the standards promulgated by that agency.

Twining will timely submit to the Client reports of inspections and laboratory tests, including, where applicable, an opinion as to whether the inspections and laboratory tests yielded results that are in compliance with the applicable project specifications and codes governing the Project.

Field tests will be performed by Twining in such a manner that interested parties may witness the tests.

Twining will not be obligated to perform services that fall outside its professional expertise, nor will it be obligated to perform services that are contrary to its exercise of sound professional judgment.

Twining shall have no authority over any of the Project's contractors with respect to the contractors' means, methods, techniques, sequences, or procedures. Services provided by Twining shall in no way relieve the contractors of their responsibilities to perform work in accordance with applicable laws and with the Project plans and specifications.

Twining shall have no authority to alter any requirement of the Project plans and specifications, nor to approve, accept, or reject any portion of the contractors' work on behalf of the Client. Twining shall have no authority to reject or stop the progress of the contractors' work.

If client requests Twining to perform any services on the Project not included within the Scope of Services, Client agrees to place such request in writing.



Twining's services will be performed using that degree of skill and care customarily exercised by other providers of similar professional services operating under similar conditions. No other representation, and no warranty is expressed or implied in connection with the performance of any services by Twining.

Twining shall have the right to suspend or discontinue services on the Project without further liability in the event that any invoice tendered by Twining becomes past due by more than 30 days.

CLIENT OBLIGATIONS

Client shall provide Twining with all plans, specifications, addenda, approved shop drawings, and other Project documents necessary for Twining to perform its services.

Client shall direct the contractor to:

- Provide adequate space at the Project site for Twining to park its vehicles and perform its services
- Secure and deliver to Twining, without cost to Twining, representative samples of materials that contractor proposes to install on the Project, along with relevant data concerning the materials
- Stop the work at appropriate times to allow Twining the opportunity to sample construction materials
- Furnish, without cost to Twining, casual labor to facilitate sample procurement and storage
- Provide, without cost to Twining, adequate space at the Project for secure storage of Twining test equipment, and a proper curing facility for test samples

Client shall provide Preliminary Notice and credit information as required by Twining, prior to Twining's performance of any services.

FEES AND INVOICES

Unless otherwise indicated herein, Twining will perform its services on a time-and-materials basis in accordance with the attached Schedule of Fees. Twining's proposal may have provided Client with an estimate of total costs for completion of its Scope of Services on the Project. Client agrees that any such estimate is based on construction schedules and other information provided to Twining by others, and that such construction schedules and other information may change over the course of the Project. Client agrees to compensate Twining in accordance with the attached billing terms and Schedule of Fees, and not in strict accordance with any total cost estimate provided to Client by Twining.

Twining will provide an invoice to Client on a monthly basis, describing the applicable rates and the services provided during the billing period. An administrative fee of 3% shall be added to the total amount of each invoice. Each invoice is due and payable upon presentation and shall be past due thirty (30) days after the invoice date. Past due accounts are subject to a finance charge of 1½ percent per month.

Client agrees to bring any disputes regarding the accuracy of an invoice to Twining's attention within 15 days after the invoice date. After this period, Client shall have no right to contest the accuracy of the invoice.

Client agrees to pay Twining's attorney fees and all other costs Twining incurs in connection with collection of Client's delinquent account.

RISK ALLOCATION

Client affirms that a multitude of risks affect Twining through its performance of services under this Agreement. In exchange for Twining's provision of services at an economical cost to Client, Client agrees to limit Twining's aggregate liability for professional acts and omissions by its employees, officers, agents and consultants to \$50,000



or the fees paid by Client to Twining under this Agreement, whichever is greater. This limitation shall not apply to losses due to Twining's sole negligence or intentional breach of contract.

Client and Twining absolve one another from all liabilities connected with *force majeure*, including labor unrest, strikes, and acts of authorities, for the duration of the *force majeure* events. Client and Twining waive all claims against each other for consequential, indirect, or special damages arising out of or relating to this Agreement.

GENERAL PROVISIONS

Twining may agree to provide certain services that are outside the professional expertise of Twining. In this event, or in the event that the Project has manpower requirements that are beyond Twining's ability to staff efficiently, Twining may subcontract a portion of the services to one or more subcontractors. Any subcontractors retained by Twining in connection with the Project shall have the same obligations to Client as Twining has to Client under this Agreement.

This Agreement, along with its attachments, constitutes the entire agreement between the parties, and supersedes and previous or prior negotiations, representations or agreements, whether written or oral.

Should any dispute arise between the parties in connection with this Agreement, the parties agree that good-faith efforts will be made to resolve the dispute among the principals of each party. If these efforts fail to resolve the dispute, then the parties agree to submit the dispute to formal mediation prior to pursuing any other remedy, unless otherwise agreed between the parties.

In any action commenced by a party to this Agreement, the prevailing party shall recover from the non-prevailing party its reasonable attorney fees and other costs in prosecuting or defending such action.

If any term or provision of this Agreement is held by a venue of competent jurisdiction to be invalid or unenforceable, that term or provision shall be stricken from the Agreement and the remainder of the Agreement shall remain in full force and effect.

Client is advised that Twining Consulting, Inc. employs professionals who are licensed by the California Board for Professional Engineers, Land Surveyors, and Geologists.

By **Twining Consulting, Inc.:**

By **Client:**

Signature

Name

Title

Date

Signature

Name

Title

Date

Attachment
Schedule of Fees 2020-2021

2019-2020 PROJECT SET UP AND REPORT DISTRIBUTION

TWINNING PROJECT MANAGER:

PERMIT NO:

PROJECT NAME:

JOB SITE CONTACT:

JOB SITE ADDRESS:

PHONE:

CA. PREVAILING WAGE YES NO / DAVIS BACON YES NO / PROJECT LABOR AGREEMENT (PLA) YES NO
 INSURANCE REQUIRED YES NO / CERTIFIED PAYROLL YES NO / ADVERTISED DATE

20-day preliminary notice information must be provided as of January 1, 1995, per Civil Code Section 8200

Electronic copies of all reports will be distributed to the following parties automatically.

CLIENT Attention _____ Email _____ Mailing Address _____ City, State, Zip Code _____ Phone/Fax Number _____ <input type="checkbox"/> Mark if hard copies of reports are required to party above.*	INVOICE / Attention Email _____ Phone/Fax Number _____ CERT PIR / Attention Email _____ Phone/Fax Number _____ <input type="checkbox"/> Mark if hard copies of reports are required to party above.*
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Special Project or Invoicing Instructions:

OWNER Attention _____ Email _____ Mailing Address _____ City, State, Zip Code _____ Phone / Fax Number _____ <input type="checkbox"/> Mark if hard copies of reports are required to party above.*	LENDER Attention _____ Email _____ Mailing Address _____ City, State, Zip Code _____ Phone/Fax Number _____ <input type="checkbox"/> Mark if hard copies of reports are required to party above.*
GEN CONTRACTOR Attention _____ Email _____ Mailing Address _____ City, State, Zip Code _____ Phone/Fax Number _____ <input type="checkbox"/> Mark if hard copies of reports are required to party above.*	BUILDING DEPT. Attention _____ Email _____ Mailing Address _____ City, State, Zip Code _____ Phone/Fax Number _____ <input type="checkbox"/> Mark if hard copies of reports are required to party above.*
STRUCT. ENGINEER Attention _____ Email _____ Mailing Address _____ City, State, Zip Code _____ Phone/Fax Number _____ <input type="checkbox"/> Mark if hard copies of reports are required to party above.*	ARCHITECT Attention _____ Email _____ Mailing Address _____ City, State, Zip Code _____ Phone/Fax Number _____ <input type="checkbox"/> Mark if hard copies of reports are required to party above.*

* By default, hard copies of reports are sent to the governing jurisdiction only. Requesting that hard copies be mailed to any of the parties above will incur a 1% increase to your administrative fees.

LOWELL JOINT SCHOOL DISTRICT
February 1, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Purchase Order Report 2020/21 #7

ACTION/
(RATIFICATION)

In accordance with the law, Purchase Order Report 2020/21 #7 is recommended for approval. The report lists all purchase orders issued December 2, 2020, through January 5, 2021.

AR:md

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-A1-1

PURCHASE ORDERS FOR BOARD APPROVAL

February 1, 2021

NO#	VENDOR	DESCRIPTION	AMOUNT
86249	BATTERY SPECIALTIES	MAINTENANCE-BATTERIES	\$ 164.07
86250	HOTSY	MAINTENANCE-DISINFECTANTS	\$ 868.55
86251	COVENANT A/C	MAINTENANCE-DISTRICT OFFICE SERVICE CALL	\$ 300.00
86252	MANALISCO GROWERS	LANDSCAPING-DISTRICT OFFICE	\$ 428.17
86253	MANALISCO GROWERS	LANDSCAPING-RANCHO STARBUCK	\$ 428.17
86254	ARROW RESTAURANT EQUIPMENT	GA SYSTEMS CUSTOM SERVING LIN-MG	\$ 41,157.69
86255	COMPLETE BUSINESS SYSTEMS	DIPLO MACHINE SUPPLIES	\$ 824.76
86256	DATA IMPRESSIONS	VIRTUAL PROFESSIONAL DEVELOPMENT-GO GUARDIAN	\$ 499.00
86257	GHATODE BANNON	JORDAN-ADDENDUM #2-PORT TO PERM	\$ 556,320.00
86258	DIVISION OF STATE ARCHITECT	INV# 03-12308 FOR DSA PROJECT-MAYBROOK	\$ 9,521.22
86259	ACTION SALES	NUTRITION SERVICES-FREEZER	\$ 4,443.70
86260	PRO-ED	SCORING FORMS AND RECORD BOOKLETS-SPEECH	\$ 82.46
86261	DEAD AND BURIED	T-SHIRTS, STUDENT INCENTIVES	\$ 961.38
86262	ROCHESTER 100	COMMUNICATION FOLDER	\$ 349.76
86263	JW PEPPER	TEACHER TAXI CART WITH POWER STRIP	\$ 1,298.67
86264	DEAD AND BURIED	CERAMIC COFFEE MUGS, BANNERS	\$ 324.87
86265	DATA IMPRESSIONS	REPAIR PARTS FOR CHROMEBOOKS	\$ 2,500.00
86266	COYOTE FFA ALUMNI	SYMPATHY ARRANGEMENTS	\$ 320.00
86267	BARNES AND NOBLE	LORD OF THE FLIES, TOUCHING SPIRIT BEAR	\$ 1,598.55
86268	SO CAL IMMEDIATE MEDICAL CENTER	WORKERS COMP DR VISIT-INDUSTRIAL ACCIDENT	\$ 784.80
86269	RIOT CREATIVE IMAGING	POSTERS	\$ 976.96
86270	KIDS FOR PEACE	KINDNESS STICKERS	\$ 92.40
86271	LINKED IN/LEARNING FOR ACADEMIC	SUBSCRIPTION RENEWAL 12/16/2020 - 12/15/2021	\$ 2,100.00
86272	DFA - GASB 75 Actuarial	July 1,2019 Actuarial Report & June 2020 & June 2021 Rollover	\$ 4,000.00
86273	ENVIRONMENTAL REMEDIATION	JORDAN-ASBESTOS REMOVAL	\$ 2,200.00
86274	A-TECH CONSULTING, INC.	MACY-ABATEMENT AND HAZARDOUS MATERIALS TESTING	\$ 28,469.00
86275	ERICKSON HALL CONSTRUCTION COMPANY	MACY-LEASE-LEASEBACK-HVAC, ROOF REPLACEMENT	\$ 5,350,559.00
86276	ORANGE CO DEPT. ED	GLAD RENEWAL-H.BRANDER	\$ 750.00
86277	A-1 FENCE COMPANY	MAYBROOK-REPAIR-CHAIN LINK FENCE	\$ 996.00
86278	RTC ENGRAVING	RANCHO STARBUCK-BRICK ENGRAVING	\$ 165.00
86279	SOUTHWEST SCHOOL SUPPLY	MEADOW GREEN-PAPER (DONATION)	\$ 695.33
86280	BLICK ART	RS-ART CLASS SUPPLIES-CAZARES	\$ 1,075.80
86281	TANA CARMICHAEL	DANCE COSTUMES & MATERIALS	\$ 1,657.00
86282	XCELL INC.	MACBOOK PRO A2159 SCREEN REPLACEMENT	\$ 530.00
86283	SENTRY SIGNS AND PRINTING	SUPT OFFICE-BANNERS, WELCOME BACK, THANK YOU	\$ 1,728.72
86284	SENTRY SIGNS AND PRINTING	SUPT OFFICE-36X92 RETRACTABLE BANNER	\$ 1,533.00
86285	SENTRY SIGNS AND PRINTING	DISTANCING /DIRECTIONAL SIGNS-EP,JO,MA,OL,RS	\$ 820.74
86286	SOUTHWEST SCHOOL SUPPLY	RS-ART CLASS SUPPLIES-CAZARES	\$ 2,250.00
		<i>Respectfully Submitted,</i>	\$ 6,023,774.77

Jim Coombs

LOWELL JOINT SCHOOL DISTRICT
February 1, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Warrant Listing Report 2020/21 #7

ACTION/
(RATIFICATION)

The Warrant Listing Report 2020/21 #7 is recommended for approval. The report lists all warrants issued January 6, 2021, through January 20, 2021.

AR:md

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-A2-1

"B" WARRANTS FOR BOARD APPROVAL ON:
February 1, 2021

"B" WARRANT DOCUMENTS : 896 - 1054, 3047 - 3055

649,755.30

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.	VENDOR	AMOUNT
896	ABC DOCUMENT SOLUTIONS-MG, SUPPLIES	266.28
959	SO CAL GAS-MG, RS, UTILITIES	399.25
960	GHATODE BANNON ARCHITECTS-JOR, CONTRACT SVCS	215.18
961	ATKINSON, ANDELSON, LOYA,RUUD-CONTRACT SVCS	610.00
962	HAUFFE CO-OLITA, BOND, CONTRACT SERVICES	12,264.00
963	A-1 FENCE-MAINT, SUPPLIES	5,760.00
964	COYOTE FFA ALUMNI/SUPPORTERS-RS, DUES	320.00
965	CSM CONSULTING-TECH, SUPPLIES	2,125.00
966	DATA IMPRESSIONS-RS-CARES ACT, SUPPLIES, RS	499.00
967	DEAD & BURIED-RS, SUPPLIES	324.87
968	DECKER EQUIPMENT-MA, MG-SUPPLIES	185.85
969	GREENFIELD LEARNING INC.-MG, LICENSES	5,780.00
970	LOGMEIN COMMUNICATIONS-TECH, LICENSES	4,401.27
973	CITY OF LA HABRA-EP, OL, UTILITIES, DEC 2020	3,916.60
974	MCI VERIZON-TECH, UTILITIES DEC 2020	7.01
975	SO CAL EDISON-EP, JOR, MG, RS, DO, MAYBROOK	9,065.42
976	SO CAL GAS CO-JOR, MACY, DO-UTILITIES	612.47
977	SUBURBAN WATER-MG, RS-UTILITIES	6,983.94
978	VERIZON WIRELESS-TECH, DISTRICT COMMUNICATIONS	1,956.30
979	T-MOBILE-DISTRICT UTILITIES, COMMUNICATIONS	1,100.89
980	VERIZON WIRELESS-DISTRICT COMMUNICATIONS	5,076.89
981	BEE GONE BEE REMOVAL-RS, SERVICE CALL	75.00
982	ELLISON EDUC EQUIPMENT-OLITA, SUPPLIES	22.08
983	GIGAKOM-ALL SITES,TECH UPGRADE	10,765.29
984	GLASBY MAINTENANCE-ALL SITES, SUPPLIES	2,602.00
985	JAMES HARDWARE CO-MAINTENANCE, SUPPLIES	1,242.14
986	PLUMBING WHOLESALE OUTLET-SUPPLIES	342.95
987	SHERWIN WILLIAMS CO-RS, SUPPLIES	62.20
989	GT DESIGNS-RS, SUPPLIES	464.10
990	DEBRA LEES-MAYBROOK, CONSULTANT SVCS	1,400.00
991	SPARKLETTS-RS, WATER SUPPLIES	2.99
992	READY REFRESH BY NESTLE-DISTRICT WATER SUPPLIES	68.33
993	WPS-SPEC EDUC-FORMS, SUPPLIES	301.97
994	LECIA GUNSALUS-TEACHER SUPPLY PURCHASE REIMB	77.94
995	YUMI YAMAMOTO-JORDAN, LIBRARY PURCHASE REIMBURSEMENT	28.18
996	RMA GROUP-BOND, CONTRACT SVCS	14,485.00
1000	SENTRY SIGNS & PRINTING-CARES ACT, GEN FUND-SUPPLIES	5,532.39
1001	D&D EDUC CONSULTANTS-BAL DUE, CONTRACT SVCS	375.00
1007	COMPLETE BUSINESS SYSTEMS-MG, SUPPLIES	798.14

1008	DATA IMPRESSIONS-TECH, DISTRICT, EQUIPMENT	45,216.98
1009	JOHN ZAPULLA-IT, EMPLOYEE MILEAGE REIMBURSEMENT	43.71
1010	AMERICAN EXPRESS-DISTRICT PURCHASES	4,129.04
1011	CINTAS-MAINTENANCE, SUPPLIES	1,296.54
1012	BEST LAWNMOWER-GROUNDS, SUPPLIES	1,674.33
1013	WARE DISPOSAL-DISTRICT, UTILITIES	1,620.30
1014	LOWES - CREDIT PURCHASES/ MAINTENANCE	1,358.03
1021	IMAGE APPAREL FOR BUSINESS - UNIFORMS	825.18
1023	PRO-ED-SPEC ED, SUPPLIES	82.98
1024	REGISTRAR-RECORDER OF LA-ELECTION FEES	226.17
1025	NCS PEARSON, INC. - SPECIAL ED. SUPPLIES	1,017.55
1026	LEADER SERVICES - MEDICAID REIMBURSEMENT	726.80
1027	GALLAGHER PEDIATRIC-SPEC ED, CONTRACT SVCS	801.52
1028	MATTHEW CUKRO - SUPPLIES REIMBURSEMENT	4.10
1029	LA HABRA ROTARY CLUB-SUPT., MEMBERSHIP DUES	230.00
1030	FRONTIER COMMUNICATIONS - MONTHLY SERVICE	62.67
1031	MCI A VERIZON CO. - MONTHLY PHONE SERVICE	25.32
1032	SO CAL EDISON-MACY, OLITA-UTILITIES	4,248.03
1033	SUBURBAN WATER-JORDAN, MACY-UTILITIES	6,041.38
1035	SOUTHEAST CONSTRUCTION PROD-EP, OLITA	263.28
1036	WALTERS WHOLESALE-MAINTENANCE, SUPPLIES	424.93
1037	ASSOC. OF CA. SCHOOL ADMIN.- EMPLOYEE DEDUCTIONS	337.37
1038	CA. ASSOC. OF SCHOOL PSYCH. - EMPLOYEE DEDUCTIONS	15.50
1039	CALIF. SCHOOL EMPLOYEES ASSOC.- EMPLOYEE DEDUCTIONS	3,355.80
1040	CALIF. TEACHERS ASSOC. - EMPLOYEE DEDUCTIONS	14,951.83
1041	PACIFIC EDUCATORS-VOLUNTARY DEDUCTIONS	77.00
1042	THE STANDARD-VOLUNTARY DEDUCTIONS	5,194.01
1043	UNITED WAY OF GREATER LA-VOLUNTARY DEDUCTIONS	10.00
1044	DELTA DENTAL- CERTIFICATED RETIREE VOL. PLAN	1,951.21
1045	AMERICAN INTEGRATED RESOURCES-EP, BOND, CONTRACT SVCS	23,980.50
1047	CORE CONTRACTING-EP, BOND, CONTRACT SVCS	53,610.69
1054	GHATODE BANNON ARCHITECTS-CONTRACT SVCS	341,882.83
3047	ACTION SALES-NUTRITION SVCS, EQUIPMENT	4,443.09
3048	BERNIER REFRIGERATION-NUTRITION, EQUIPMENT	1,432.34
3049	DRIFTWOOD DAIRY-NUTRITION SVCS, COMMODITIES	10,218.50
3050	GOLD STAR FOODS-NUTRITION SVCS-SUPPLIES	11,950.50
3051	P&R PAPER SUPPLY CO-NUTRITION SVCS	1,021.64
3052	MARLENE TINOCO-NUTRITION SVCS MEAL REFUND	37.50
3053	VALPRO, INC.-NUTRITION SVCS, SUPPLIES	1,326.35
3054	LADY BUGS TERMITE SERVICES-DISTRICT SVC CALL	55.00
3055	FORM PLASTIC CO-NUTRITION SVCS, EQUIPMENT	3,068.88

LOWELL JOINT SCHOOL DISTRICT
February 1, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report 2020-21 #7 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees

ACTION/
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2020-21 #7, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees has been completed without irregularities and in compliance with the law, District policy, administrative regulations, rules, procedures, and direction of the supervisor and all information has been fully disclosed.

It is recommended that Employer-Employee Relations/Personnel Report 2020-21 #7, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees, be ratified.

Attachment

JC/me

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2020-21 #7

February 1, 2021

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Lindsey Lavin	10/12/2020	01/15/2021	RS	FMLA (AB375)/Baby Bonding Correction of 2020-21 EER #4
Suzuki, Angela	01/19/2021	02/25/2021	EP	Leave/FMLA Baby bonding (Mondays thru Thursdays 80%)
Kuitems, Naomi	01/19/2021	03/02/2021	MG	FMLA (AB375) Maternity Leave

B. STIPENDS/EXTRA DUTY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Aguilar, Barbara	08/2020	12/2020	RS	To be paid a total of \$300.00 for being a Master Teacher to Biola University (August - December). To be paid from Biola University.
Saieva, Aly	08/2020	10/2020	OL	To be paid a total of \$150.00 for being a Master Teacher to Biola University (August - October). To be paid from Biola University.
Kudler, Laurie	10/2020	12/2020	MA	To be paid a total of \$150.00 for being a Master Teacher to Biola University (October -December). To be paid from Biola University.
Lee, Sylvia	08/2020	10/2020	MA	To be paid a total of \$150.00 for being a Master Teacher to Biola University (August - October). To be paid from Biola University.
Lee, Sylvia	10/2020	12/2020	MA	To be paid a total of \$150.00 for being a Master Teacher to Biola University (October -December). To be paid from Biola University.

C. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SIE	COMMENT
Sober, Jessica	10/12/2020	01/15/2021	DO	To be paid special long term rate of \$170.00 for Rancho Starbuck Intermediate School for Math teaching position. Correction of EER #4 2020-2021
Praefke, Amie	01/19/2021	02/25/2021	DO	To be paid special long term rate of \$170.00 for El Portal Elementary Monday – Thursdays for 6 th grade teaching position
Morrison, Dana	01/19/2021	03/02/2021	DO	To be paid special long term rate of \$170.00 for Meadow Green Elementary for Kindergarten grade teaching position

* EMPLOYMENT OF SUBSTITUTES EFFECTIVE 08/10/2020 FOR THE 2020/2021 SCHOOL YEAR \$131.00 PER DAY RATE AND \$170.00 LONG TERM AND \$65.50 PER HALF DAY RATE AND \$35.00 PER HOUR*

*It is further recommended that the individuals listed above be approved to instruct in the Intervention Programs. The rate of pay is \$35.00/hour and will be paid from Title I, or LCFF Supplemental Grant Funds.
 *It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2020/21 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 2020/21 school year.

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2020-21 #7

February 1, 2021

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Lindsey Lavin	10/12/2020	01/15/2021	RS	FMLA (AB375)/Baby Bonding Correction of 2020-21 EER #4
Suzuki, Angela	01/19/2021	02/25/2021	EP	Leave/FMLA Baby bonding (Mondays thru Thursdays 80%)
Kuitems, Naomi	01/19/2021	03/02/2021	MG	FMLA (AB375) Maternity Leave

B. STIPENDS/EXTRA DUTY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Aguilar, Barbara	08/2020	12/2020	RS	To be paid a total of \$300.00 for being a Master Teacher to Biola University (August - December). To be paid from Biola University.
Saieva, Aly	08/2020	10/2020	OL	To be paid a total of \$150.00 for being a Master Teacher to Biola University (August - October). To be paid from Biola University.
Kudler, Laurie	10/2020	12/2020	MA	To be paid a total of \$150.00 for being a Master Teacher to Biola University (October -December). To be paid from Biola University.
Lee, Sylvia	08/2020	10/2020	MA	To be paid a total of \$150.00 for being a Master Teacher to Biola University (August - October). To be paid from Biola University.
Lee, Sylvia	10/2020	12/2020	MA	To be paid a total of \$150.00 for being a Master Teacher to Biola University (October -December). To be paid from Biola University.

C. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SIE	COMMENT
Sober, Jessica	10/12/2020	01/15/2021	DO	To be paid special long term rate of \$170.00 for Rancho Starbuck Intermediate School for Math teaching position. Correction of EER #4 2020-2021
Praefke, Amie	01/19/2021	02/25/2021	DO	To be paid special long term rate of \$170.00 for El Portal Elementary Monday – Thursdays for 6 th grade teaching position
Morrison, Dana	01/19/2021	03/02/2021	DO	To be paid special long term rate of \$170.00 for Meadow Green Elementary for Kindergarten grade teaching position

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

*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2020/21 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 2020/21 school year.

CLASSIFIED EMPLOYEES
February 1, 2021

II. CLASSIFIED EMPLOYEES

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>
Aguayo, Leo	01/08/21	06/30/21	R21/S5	EP	Night Custodian/Working Out of Class
Brown, Matthew	01/08/21	06/30/21		EP	Day Custodian/Unpaid Leave of Absence
Marin, Luis	02/01/21		R20/S6	MNT	Groundskeeper/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>
Carlin, Tanya	02/05/21			MA	Noon Duty Assistant/ Resignation
Mitchikoff, Nadine	01/04/21	05/28/21		MG	Instructional Assistant/ Extended Illness Leave
Munoz, Lauren	01/04/21	02/10/21		RS	Instructional Assistant/Medical Leave

D. 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>
Ornelas, Ivonne	09/26/19		R14/S8	JO	Satellite Cafeteria Worker/ Performance Recognition Increase

D. CLASSIFIED JOB DESCRIPTIONS

Addition:

- Assistant to Superintendent's Office



LOWELL JOINT SCHOOL DISTRICT

ASSISTANT TO SUPERINTENDENT'S OFFICE

Confidential Salary Schedule
Range F

JOB SUMMARY:

Under general direction, performs a variety of secretarial functions; assists in the District Superintendent's Office; and performs related duties as required.

ESSENTIAL FUNCTIONS:

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

- Assists Superintendent's Executive Assistant in all duties related to the functions of the Superintendent's Office.
- Receives incoming telephone calls, acts as receptionist, and maintains appointment schedule for the Superintendent.
- Receives the mail for the Superintendent's review.
- Maintains filing system for the Superintendent's Office.
- Takes and transcribes meeting minutes and recordings.
- Composes and types letters, bulletins, memos, forms, and schedules.
- Operates computer, software, typewriter, and other office and video equipment.
- Proofreads for accuracy typed materials that are sent from the Superintendent's Office.
- May do arithmetical calculations and statistical analysis.
- Reviews and determines acceptability of materials or information submitted by outside sources prior to distribution to students and/or staff.
- Maintains substitute teacher records and secures day-to-day teacher substitutes.. Compiles and responds to survey information from various school districts, governmental agencies, etc.
- Handles public relations contacts and follows through on problems or inquiries by telephone, email, personal contact, or by correspondence.
- Interprets and responds to inquiries regarding District Policy.
- Makes reservations, travel arrangements, and expense vouchers for the Board of Trustees and the Superintendent.
- Performs duties of Superintendent's Executive Assistant in that individual's absence.
- Performs other duties as assigned.

Knowledge of:

- Modern office methods, procedures and techniques.
- Telephone and public relations techniques.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling and punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.
- Business correspondence, report preparation and composition techniques.

Ability to:

- Perform secretarial work involving independent judgment and requiring speed and accuracy.
- Compile data and prepare specialized and comprehensive reports.
- Operate a computer with efficiency to word process and for record-keeping.
- Make clear and confidential reports and keep records independently.
- Communicate effectively, both orally and in writing, displaying tact, patience and judgment.
- Type at a rate of 55 wpm.
- Establish and maintain cooperative and effective working relationships with others.
- Apply and explain policies, procedures, rules and regulations.
- Complete work with many interruptions, working independently with little direction.
- Meet schedules and timelines.

Education/Training/Experience:

Two years of increasingly responsible experience including secretarial or clerical experience; high school diploma or equivalent; ability to type 55 words per minute.

Licenses/Certificates/Special Requirements:

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

PHYSICAL STANDARDS AND WORKING CONDITIONS:

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

Physical Demands:

Physical demands of this position include sitting most of the time, but may involve walking or standing for brief periods; lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required; repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone. Specific vision abilities including close vision, depth perception and the ability to focus are required.

Mental Demands:

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with constant interruptions; and interact cooperatively with District staff, vendors, contractors, other organizations, and the general public.

Work Environment:

While performing the duties of this position, employees will work in an office setting where the noise level is usually quiet. Negative interactions with employees and vendors can result in stressful situations. May work without direct and/or constant supervision.

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